![Księgarnia Akademicka Publishing logo]

ENTERING METADATA OF PUBLICATION INTO ACADEMIC SOCIAL MEDIA: INSTRUCTIONS

(updated: February 2021)

In accordance with the adopted publication sharing policy, Księgarnia Akademicka Publishing requests that the authors of monographs, chapters in monographs as well as journal articles upload **only excerpts of their electronic publications** in the For-Sharing-Version of the file. This is the shortened final version of the publication (Version of Record) provided by the Publisher after the end of the publication process. This procedure involves both texts published in the subscription model and in open access that are featured on user profiles in commercial academic social media platforms such as Academia.edu and ResearchGate.

I. ACADEMIA.EDU

1. After signing into your profile, click the green "UPLOAD" button, which is located near the profile photo.
2. Next, click "CHOOSE FILES," and the window enabling to upload the file will appear. We recommend uploading the file For-Sharing-Version (provided by the Publisher) here and clicking "Continue."
3. Afterwards, in the next view, in response to the question about the publication type, choose "Published Work." Subsequently, the metadata form will be displayed.
4. Please complete the fields of the metadata form with bibliographic data as in this example:

Paper Title
− In the case of publications in a language other than English, we recommend writing:
The original title = title in the English version

Abstract
− Please enter following information at the beginning of this section:
FULL-TEXT VERSION AVAILABLE AT: https://doi.org/10.12345/qwerty.12345
− Enter the text of the abstract on the new line

Publication Title
− In the case of the article or chapter of the monograph, enter the title of the journal or monograph

Year

DOI Number
– The DOI number is assigned by the Publisher and is visible in the heading of the article or the chapter, on the editorial page or on the website of the publication created on the electronic platforms of the Publisher
– Recommendation of record: 10.12345/qwerty.12345

Authors
– The authorship of the person creating the publication record is automatically generated
– The information about other contributors demands additional supplementation by individual invitations generated by the system

Research Interests
– Adding keywords or entries is possible by choosing existing issues displayed in the suggestions or entering new ones
– You can include a maximum of 20 keywords or entries
– When you assign keywords, it is worth using the categories existing in Academia.edu as well as those that reflect the focus of many researchers

Section
- Please choose to which section of the user profile the publication record should be added

5. After completing all fields, click "SAVE & FINISH."
6. The record will appear in the user's dashboard, and it demands further edition. Please click the blue "Edit" option, which is displayed.
7. There will be a possibility to modify entered data or add new information:

Volume, **Issue**, **Page Numbers**
– This is necessary in the case of journal articles or chapters of monographs

Links/URL
– The DOI number should be enter again: https://doi.org/10.12345/qwerty.12345

More Info
– We recommend adding information about our publishing house:
Publisher: Księgarnia Akademicka Publishing Ltd. – https://akademicka.pl

II. RESEARCHGATE

1. After signing into your profile, click the blue "Add New" button, which is located in the upper right-hand corner of the screen.

2. A menu with available publication categories will appear. Please select "Published Research" and choose the type of publication (article, chapter, monograph etc.).

3. Next, the window enabling you to upload the publication file will appear. We recommend the "Add a Public File" option and then uploading the For-Sharing-Version of the file, which is provided by the Publisher.

4. The metadata form will appear in the next window:

Publication type

− Select the type of publication (article, chapter, monograph, etc.)

File
− "Add a Public File"

Title

− In the case of publications in a language other than English, we recommend writing:
The original title = title in the English version

Authors
− The authorship of the person creating the publication record is automatically generated
− The information about other contributors demands additional supplementation

Date (date of publication)

DOI
− Recommendation of record: 10.12345/qwerty.12345

Abstract