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UNIVERSITY KONSTNÄRLIGA
OF THE ARTS HÖGSKOLA

Instructions – Research Catalogue (RC)
March 2022

The RC is an international, open and publicly searchable database for publishing and archiving artistic research. It is used by universities and other artistic research organisations, as well as individuals. The RC functions as a platform for the dissemination of self-published content as well as peer-reviewed publications, and hosts a number of journals and institutional publications.

1. Search for expositions in RC

To be able to search for material shared exclusively with registered users registration is required. Registration is not necessary to view and search for public expositions.

Uniarts has its own portal page in RC where we collect expositions connected to the Stockholm University of the Arts-portal.

Link to RC: https://www.researchcatalogue.net/

Link to Uniarts portal page: https://www.researchcatalogue.net/portals?portal=21

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2. Register an account in RC

2.1 Go to: https://www.researchcatalogue.net/portal/register
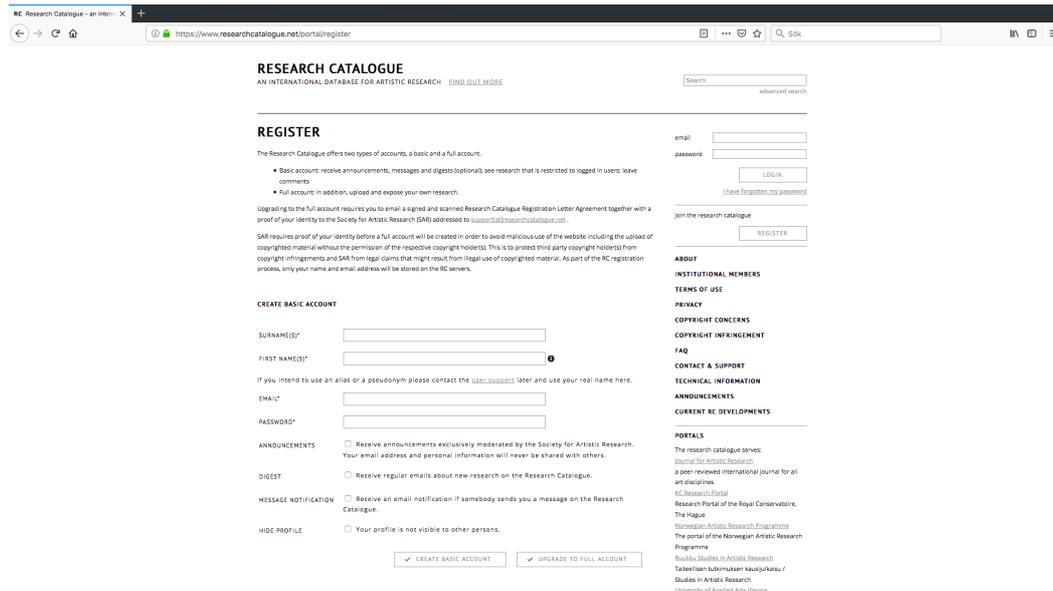
2.2. Enter your name, email and password. Click "Upgrade to full account". Verify your e-mailadress and log in. Go to "MY PROFILE", click "UPGRADE".

2.3. Read through and approve the terms found under the link "Terms of Use" and click UPGRADE. You will be asked to send a scanned copy of your id card, passport or driving license to support(at)researchcatalogue.net. This is not

necessary if you are a member of Stockholm University of the Arts-portal in RC. Your account will then be upgraded within a couple of days. You can also contact olof.halldin(at)uniarts.se or Heidi.paateremoller@uniarts.se if you are in need for a quicker upgrade.

This is required for you to be able to create expositions. You will be notified when your account has been upgraded.

