Citation reports for an individual author

Contents
1. Login to IRMA......................................................................................................................... 2
2. Run a citation report for self .................................................................................................. 4
   Export into a Word document .................................................................................................. 6
3. Run a citation report for an individual author ...................................................................... 10
   Export into a Word document ................................................................................................. 13
1. Login to IRMA
   a) Go to the USyd staff page, to the right of the screen under LOGIN, scroll down and click on IRMA
      OR
   b) Go directly to the web address: http://sydney.edu.au/irma

This will take you to the authentication screen.

- Use your unikey and Password to login
ERA Profile page

This will take you directly to your ERA profile page

You will notice some functionality symbols in the upper left hand corner of the screen.

- **My reports** – can be used to run the citation report for one’s own publications
- **Mirror** – can be used to run a citation report for someone else’s publications
2. Run a citation report for self

My Reports

If you wanted to run a citation report for your own publications, click on the symbol under My Reports.

This will take you to My Reports screen
Type of report: Currently only a citation report can be run from this screen.

Fields to use:

1. Enter the year range
2. Choose what kind of output report
   - All outputs = all journal, conference, book and chapter publications for the individual author (USyd HERDC, ERA & non USyd HERDC publications)
   - Only outputs that have points calculated = all publications claimed by the University of Sydney for HERDC

Then click Next.

This will generate a report of all publications that meet that criteria listed in the order of journals, books, conference publications and then book chapters.
Export into a Word document

To export the information into a word document, go to the bottom of the page and click on the symbol (see below)

Click on the symbol, to export the publication information into a Word document.

Note:

- The exported document needs to be saved as it is Read Only
- It will not have the publication reference numbers shown to the left of this screen’s view
- It will not have the words Journal/book/conference/chapter titles for the breakdown of the publication types.
After clicking on the symbol, to export the publication information into Word, you will come to the following screen:

(1) Click this link to open your document
You may also right click and Save target to your hard drive

(2) Click this link to return to the Researcher Profile

- Click on (1) Click this link to open your document to open the Word document

The File Download screen will pop up.

- Click Open and then Save the document or click Save and then Open. For larger lists it would be better to Save then Open.
The report will open in a Read-Only Word document.

- Save and Name your document
- Add the publication type for each applicable section – journals, books, conference publications and book chapters
(1) Click this link to open your document
You may also right click and Save target to your hard drive

(2) Click this link to return to the Researcher Profile

- To leave the reporting area, Click on (2) Click this link to return to the Research Profile, this will take you back to your ERA profile page

- From the ERA profile screen, you can simply Logout.
3. Run a citation report for an individual author

**Mirror function**

To run a citation report for someone else’s publications:

- Click on the two heads symbol under the word Mirror

   ![Mirror function image]

This will take you to the Internal Users search screen.

- Enter the last name of the author/academic in the field provided and click **Search**

   ![Internal Users search screen]

This will give you a list of author with Pritchard in the last name.

- Click on the Mirror symbol to the right of the correct author.

   ![Internal Users search results]

You enter in the individuals ERA Profile page

- From here Click on the xml Symbol under My Reports

This will take you to My Reports screen
**Type of report:** Currently only a citation report can be run from this screen

**Fields to use:**

3. Enter the year range
4. Choose what kind of output report
   - **All outputs** = all journal, conference, book and chapter publications for the individual author (USyd HERDC, ERA & non USyd HERDC publications)
   - **Only outputs that have points calculated** = all publications claimed by the University of Sydney for HERDC

Then click **Next**.

This will generate a report of all publication that meet that criteria listed in the order of journals, books, conference publications and then book chapters.
Export into a Word document

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<table>
<thead>
<tr>
<th>Journals</th>
<th>Citation</th>
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<tbody>
<tr>
<td>100138xPubB3</td>
<td>Pritchard, W N 2005, Beyond the resource enclaves: Regional development challenges in northern remote Australia, Journal of Australian Political Economy, 55 (Jun-Oct), 77-93</td>
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<tr>
<td>100459xPubB54</td>
<td>Pritchard, W N 2006, More than a blip: The changed character of Southeast Asia’s engagement with the global economy in the post-1997 period, Asia Pacific Viewpoint, 47(3), 311-326</td>
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<td>100459xPubB3</td>
<td>Godwin, H, Pritchard, W N 2006, Self-helping from the hand that feeds: Evaluating the deserve community ethic of governance in North East Tasmania, Rural Society: the journal of research into rural and regional social issues in Australia, 16(3), 329-340</td>
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<tr>
<td>100459xPubB32</td>
<td>Pritchard, W N 2006, The political construction of free trade visions: the geo-politics and geo-economics of Australian beef exporting, Agriculture and Human Values, 23(1), 37-50</td>
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<tr>
<td>110016xPubB166</td>
<td>Pritchard, W N, Burch, D, Lawrence, B 2007, Neither ‘family’ nor ‘corporate’ farming: Australian tomato growers as farm family entrepreneurs, Journal of Rural Studies, 23(1), 73-87</td>
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<th>Books</th>
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<th>Conferences</th>
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<th>Chapters in Books</th>
<th>Citation</th>
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<tr>
<td>110099xPubB73</td>
<td>Nelson, J, Pritchard, W N 2008, Big is Not Always Better: Global Value Chain Restructuring and the Crisis in South Indian tea Estates, Agri-Food Commodity Chains and Globalising Networks (Dynamics of Economic Space), Ashgate Publishing Ltd, England &amp; USA, 1, 35-48</td>
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- Save and Name your document
- Add the publication type for each applicable section – journals, books, conference publications and book chapters
(1) Click this link to open your document
You may also right click and Save target to your hard drive

(2) Click this link to return to the Researcher Profile

To leave the reporting area,

- Click on (2) Click this link to return to the Research Profile, this will take you back to your ERA profile page

This will take you back to the Mirrored author’s ERA profile page.
From this screen you can:

1. Logout using the logout button, or

2. Go back to your own profile page by clicking on the double faces mirror symbol at the top right of the screen

Once in your own ERA profile screen, you can just logout or click Continue to do other work on IRMA.