

## Verifying Scientific Publications in the Bibliometric System

Researchers affiliated to Karolinska Institutet and/or Region Stockholm are each year requested to log in to the Bibliometric Verification Toolkit and

- verify their publications;
- check that their research affiliation(s) within Karolinska Institutet and/or Region Stockholm has been identified;
- check/select their current research area according to "Swedish Standard Classification of research topics";

### 1. Login

The login page for the Bibliometric Verification Toolkit is <https://bibliometrics.ki.se/users> You can log in with either a KI login (the username and password used for the KI proxy, VPN and web mail) or with your Region Stockholm ID-card (eTjänstekort) and HSA-id. **You will get to the same verification account, regardless of which login you choose.**

### 2. Verify

The verification process has two steps:

1. **Confirm** publications where you are an author/coauthor. This only has to be done once for each publication.
2. **Set publication addresses** to the research organizations you were active at when each individual article was written. This may be to both Karolinska Institutet and Region Stockholm, or to another organization entirely. If the article was written while you had research activities at both Karolinska Institutet and Region Stockholm you should verify the publication to both these organizations, even though only one of the addresses may be present on the publication itself.

### 3. Check that the bibliometric system has been able to identify your current research affiliation(s) at Karolinska Institutet/Region Stockholm

While you are logged into the bibliometric verification toolkit, check that the bibliometric system has been able to correctly identify your current research affiliation(s) to Karolinska Institutet/Region Stockholm. **Please note that you are not allowed to have more than one active Region Stockholm affiliation connected to your account in the bibliometric system.**

Affiliation information is imported from the Karolinska Institutet integration platform KIIP and Region Stockholm staff catalogue EK (<http://www.ek.sll.se/>, only available on the Region Stockholm network) and the information in those systems must be correct for the bibliometric system to be able to identify your affiliations.

A list of staff catalogue administrators at KI is available at <https://medarbetare.ki.se/kontakta-administratorer-i-idac-ocheller-ubw-anknutna>

Your local EK administrator can be contacted either via the addresses on the web pages listed below,

or through [centralaek@sll.se](mailto:centralaek@sll.se):  
[Karolinska Universitetssjukhuset](#)  
Danderyds sjukhus, mailto: [ek.ds@sll.se](mailto:ek.ds@sll.se)  
[Södersjukhuset](#)  
[SLSO](#)

#### 4. Check/Select your research area

Choose between 1 and 3 research areas that describe your research from the list supplied in the verification toolkit. (The entire list is available at <http://www.scb.se/dokumentation/klassifikationer-och-standarder/standard-for-svensk-indelning-av-forskningsamnen/> )

### Questions?

A detailed walk through of the verification process is available further down in this document.

The most common questions are addressed in an FAQ at <http://kib.ki.se/en/frequently-asked-questions-bibliometrics>

Support is available from:

- The Karolinska Institutet University Library via email ([ub@ki.se](mailto:ub@ki.se)), chat (<http://kib.ki.se>) or phone (08-524 84 000).
- The hospital libraries at:
  - o Karolinska University Hospital
    - [biblioteket.karolinska@sll.se](mailto:biblioteket.karolinska@sll.se), phone: 08-517 74 132 (Solna), 08-585 80 065 (Huddinge)
  - o Danderyd hospital
    - [biblioteket.ds@sll.se](mailto:biblioteket.ds@sll.se)
  - o Södersjukhuset
    - [biblioteket.sodersjukhuset@sll.se](mailto:biblioteket.sodersjukhuset@sll.se) phone: 08-616 16 42

### Step-by-step

Below are walkthroughs for four different categories of verifying researchers within Karolinska Institutet/Region Stockholm:

1. Researchers affiliated to KI, who are also working at Region Stockholm/using Region Stockholm facilities and who have a login to KI
2. Researchers affiliated to KI, who are also working at Region Stockholm/using Region Stockholm facilities but who do not have a login to KI
3. Researchers only affiliated to Region Stockholm
4. Researchers only affiliated to KI

#### **Group 1: Researchers affiliated to KI, who are also working at Region Stockholm /using Region Stockholm facilities and who have a login to KI**

You can log in to the verification toolkit with either your KI-login or your HSA-id.