2.4. Add info on your page "MY PROFILE" (year of birth etc).

3. Become a member of Stockholm University of the Arts portal in RC

3.1 Choose "member of" and then Stockholm University of the Arts. Click "submit".
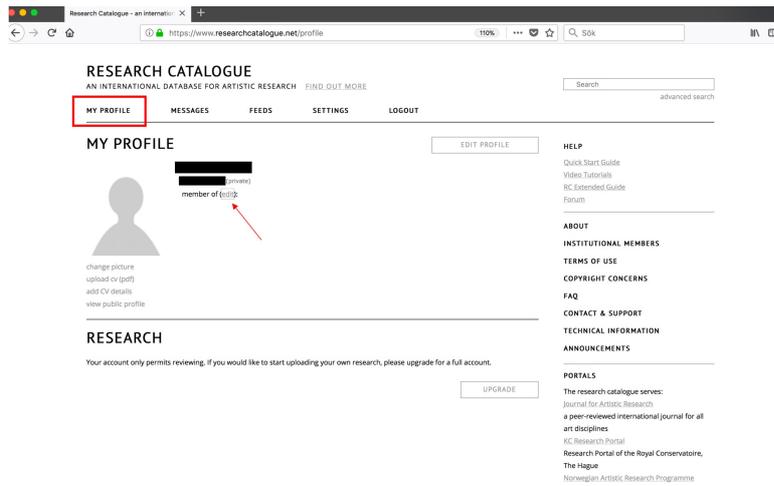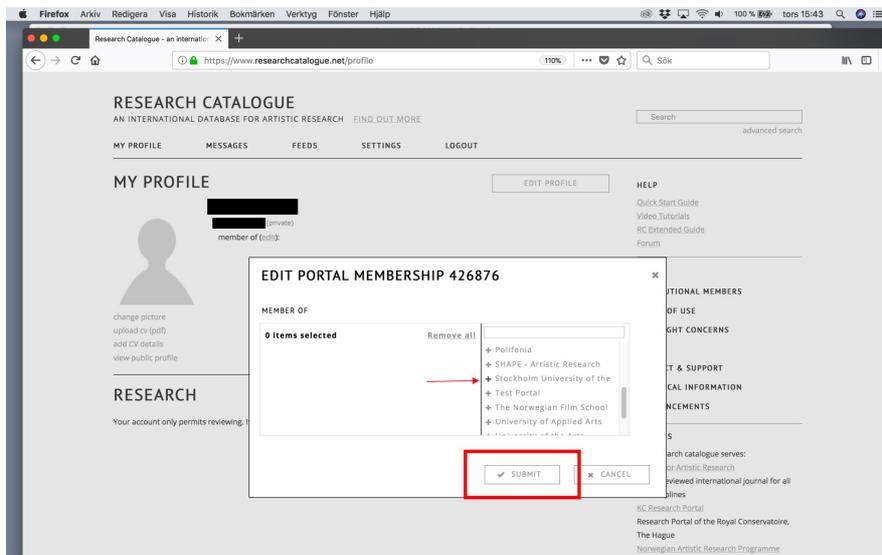
Your membership request will be processed by the library.

4. Create an exposition

4.1 Click "Create exposition".

4.2 Choose between *graphical exposition* (if you would like to work on a large canvas), *text based exposition* (if you would like to create a single page exposition with a linear structure reminiscent of a journal article; here you also have the option to use a predefined template), or a *block exposition* (enabling you to place media objects in relation to each other, rather than in a fixed position on the page). It is also possible to choose *html based*, where you can import an html page to RC (please note that several portals, among them the Stockholm University of the Arts portal, do not publish this kind of exposition) or *iframe*, where the entire exposition is replaced by an external webpage.

Decide if you would like to upload a thumbnail image to be displayed along with the presentation of your exposition. Add title and abstract. In the field "Copyright"

you fill in the name of the person who holds the copyright to the exposition, in most cases yourself. Under "License" you can specify usage rights ("All rights reserved", a Creative Commons license or Public domain). In the field "Keywords" you can add keywords which describe the contents of the exposition and will make it easier to find.

