

A...kademie der bildenden Künste Wien  
Qualitätsentwicklung

Recording your Publications and Lectures/Presentations in  
AkademieOnline

Manual

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Impressum

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Akademie der bildenden Künste Wien

Abteilung Qualitätsentwicklung

[www.akbild.ac.at](http://www.akbild.ac.at)

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# 1 FAQ

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Why do I have to enter my publications and lectures/presentations in the data base?

In the annual intellectual capital report (Wissensbilanz) the number of the publications and lecturers/presentations of the artistic/scientific personnel has to be represented. Additionally, all the bibliographical entries are to be published on our website (see: [www.akbild.ac.at/bibliografischenachweise](http://www.akbild.ac.at/bibliografischenachweise)). The entries of the artistic/scientific personnel in the data base of AkademieOnline form the basis of this.

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Who must enter his or her publications and lectures/presentations in the data base?

the entire artistic/scientific staff of the Academy (not: students, study assistants, tutors)

**I am working in a third-party funded project (e.g. FWF/PEEK). Do I have to give entries?**

Yes, because you are a member of the artistic/scientific staff of the Academy and because you are in an employment relationship to the Academy.

**I am working as a lecturer. Do I have to give entries?**

Yes, because you are a member of the artistic/scientific staff of the Academy and because you are in an employment relationship to the Academy.

**I was on maternity/paternity/educational leave / sabbatical the last year. Do I have to give entries?**

Yes, because you are a member of the artistic/scientific staff of the Academy and because you are in this period also in an employment relationship to the Academy.

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Where in the data base do I enter my exhibition/ installation / performance/ art education project / film screening?

**Publication Data Base:** Only artistic contributions that are somehow recorded and publicly available are covered. If your artistic contribution is recorded (e.g. in an art catalogue) or digitalized (DVD, CD, URL), please enter it in the data base for *publications*.

**Lectures/Presentations Data Base:** If your performance, art education project, film screening or another similar artistic project may be defined as lecture/presentation, please enter it in the data base for *lectures/presentations*.

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An interview with me was published in a journal. Where do I enter this?

For the Wissensbilanz only publications, of which you are author or editor, are covered. You need not make an entry.

**Exception:** If in the respective interview is also published an artistic work/contribution from you (exhibition view, installation view, photo, film still etc.) for the first time, then enter the artistic work/contribution in the data base for publications. In that case enter in the field *title* the title of your artistic work/contribution. The author of the interview, the title of the interview and the journal enter in the field *Publikationsorgan*.

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An article about my artistic work was published in a journal. Where do I enter this?

For the Wissensbilanz only publications, of which you are author or editor, are covered. You need not make an entry.

**Exception:** If in the respective article is also published an artistic work/contribution from you (exhibition view, installation view, photo, film still etc.) for the first time, then enter the artistic work/contribution in the data base for publications. In that case enter in the field *title* the title of your artistic work/contribution. The author of the article, the title of the article and the journal enter in the field *Publikationsorgan*.

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A review about a book of mine was published in a journal. Where should I enter this?

For the Wissensbilanz only publications, of which you are author or editor, are covered. You need not make an entry.

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How do I modify/correct an entry?

You may change or delete a dataset any time by clicking *Edit* when viewing the details on your publications or lectures.

## 2 First steps

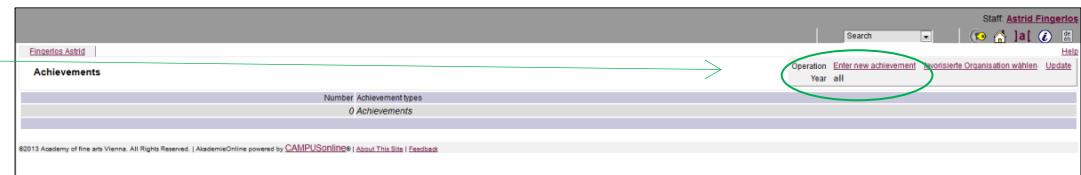
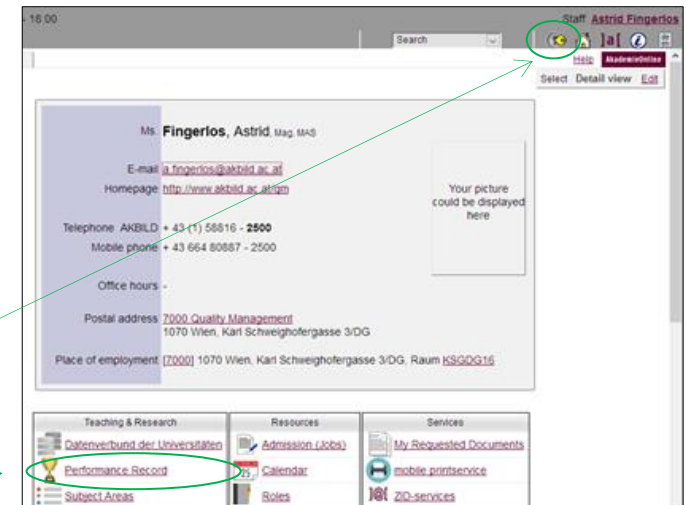
Please note

