

RELATÓRIO ANUAL DE ACTIVIDADES 2024

— LINHAS ORIENTADORAS —

1. ESTRUTURA E INDICADORES (UTILIZADORES PURE E EXCEL)	1
2. INDICAÇÕES GERAIS (UTILIZADORES PURE E EXCEL)	2
3. FORMULÁRIOS ESPECÍFICOS DISPONÍVEIS NO <i>SITE</i> DO CESEM (UTILIZADORES PURE E EXCEL)	2
4. REFERÊNCIAS DE FINANCIAMENTO (UTILIZADORES PURE E EXCEL)	2
5. GUIAS DE APOIO AO PURE (APENAS PARA UTILIZADORES PURE)	3
6. EXPORTAÇÃO DA PRODUÇÃO CIENTÍFICA EM PDF (APENAS PARA UTILIZADORES PURE)	4
7. ENTRADAS MENOS ÓBVIAS PARA CATEGORIZAR (UTILIZADORES PURE E EXCEL)	5

1. Estrutura e indicadores (utilizadores PURE e Excel)

Research Outputs (O)

O1. Contribution to journal

(Article; Letter; Comment/debate; Book/Film/Article review; Literature review; Editorial; Special Issue; Meeting Abstract; Review article; Short survey; Conference article)

O2. Chapter in Book/Report/Conference proceeding

(Chapter; Entry for encyclopedia/dictionary; Conference contribution; Foreword/postscript; Other chapter contribution)

O3. Book/Report

(Book; Anthology; Scholarly edition; Commissioned report; Other report)

O4. Contribution to conference

(Paper; Poster; Abstract; Other)

O5. Non-textual form

(Software; Data set/Database; Digital or Visual Products; Web publication/Site; Artefact; Exhibition; Performance; Composition; Design)

O6. Thesis

(Doctoral Thesis completed; Master's Thesis completed)

O7. Patent

O8. Other Contribution

(Programme notes; Booklet; Other)

Activities (A)

A1. Publication peer-review and editorial work

(Editorial activity; Publication peer-review)

A2. Participating in or organising an event

(Participation in conference; Participation in workshop, seminar, course)

A3. Talk or presentation

(Invited talk; Oral presentation)

A4. Consultancy

A5. Membership

(Membership of board; Membership of committee; Membership of council; Membership of network/project)

A6. Visiting an external institution

A7. Hosting a visitor

A8. Examination

A9. Other

(Types of Business and Community; Types of Public engagement and outreach; Types of External academic engagement; Types of Award; Other)

Press / Media (PM)

PM. Participante em programa de rádio / televisão / entrevistas

Nota:

As indicações O1...O8 e A1....A9 têm correspondência com a numeração das folhas no documento Excel.

2. Indicações gerais (utilizadores PURE e Excel)

- Registo dos autores: seguir a ordem indicada na publicação.
- Publicações no prelo: indicar o estado da publicação (Excel), manter entrada em “entry in progress” (PURE).
- Definir nome de autor/citação: manter sempre a mesma opção em diferentes publicações e actividades.
- Título de conferências/evento: seguir a indicação oficial no website ou programa.
- *Abstract*: quando não existe livro de resumos é sempre registado como “Activity (Invited talk, Oral presentation)”.
- Códigos financiamento: incluir financiamento CESEM e financiamento bolsas/projectos (ver ponto 4);
- *Links* — tipos de endereços recomendados: *website* oficial da conferência, PDF Programa *online*, notícia site UI, notícia no *site* da instituição organizadora, repositório institucional.
- DOI: inserir sempre que estiver disponível.
- Teses e dissertações: registo no Excel e PURE apenas pelos autores (orientandos).

3. Formulários específicos disponíveis no *site* do CESEM (utilizadores PURE e Excel)

- Candidaturas a projectos e bolsas [LINK AQUI](#)
- Orientações [Doutoramento, Pós-doutoramento, Mestrado, Bolsas de Investigação, Bolsas de Iniciação à Investigação, Trabalho de Investigadores visitantes, Outras] [LINK AQUI](#)

4. Referências de Financiamento (utilizadores PURE e Excel)

Todas as entradas em “Research Outputs” devem incluir as referências de financiamento:

- (a) No **PURE**, inserir as referências dos respectivos códigos de financiamento no campo “Bibliographical notes”.
- (b) No **Excel** devem incluir as referências na coluna “Funding reference”

UI (obrigatório):

2018 UID/EAT/00693/2013

2019 UID/EAT/00693/2019

2020 UIDB/00693/2020 e UIDP/00693/2020

2021 UIDB/00693/2020 e UIDP/00693/2020

2022 UIDB/00693/2020 e UIDP/00693/2020

2023 UIDB/00693/2020 e UIDP/00693/2020

2024 UIDB/00693/2020 e UIDP/00693/2020

+ (se se aplicar)

Código da bolsa (qualquer tipologia)/ contracto
(Investigador FCT/ Marie Curie/ CEEC/ Norma
Transitória)

+ (se se aplicar)

Código do projecto

Caso necessário, consultar:

- (a) **Projectos em execução** <https://cesem.fcsh.unl.pt/investigacao/projectos/>
- (b) **Projectos concluídos** <https://cesem.fcsh.unl.pt/investigacao/projectos/#concluidos>

5. Guias de apoio ao PURE (apenas para utilizadores PURE)

Pure Login – Aceder ao sistema

https://www.unl.pt/sites/default/files/1.pure_login_v2.pdf

Atualizar o perfil de investigador

https://www.unl.pt/sites/default/files/2_pure_atualizar_perfil_0.pdf

Para definir o perfil do investigador do CESEM seleccionar sempre a opção CESEM em “Organizational unit”.