4.3 Editor type

Graphical exposition

Create an exposition on the empty grid by using the tools in the menu. There is no limit on the size of the exposition, and the workspace will automatically adapt to the content placed on it. You can import images, text, movies, audio, pdf and make slideshows; just "drag and drop" the chosen tool onto the grid. You can have as many pages as you like, and the pages can be linked together. Use the eye-symbol to preview your exposition.
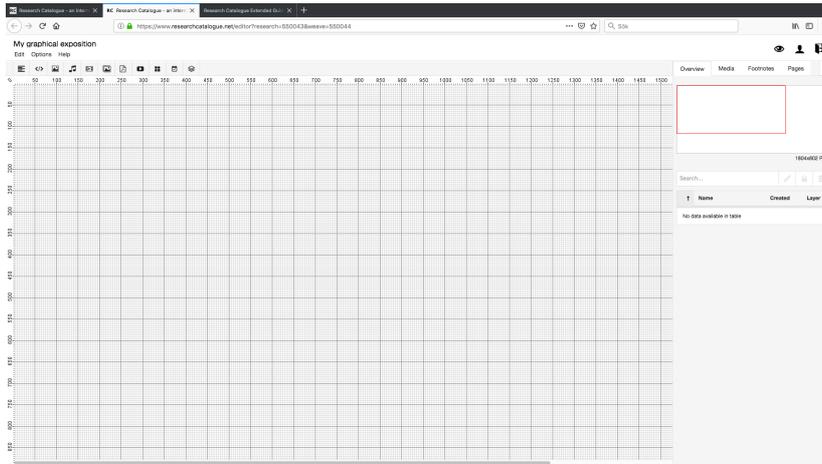
Text based exposition

Create an exposition by adding text in the left field. The right field is a preview, but you should also use the eye-symbol to get a better idea of what the exposition will look like in a browser. By clicking "?" you will get instructions regarding font formats. You can import images, text, movies and audio. If you have a word-document with text, it is possible to import it to your exposition by clicking "Import doc". You can also export the entire exposition as a document (click "Export doc").
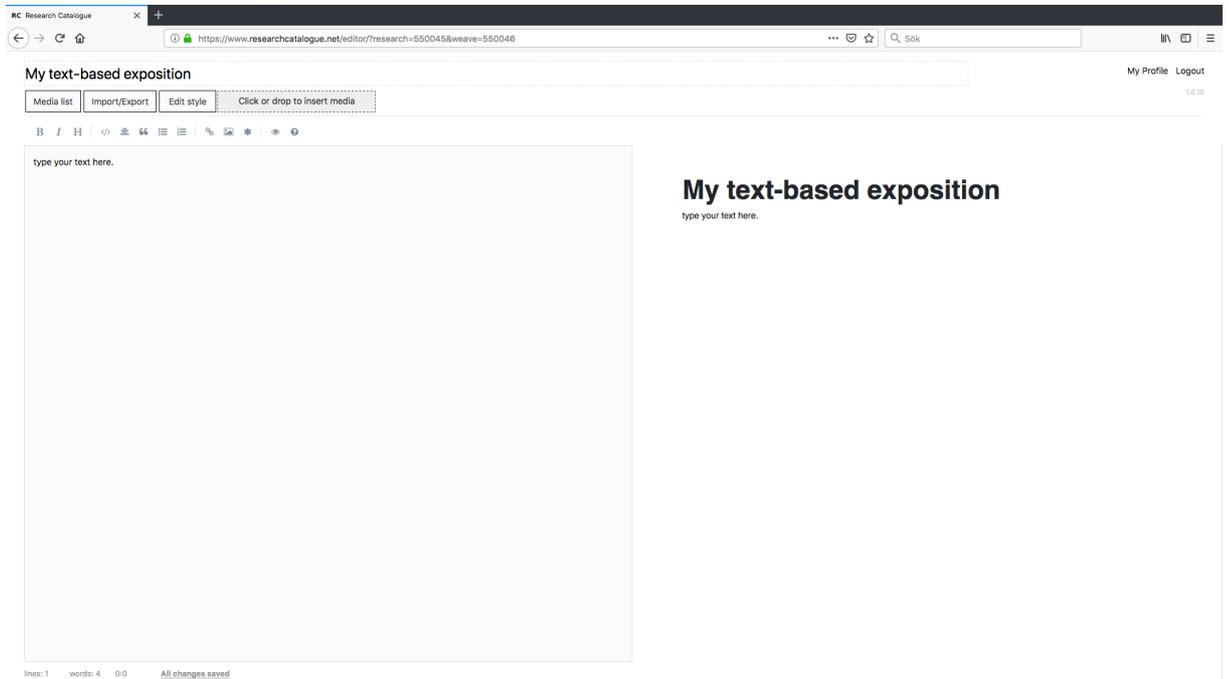
Block exposition

Create an exposition by placing objects in relation to each other in so called blocks. The exposition will adapt to the screen that is used to view it. Pages combined in the block format can also be combined with pages created in the graphical format within the same exposition.