Browser: the best way is to use *Firefox*, many other browsers may cause problems. The database does not work with *Safari* at all.

**Step 1:** Log on to AkademieOnline [https://campus.akbild.ac.at/akbild\\_online/webnav.ini](https://campus.akbild.ac.at/akbild_online/webnav.ini) with your login and password. You will see your personal card.

**Step 2:** Click on *Performance Record*.

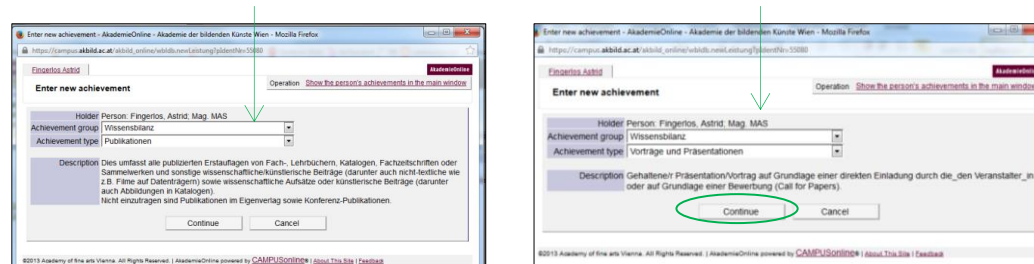
**Step 3:** Then click on Enter new achievement at the top right.



A new window appears.

**Step 4:** The system will give you a choice of two types.

Select in the drop-down menu either *Publikationen* (publications) or *Vorträge und Präsentationen* (lectures and presentations), then click on Continue.



The respective window appears. Please enter your data. The following chapter will give you a guidance on entering your publication data. The guidance on entering the data on your lectures/presentations you find on page 12.

### 3 recording your publications

#### Please note

- This covers all your first publications of books, textbooks, art catalogues, periodicals, journals or anthologies and other scientific/artistic contributions (including non-textual types such as films published in data networks or in other electronic data media) as well as scientific articles, proceedings or artistic contributions.
- Please enter only first publications or editions, i.e. if the same article or book is published a second time in another journal, please do not record it.
- If you teach at other universities besides the Academy, you may enter each of your publication only at one university (we appreciate, if you choose the Academy of Fine Arts Vienna).

**Step 1:** *Titel:* Please insert the title of your publication.

**Step 2:** *Typus von Publikationen:* Please select in the drop-down menu the type of your publication.

The following translation follows the order in which the German language terms appear in the menu:

- *Erstauflagen von wissenschaftlichen Fach- oder Lehrbüchern* (first editions of scholarly (text-)books)
- *Erstveröffentlichte Beiträge in SCI, SSCI und A&HCI Fachzeitschriften* (first publication of articles in SCI, SSCI and A&HCI journals<sup>1</sup>)
- *Erstveröffentlichte Beiträge in SCI, SSCI und A&HCI-Fachzeitschriften - in internationaler Kooperation* (first publication of articles in SCI, SSCI and A&HCI journals – in international cooperation)

Enter new achievement - AkademieOnline - Akademie der bildenden Künste Wien - Mozilla Firefox  
Akademie der bildenden Künste Wl... (AT) https://campus.akbild.ac.at/akbild\_online/wbl.DB.edi/Leistung

Fingert, Astrid

Enter new achievement

Operation Show the person's achievements in the main window

Achievement type: Publikationen

Titel: Changes

Typus von Publikationen: erstveröffentlichte Beiträge in Sammelwerken

Autor\_in oder Herausgeber\_in: Autor\_in

Autor\_in(nen) / Herausgeber\_in(nen) (opt.): Fingert, Astrid, Mag. MAS

Verlag (opt.):

Erscheinungsort (opt.):

Publikationsorgan, genaues Zitat inkl. Seitenzahlen (opt.):

Erscheinungsjahr: 1111

Sachgebiete:

Access release: freely accessible via the internet

Save Cancel

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<sup>1</sup> Note: In case you are unsure, if a journal in which you published is covered by either of these indices, please consult the following internet sites:

SCI - Science Citation Index: [http://ip-science.thomsonreuters.com/mjl/publist\\_sciex.pdf](http://ip-science.thomsonreuters.com/mjl/publist_sciex.pdf).

