

## Author's short guide to MTMT2

### Layout

The screen is divided into three major areas, the largest in the middle is the **content area**, flanked by a **left menu** and a **top menu** above 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** can be found in the form of wide buttons in the top half of the left menu. The types of interest to authors are the **Publication and Citation relations**. The top menu contains the controls for general functions, like system communication and the author's data sheet.

### Search

The data you want to edit appears in the **content area** by searching, for example with the help of the predefined **My publications** search in the left menu. The simplest type of search is started by the Filter button within the content area, by entering a filter condition in the filter text box. Some frequently used searches are provided by the system in the **Searches | Templates** panel of the left menu, or the user can define their own searches using the **New Search** button. A new search definition is meant for the use of templates, adding new search conditions and terms, and being named for later use. There are also predefined searches in the **To-dos** panel, 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 from the MTMT1 database has been moved into a corresponding **Citation relation record** in the MTMT2 database.

Before entering a new publication it is worthwhile to search for its existence, as co-authors, Hungarian journal publishers, or imports of citation data may have already deposited the same publication in MTMT2. If the author's new publication already exists in the database, the author can either link it to a standardised name and affiliation or define a new citation relation between the newly found record and their publication(s). Manual data entry can also be facilitated by importing a record from a reliable bibliographic database (e.g. WoS, Scopus, PubMed, Matarka) and supplementing it with additional information as required. If an identifier such as DOI, PubMed or WoS ID is available, the program can use it to retrieve the bibliographic data from the trusted database. Manual entry is done via the routine bibliographic data fields, using searches in data tables of standardised information where relevant. In case the tables do not contain the required information, the user can enter them (except adding a new language or country name, which can be requested by writing a ticket).

New records may be modified or refined by their author(s) within 90 days. After that, the record becomes permanent and non-modifiable. In case an administrator approves the record within 90 days, it becomes permanent and modifiable only by administrators.

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

## Citation relations

One of two sites can be used to provide and review the details connecting the cited and citing publications. **Starting from a single selected publication**, pressing the **Citations** button opens 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 an 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, place of mention and any other remark can be added. If the citing publication is not in MTMT2, it can be manually added at this point. The citation relation data type allows for a full or partial listing of the author's citation relation records.

## Author's datasheet

The top menu on the right side contains the user name button, where a drop-down list has the line **Edit own data**, clicking this opens the sheet **Edit author**. Here you can enter (or modify) important information, such as e-mail address (which needs to be confirmed), identifiers (ORCID). You can also set the visibility of your **Selected Publications list** and the Specialty/ Summary Table.

## Uses outside of MTMT2

Data can be extracted in the form of lists and table summaries. The search results can be selected and arranged according to several options, 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** for discussing 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.

The purpose of communication within the system is to provide solutions for 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. The author's datasheet has the checkbox to explicitly authorize the public presentation of the 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>