

Checklist procedure for importing publications from the WOS into EVALUNA

1. preparation

- a. Name list or request publication list of the clinic/institute (without Meeting Abstracts und Corrections)
- b. If necessary, ask for shared first and last authorships

2. use current training slides

3. search in the "Web of Science Core Collection" (not PubMed) (only in the UKB or university network!)

<https://www.webofscience.com/wos/woscc/basic-search>

- a. Without meeting abstracts and corrections
- b. Check result: Namesakes and subject area > narrow down if necessary
- c. Include "Early Access" or "E-Pub ahead of print" only as placeholders
> Import print version later after publication
- d. **Export as "Plain text file" and "full record"!**

4. import into EVALUNA

<https://evalunabiblio.uk-erlangen.de/EvalunaBiblio/#/>

- a. Upload (often takes 20 minutes, you can upload the next data in the meantime)
- b. List of all affiliations/addresses: Filter by foreign (other places, other clinics)
- c. Assignment: first Bonn on the right as "exclusion filter" > check off everything foreign without Bonn
- d. Then filter by affiliation of your own clinic/inst. on the left > assign by "drag and drop", then check off
- e. Finally, check off all external affiliations (without assigning), empty list

5. check for completeness

- a. Save or copy publication list from EVALUNA as pdf
- b. If necessary, send to the authors of the department and supplement (if included in the WOS), then also ask for shared first and last authorships

6. finalization

- a. Save or copy publication list from EVALUNA as pdf
- b. submit to the director for completeness
- c. ask for shared first and last authorships
- d. Report to the dean's office with proof
- e. Approval by director
- f. Final report by e-mail to the dean's office (forschung@ukbonn.de)