SSCI – Social Sciences Citation Index: [http://ip-science.thomsonreuters.com/mjl/publist\\_ssci.pdf](http://ip-science.thomsonreuters.com/mjl/publist_ssci.pdf).

Arts and Humanities Citation Index: [http://ip-science.thomsonreuters.com/mjl/publist\\_ah.pdf](http://ip-science.thomsonreuters.com/mjl/publist_ah.pdf).



- *Erstveröffentlichte Beiträge in sonstigen wissenschaftlichen Fachzeitschriften* (first publication of articles in any other scholarly journals)
- *Erstveröffentlichte Beiträge in Sammelwerken* (first publication of articles in anthologies)
- *Sonstige wissenschaftliche Veröffentlichungen* (other scholarly publications)
- *Künstlerische Ton-, Bild-, Datenträger* (artistic audio-, video/film- or other electronic publications)
- *Beiträge zu künstlerischen Ton-, Bild-, Datenträgern* (contributions to artistic audio-, video/film- or other electronic publications)
- *Kunstkataloge und andere künstlerische Druckwerke* (art catalogues or other artistic print publications)
- *Beiträge zu Kunstkatalogen und anderen künstlerischen Druckwerken* (contributions/articles in art catalogues or other artistic print publications)
- *Hochschulschriften* (university theses)

**Step 3:** Please choose in the drop-down menu either *Autor\_in* (author) or *Herausgeber\_in* (editor).

**Step 4:** *Autor\_in(nen) / Herausgeber\_in(nen)* (opt.) (author/editor (optional))

You may enter co-author(s)/co-editor(s), if applicable.

If a publication has been jointly written by more than one member of the Academy, it only needs to be recorded once and will automatically appear in the personal cards of all co-authors/co-editors.

Click on the pencil.

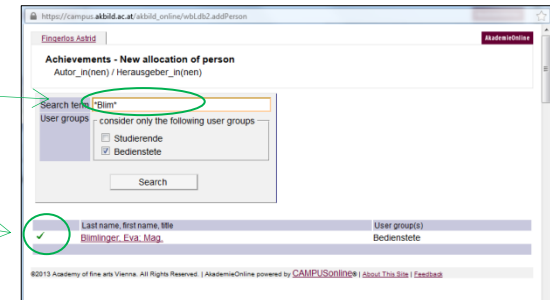
The window *Achievements – Edit allocation of person* appears.

Please choose *assign further persons*, if the author(s)/editor(s) are also members of the Academy of fine Arts Vienna.

Otherwise choose *Enter new person*.

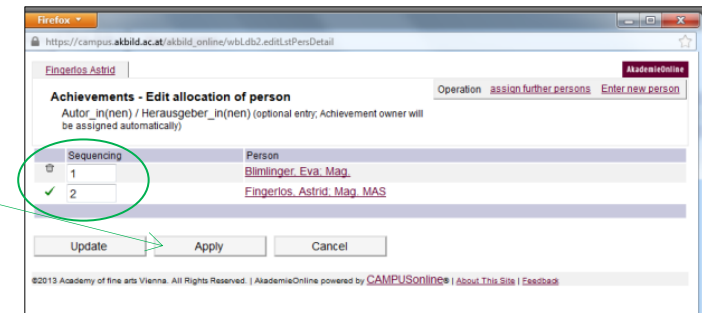
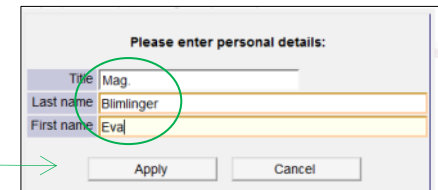
### Achievements - New allocation of person (assign further persons)

- Please enter the name of the person or a search term.
- Click on *Search*.
- Choose and click on the name in the list below.
- When you have chosen all authors/editors, close that window.



### Please enter personal details (Enter new person):

- Please enter the data of the co-author/co-editor
- Click on *Apply*.
- Now you can determine the order in which the names should be sorted (e.g. alphabetically). Then click on *Apply*.



