Questions and answers regarding registering your publications in Lund University Publications

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Why register publications?

- A government approval document says that Universities and University colleges must report everything that has been published in scientific journals with referee/peer review systems between 2004-2007.
- Lund University’s Rector decided that bibliographical data for all scientific publications produced between 2002-2007 should be registered in the University’s database.
- Increasing the research at Lund University is a part of the University’s strategic plan.
- Head of department (or his/her equivalent) is responsible for the registration process being carried out.
- The Head Office at Lund University Libraries is responsible for the database (Lund University Publications, LUP).
How do I begin?

- A large number of articles, conference proceedings, reports etc have been imported into the LUP system from the database ISI Web of Science by the Library Head Office.
- If you have articles in ISI between 2002-2007, you will in most cases find them in LUP. More records are added continuously.
- Data from the former systems LU:Research and Scripta have also been imported.
- Therefore, **always start with searching for your own records** in the system, to make sure you are not adding something that is already there!
Different workflows at different departments

The workflow for registering publications in LUP looks somewhat different at different departments. Examples of workflows can be:

- researchers adding all their publications to LUP on their own
- an administrative person adding all the publications for the department
- the library adding the publications for the department

To find out how it works at your department, contact the Head of department (or his/her equivalent) or your library. You can also contact publicera@lub.lu.se
How to start in LUP

Go to http://lup.lub.lu.se
Log in to the system with your LUCAT id.
When logged in, records associated with your LUCAT id will appear if any of your records have been added to the system.
Check if any of your publications are missing and start adding them.
Find out more about searching for your own records in the next picture.
Read more about the process in this manual: http://
Searching for your own records

Example 1: searching on LUCAT id

With the help of the search form, search on your LUCAT id in the author field.

It might be the case that not all of your articles have been associated with your LUCAT id, so check the next picture to see more ways of searching for your publications.

As mentioned earlier – if your articles can be found in ISI Web of Science, they are most likely to be found in LUP.
Searching for your own records

More examples

Searching on your name – in this case with dots

Searching on your name – without dots
How to add new publications in LUP

If you need to add publications, start by choosing the document type from the drop down list Add new publication.

Read more about the process in this manual: http://...
Need help?

- For questions regarding the registration process, contact the Head of your department

- For questions regarding the LUP system, contact your library or publicera@lub.lu.se