



Faculty Publication System

The Faculty Publication System can be found on Loyola Wired (<http://portal.luhs.org>) for the use of entering and searching for publications.

1. Log into Loyola Wired and select Faculty Publication from the list of applications.
2. The application opens up to the instruction screen.

Search for publications

To search for publications enter the following (the more information you can enter the more refined your search will be):

- a. Select the department you wish to search (Departments will only show if there has been publications entered into the system.)
- b. Select the faculty name
- c. If you know the publication type, select that or leave at All Types.
- d. Once you have entered the information you are searching for, click on the Perform Search button at the bottom.
- e. A list of publications will appear, with Publication Type, Title, Author and Publication Date.
- f. Clicking on the title will bring up more information on where to find the article and also an abstract, if that was uploaded.
- g. If you are the Author of the citation you will be able to make edits to the information and upload an abstract or delete the citation.

Add New Citation

Click on **Add New Citation** from the menu on the left to add a new citation.

- a. Select the SSOM Faculty Member from the drop down list.
- b. Enter in all of the authors on the publication
- c. Select Publication type. You will notice different fields open up for the different types of publications (if the publication type is not listed you can add a new publication, see Add Publication Type below).
- d. Enter in Title etc (copy and paste your abstract into the text box) and then hit SAVE to enter the publication into the database.

Add New Publication Type

- a. If you are entering in a new citation, and you do not see the appropriate publication type, you can select Add Publication Type from the menu on the left.
- b. Type in the Name of Publication Type and select if it is a Printed Publication or not and hit the SAVE Button.

Add Journal

- a. Click on Add Journal to add a new journal to the list.
- b. Enter the Journal name, the frequency of publication, the ISSN number and the Publisher
- c. Click Save