**Step 5:** Verlag (opt.): Enter the *publisher* of your publication.

**Step 6:** *Erscheinungsort (opt.):* Enter the place of your publication.

**Step 7:** *Publikationsorgan, genaues Zitat inkl. Seitenzahlen (opt.):*

This applies only to articles/contributions which appear in journals or collections/anthologies. Please indicate here the full citation of the journal, collection etc. including (if available):

- the editor(s)
- the title of the collection series/volume (including the number) or of the journal (including the number of the journal)
- the number of the pages
- the URL

[The full citation in the example is as follows: Vangmer Bille I. (Ed.): Transformation Research (Texts on the Theory of Change, Vol. 2), p. 111-122]

**Step 8:** *Erscheinungsjahr:* Enter the year of the publication in the format JJJJ.

**Step 9:** *Sachgebiete zuordnen:* Please choose 1 or max. 2 scholarly/artistic field(s), which is/are associated to your publication.

Click on the pencil. The window *Achievements - Allocate* appears.

For entering the scholarly/artistic field(s), the system offers 2 options:

Option 1

- Enter a relevant search term (in the example graphic: arts) and click on Search.
- Select from the list 1 or 2 scholarly/artistic field(s).
- Click on *Apply*.

Enter new achievement - AkademieOnline - Akademie der bildenden Künste Wien - Mozilla Firefox

https://campus.akbild.ac.at/akbild\_online/wbLDB.editLeistung

Fingerlos Astrid

Operation Show the person's achievements in the main window

Enter new achievement

Achievement type Publikationen (+)

Titel 1 Changes

Typus von Publikationen 1 erstveröffentlichte Beiträge in Sammelwerken

Autor\_in oder Herausgeber\_in 1 Autor\_in

Autor\_in(nen) / Herausgeber\_in(nen) (opt.) 1 • Blimlinger, Eva, Mag.  
• Fingerlos, Astrid, Mag. MAS

Verlag (opt.) 1 Laika

Erscheinungsort (opt.) 1 Hamburg

Publikationsorgan, genaues Zitat inkl. Seitenzahlen (opt.) 1 Vangmer Bille I. (Ed.): Transformation Resea

Erscheinungsjahr 2017 JJJJ

Sachgebiete 1

Access release 1 freely accessible via the internet

Save

• Sachgebiete: no selection made

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Achievements - Allocate - Page Object - AkademieOnline - Akademie der bildenden Künste Wien - Mozilla Firefox

https://campus.akbild.ac.at/akbild\_online/wbLDB.editLeistung

Fingerlos Astrid

Achievements - Allocate

Search term arts

Category

Sort by Short term Name

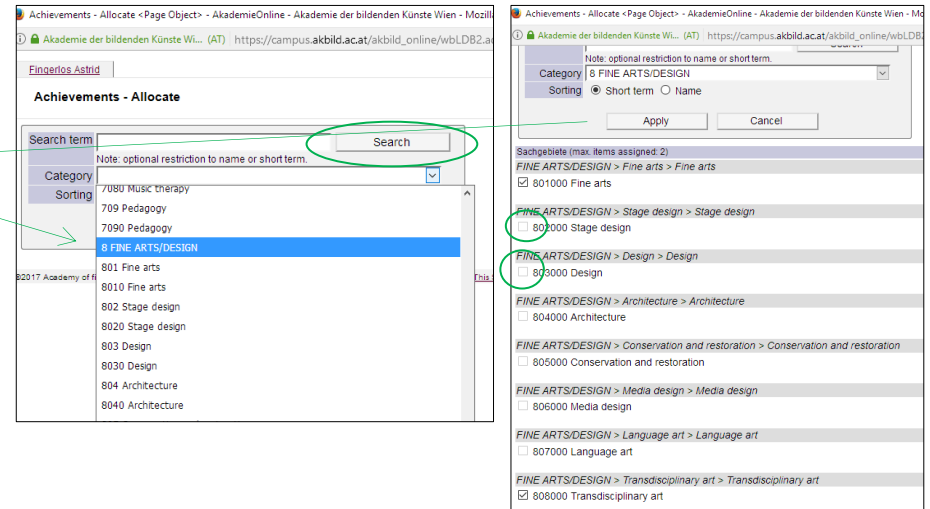
Apply Cancel

Sachgebiete (max. items assigned 2):

- SOCIAL SCIENCES > Educational Sciences > Educational Sciences
- 03011 Subject didactics of arts
- HUMANITIES > Arts > Arts
- 04001 Applied arts
- 04004 Fine arts
- 04005 Performing arts
- 04021 Media arts
- 04026 Spatial arts
- FINE ARTS/DESIGN > Fine arts > Fine arts
- 801000 Fine arts
- PERFORMING ARTS > Performing arts > Performing arts
- 801000 Performing arts