Short instructions:

https://www.researchcatalogue.net/RC%20Quick%20Start%20Guide.pdf

Detailed instructions:

https://guide.researchcatalogue.net/

Video tutorials:

https://www.researchcatalogue.net/shared/427f7e1770a378ff61d791a34fa0b61f
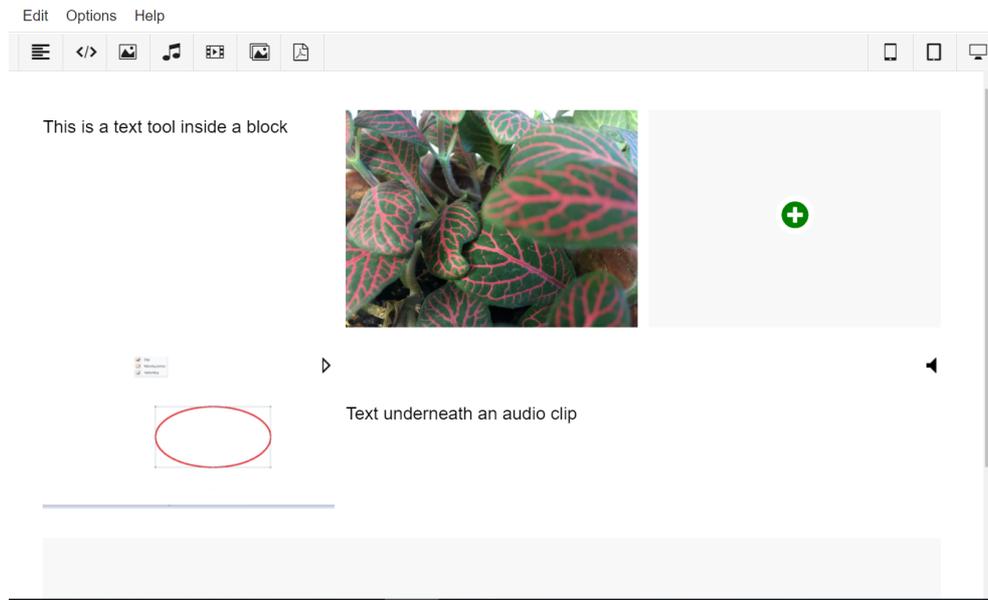
5. Connect or submit your exposition for publication

5.1 Your exposition is private until you choose to share it. If you would like your exposition to be visible on the Uniarts portal page without publishing it (you would like to be able to continue editing it) you should connect your exposition to the portal:

a) Go to "MY PROFILE" and then click on the menu-symbol ≡ on the right of your expositions caption box. Select "Share" and then one of the three alternatives: Limited to portal (Stockholm University of the Arts), Only RC users or Public. End with "Submit". Now your exposition is no longer private.

b) Go to "MY PROFILE" and click on the menu-symbol (again) ≡. Select "Connect to portal", then choose Stockholm University of the Arts in the list, click "submit". Your exposition will be reviewed by the library and then displayed on the Uniarts portal page.

5.2 If your exposition is finished you should submit it for publication:

Go to "MY PROFILE" and click on the menu-symbol ≡ to the right of your expositions caption box. Select "Submit for review" and then Stockholm University of the Arts in the list. Finish with "submit". Your exposition will be reviewed by the library before it is approved for publication.

Note. A published exposition cannot be edited or deleted. If you wish to be able to make changes to it you should share and connect it instead, as described above.

If you have technical questions, contact:

support@researchcatalogue.net

Other questions:

Heidi Paatere Möller, Communication Officer

heidi.paateremoller@uniarts.se

or

Olof Halldin, Head librarian

Olof.halldin@uniarts.se

For booking RC tutorials, workshops or individual instruction:

rc@uniarts.se