

# Author's short guide to MTMT2

## Layout

The screen is subdivided into major areas, the largest in the middle is the Content area, flanked with a **left menu** and a **top menu** over it. The content area displays the data records on which the user can act, MTMT2 works using various data types and the **data type selectors** are the wide buttons in the top half of the left menu, important types for the authors are the *Publication* and the *Citation relation*. The top menu contains the controls for general functions, like system communication and the author's data sheet.

## Search

Data to be manipulated should get to the Content area by searching, for example by the predefined *My publications* search in the left menu. The simplest type of search within the content area is started by the Filter button with the filter condition entered into the filter text box.

Some frequently used searches are provided by the system in the **Searches | Templates** box of the left menu and the user can define his/her own searches using the **New Search** button. A new search definition may use one of the templates, add new search conditions and terms, and can be named for later use.

There are predefined searches also in the **To-dos** box, helping the workflow with predefined search schemes associated with author activity.

## Publications

Both the source and the citing publications belong to the same data type *Publication*. The connection between the cited (source) publication and the citing publication is defined by the *Citation relation* data type, which includes fields identifying the connected publications and describing various characteristics of the connection, such as the context and dependence/independence of the citation. Each citing publication in the MTMT1 database is moved into a corresponding Citation relation record besides giving rise to a publication in the MTMT2 database.

Before starting entering a new publication it is worthwhile to search for its presence because coauthors, Hungarian publishers of periodicals or imports of citation data might have already deposited the same publication into MTMT2 that the user might want of input as new. When a new publication for the author is found preexisting in the database, the author may link it either to his/her standardized name and affiliation or define a new citation relation between the newly found record and his/her own publication(s).

Manual data input can also be facilitated by importing a record from a trusted bibliographic database and supplementing it with additional information as required. If an identifier such as DOI, PubMed or WoS ID is available, the program may use it to retrieve the bibliographic data from the trusted database. Manual input is via fields of routine bibliographic data, using searches in data tables of standardized information, where pertinent. In case the tables do not contain the required information, the user can input it (except new language and country names, which can be requested by writing a ticket).

New records can be modified or refined by their author(s) within 90 days. Later the record will become permanent and non-modifiable. In case within 90 days an administrator endorses the record it will become permanent, and modifiable only by administrators.

The user's standardized name and affiliations are displayed only in the detailed view of the list which can be set by the drop down list just above the content area.

## Citation relations

One of two sites can be used for entering and reviewing the details connecting the cited and citing publications.

*Starting from a single selected publication*, the button **Citations** will open a *citations window* where separate tabs allow handling the citation relations and the citing publication. Here a new citation relation record can be created, existing records can be reviewed, modified, deleted or labelled as independent or dependent citation.

*Starting from a new citation relation record*, the cited and the citing publications can be linked and the citation parameters, context, location of mention and any other remark can be added. If the citing publication is not found in MTMT, it can also be manually added at this point. The citation relation data type allows listing all or a subset of the citation relation records of the author.

## Author's datasheet

The top menu on the right hand side contains the user name button, where a drop list has the line *Edit own data* opens the sheet *Edit author*. Here important details, such as email address (which has to be confirmed), identifiers, such as ORCID can be entered or modified. You can set the visibility of your selected Publications list and the Specialty summary table.

## Uses outside MTMT

Data can be extracted in lists and table summaries. Search results can be selected and ordered according to three criteria, before storing them in named lists, including the selected publications list to be shown on the public search page of MTMT2. The lists and tables can be downloaded in various formats for use elsewhere.

The *Public list of papers* and the *Public scientific report* (tabular summary) can be selected from the user name button's drop down list. These links show the data requested on the public search page. A simple tabular summary of the author's data is also available from the Left menu's *Statistics* box.

## Communication with users and administrators of MTMT2 (Top menu)

There is a *Forum* for general questions, *Messages* for person to person use, and tickets from communication of problems with publication or citation relation records.

The *Tickets* button becomes active when a single data record is selected, and opens a messaging panel where you can direct your message to other users, institutional or central administration.

Communication within the system aims at providing solutions for the users.

A list of Frequently Asked Questions (FAQ) is available and may provide quick information. Two selected items from the FAQ:

- users have to compile their selected publication list, as these are not migrated from MTMT1. Author's data sheet has the checkbox to explicitly authorize the public presentation of your selected publications.

- If a record does not look right, try to refresh the selected records using **Operations | Refresh selected items**.

A more detailed guide to authors (in Hungarian) is available on the Helpdesk here >>>

>>> <https://www.mtmt.hu/helpdesk>