## Option 2

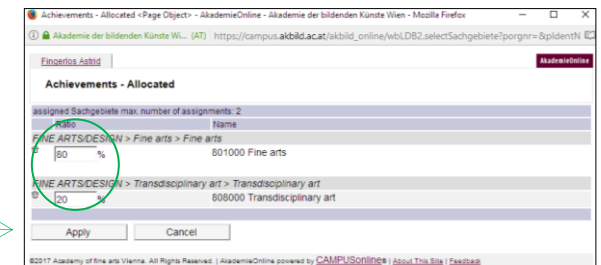
- Select from the drop down list a scholarly/artistic and click on **Search**.
- Select from the list 1 or 2 scholarly/artistic field(s).
- Click on **Apply**.



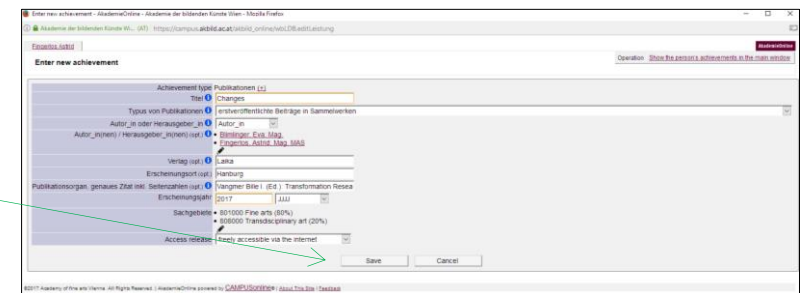
The system automatically shows 2 scholarly/artistic fields in the ratio 50:50.

If you want a different ratio, you may allocate the percentages indicating the relevance of each field for your publication.

Click in the field *Sachgebiete* on the pencil. The window *Achievements – Allocated* appears. Insert the percentage for each field. Click on **Apply**.



**Step 10:** Please click on **Save. – Done!**



## 4 Recording your lectures/presentations

**Step 1:** Titel des Vortrags: Please enter the title of your lecture/presentation.

**Step 2:** *Titel der Veranstaltung:* Enter the title of the event/conference.

**Step 3:** *Ort der Veranstaltung (opt.):* Enter the place of the event/conference (optionally).

**Step 4:** *Mitvortragende (opt.):* Optionally you can enter the name of a co-lecturer/of co-lecturers.

**Step 5:** *Veranstaltungstyp:* Please select the type of your lecture/presentation:

*science to science/art to art:* Please select this category, if your lecture/presentation was held to an expert audience.

*science to public/art to public:* Please select this category, if your lecture/presentation was held to a broader audience.

**Please note:** The setting of the event may give you a hint for the correct assignment. E.g. the following lectures/presentations would be related with this category: Lecture/presentation at schools, addressing children or young people, at open days (Rundgang), within the framework of art/knowledge transfer, within the framework of festivals (as long as a general public is addressed), within the framework of the KinderUniKunst, within the framework of the Lange Nacht der Forschung, within the framework of art education etc.

**Step 6:** *Vortragsort* (place of lecture): Please select in the drop-down menu, whether your lecture/presentation was held in Austria (*Inland*) or abroad (*Ausland*).

**Step 7:** *Jahr* (year): Please enter the year of the lecture/presentation in the format JJJJ.

**Step 8:** *Sachgebiete* (scholarly/artistic field(s)): Please choose 1 or max. 2 scholarly/artistic field(s), which is/are associated to your lecture/presentation (see the information on page 7f, step 9).

**Step 9:** Please click on **Save**. – Done!

Enter new achievement - AkademieOnline - Akademie der bildenden Künste Wien - Mozilla Firefox  
Akademie der bildenden Künste Wi... (AT) https://campus.akbild.ac.at/akbild\_online/wbLDB.editLeistung

Fingerlos Astrid AkademieOnline  
Operation Show the person's achievements in the main window

**Enter new achievement**

Achievement type	Vorträge und Präsentationen (+)
Titel des Vortrages	Best Practices or Best Guesses?
Titel der Veranstaltung	6th International Conference on Organisati...
Ort der Veranstaltung (opt.)	Academy of Fine Arts Vienna
Mitvortragende (opt.)	
Veranstaltungstyp	science to science/art to art (Vortrag/Präsentation an ein Fachpublikum)
Vortragsort	Inland
Jahr	2017 JJJJ
Sachgebiete	509004 Evaluation research
Access release	freely accessible via the internet

200 characters left

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