1. Find and confirm any publications that you have not previously confirmed in the bibliometric toolkit.
2. Set the publication's addresses to where you were research active when each publication was written, for example both a clinic and a department.
3. Check if you are done
  - a. Has the bibliometric system identified your current research affiliation(s)?
    - If you do not have an HSA-id (the ID that makes it possible to find you in the Region Stockholm staff catalogue EK) you have to contact the EK-administrator at your clinic/medical unit (see page 1). **If you lack an active HSA-id connected to your research unit, your verified publications will not be matched to any unit within Region Stockholm.**
    - If the information about your research affiliation to a clinic/Medical unit is incorrect in the bibliometric verification toolkit, but correct in EK, please contact [kib@ki.se](mailto:kib@ki.se). (If you are on the Region Stockholm computer network, you can access EK-information at <http://www.ek.sll.se/>). If the information about your Region Stockholm research affiliation is incorrect in EK as well, contact the EK-administrator at your clinic/Medical unit. (see page 1).
    - Please note that you are not allowed to have more than one active Region Stockholm affiliation connected to your account in the bibliometric system.
    - If the information about your KI-affiliation is incorrect, ask your local administrator administrator to correct it (see page 1).
  - b. Check/enter your current research area according to the list supplied in the verification tool.

### Group 2: Researchers affiliated to KI, who are also working at Region Stockholm/using Region Stockholm facilities but who do not have a login to KI

If you have logged in to your computer with your Region Stockholm ID-card (e-legitimation) you don't need to log in again, just choose Region Stockholm login and then "e-tjänstekort". If you do not have an active Region Stockholm ID-card, contact one of the Region Stockholm libraries for more information.

1. Find and confirm any publications that you have not previously confirmed in the bibliometric system.
2. Set the publications' addresses to where you were research active when each publication was written, for example both a clinic and a department.
3. Check if you are done
  - a. Has the bibliometric system identified your current research affiliation(s)?
    - If the information about your research affiliation to a clinic/Medical unit is incorrect in the bibliometric verification toolkit, but correct in EK, please contact [kib@ki.se](mailto:kib@ki.se). (If you are on the Region Stockholm computer network, you can access EK-information at <http://www.ek.sll.se/>). If the information about your Region Stockholm research affiliation is incorrect in EK as well, contact the EK-administrator at your clinic/Medical unit. (see page 1).
    - Please note that you are not allowed to have more than one active Region Stockholm affiliation connected to your account in the bibliometric system.

- If you find that you should also be affiliated to a KI department you need to apply to the head of your department for a so called KI affiliation in UBW/KIIP. **If you lack an active KI identity the bibliometric system will not be able to match you or your verified publications to the correct department.**
- b. Check/enter your current research area according to the list supplied in the verification tool.

### Group 3: Researchers only affiliated to Region Stockholm.

If you have logged in to your computer with your Region Stockholm ID-card (e-legitimation) you don't need to log in again, just choose Region Stockholm login and then "e-tjänstekort". If you do not have an active Region Stockholm ID-card, contact one of the Region Stockholm libraries for more information.

1. Find and confirm any publications that you have not previously confirmed in the bibliometric system.
2. Set the publications' addresses to where you were research active when each publication was written, for example both a clinic and a department.
3. Check if you are done!
  - a. Has the bibliometric system identified your current research affiliation(s)?
    - If the information about your research affiliation to a clinic/Medical unit is incorrect in the bibliometric verification toolkit, but correct in EK, please contact [kib@ki.se](mailto:kib@ki.se). (If you are on the Region Stockholm computer network, you can access EK-information at <http://www.ek.sll.se/>). If the information about your Region Stockholm research affiliation is incorrect in EK as well, contact the EK-administrator at your clinic/Medical unit. (see page 1).
    - Please note that you are not allowed to have more than one active Region Stockholm affiliation connected to your account in the bibliometric system.
  - b. Check/enter your current research area according to the list supplied in the verification tool.

### Group 4: Researchers only affiliated to KI

Log in to the verification toolkit with your KI login (the same username/password as your KI web mail, VPN and proxy).

1. Find and confirm any publications that you have not previously confirmed in the bibliometric system.
2. Set the publications' addresses to where you were research active when each publication was written, for example a KI department.
3. Check if you are done!
  - a. Has the bibliometric system identified your current research affiliation(s)?
    - If the information about your KI-affiliation is incorrect, ask your local staff catalogue administrator to correct it (see page 1).

- b. Check/enter your current research area according to the list supplied in the verification tool.