Importar publicações automaticamente

https://www.unl.pt/sites/default/files/3_pure_importar_publicacoes_automaticamente_0.pdf

Inserir publicações manualmente

https://www.unl.pt/sites/default/files/4_pure_inserir_publicacoes_manualmente_0.pdf

Exportar publicações do PURE para ORCID

https://www.unl.pt/sites/default/files/5.pure_exportar_publicacoes_para_orcid.pdf

Outros *links* de interesse:

Política de Acesso Aberto FCT

<https://www.fct.pt/sobre/politicas-e-estrategias/politicas-de-ciencia-aberta/acesso-aberto-a-publicacoes-cientificas/>

Documento de Política de Gestão de Informação Científica Universidade NOVA de Lisboa

https://www.unl.pt/wp-content/uploads/2024/09/Gestao-de-Informacao-Cientifica_NOVA_Site_v3-1.pdf

6. Exportação da produção científica em PDF (apenas para utilizadores PURE)

Após o registo da produção científica, gravar cada entrada na opção “For Validation” e seguir os passos para exportação de dados em PDF com filtro para 2024.

The screenshot shows the PURE dashboard interface. At the top, there is a search bar labeled "Search for research output...". Below it, a filter menu is open, showing various categories like "Journal associated", "Managing organisational unit", "Open Access policy", etc. The "Period" category is selected, and a sub-menu is visible with options: "All", "Current year (2024)", "Last year (2023)", and "Interval". The "Current year (2024)" option is selected. Below the filter menu, there are three columns of filters: "Publication year", "Content created date", and "Content modified date". The "Publication year" column has a dropdown menu set to "Current year (2024)". The "Content created date" column has a dropdown menu set to "All". The "Content modified date" column has a dropdown menu set to "All". Below the filters, there is a list of research outputs. The first output is "Mosteiro de São Bento da Avé-Maria do Porto entre os séculos XVIII e XIX". Below the list, there is a "Download list:" button with a dropdown menu showing options: PDF, HTML, RIS (RefMan), Word, BibTeX, and CERIF XML. An orange arrow points to the "Download list:" button.

The screenshot shows the "Download as PDF" dialog box. It has a title bar "Download as PDF" and a close button. Below the title bar, there is a "Select render style:" label and a dropdown menu. The dropdown menu is open, showing options: APA, Author, CBE/CSE, Harvard, MLA, Standard, Vancouver, Short, and Long. The "APA" option is selected. Below the dropdown menu, there is a "Download list:" button with a dropdown menu showing options: PDF, Excel, HTML, RIS (RefMan), Word, BibTeX, and CERIF XML. An orange arrow points to the "APA" option in the dropdown menu.

7. Entradas menos óbvias para categorizar (utilizadores PURE e Excel)

Em negrito encontra-se o tipo de entrada que se quer introduzir no PURE ou no Excel.

- (a) Para os utilizadores PURE é indicado o percurso para introduzir a entrada depois de ter seleccionado “Add content”.
- (b) Para quem preenche o Excel é indicada a folha na qual deverá introduzir a entrada [O1...O8 ou A1....A9 ou PM].

Research Outputs (O)

O2. Chapter in Book/Report/Conference proceeding

(Chapter; Entry for encyclopedia/dictionary; Conference contribution; Foreword/postscript; Other chapter contribution)

O2. Encyclopaedia entry author, Dictionary entry, Exhibition catalogue entry (*Small contribution to a reference book (dictionary, encyclopedia or atlas) or edited exhibition catalog intended primarily for consultation rather than for consecutive reading. (National or international, With or without peer-review, Available in paper-based or electronic form):* Research output, Chapter in Book/Report/Conference proceeding, Entry for encyclopedia/dictionary, in the field “Contributors” select “Author”.

O2. Organising an exhibition: same route for an Exhibition Catalogue Entry but in the “Contributors” field select “Editor/coordinator”.

O5. Non-textual form

(Software; Data set/Database; Digital or Visual Products; Web publication/Site; Artefact; Exhibition; Performance; Composition; Design)

O5. Exhibition / Artistic installation (*Author of embodying research that has been conducted specifically for creating original artistic works and/or designs exhibited in a recognised gallery, museum or electronic format, undertaken on a systematic basis in order to increase the stock of knowledge and/or advance understanding in the context of the creative arts or other scholarly disciplines. To be eligible for these categories, the work must develop new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. Multiple exhibitions/performances may be counted as separate outputs only where each subsequent exhibition/performance introduced a significant new research component to the work):* Research output, Non-textual form, Exhibition, in the field “Contributors” select “Edit” and choose one of the following “Photographer/Developer/Designer/Performer/Producer/Composer/Author/Other”

O5. Online publications / Data entry in a database:

- 1) If the entry is the result of research work: Research output, Non-textual form, Data set / Database, Developer or Author;
- 2) If the entry is not the result of research work: dataset, fill in the information in the fields “Title”* and description (optional).

O5. Scores / Music composition

(Author of embodying research that has been conducted specifically for creating a musical composition which has either a score or a recording, undertaken on a systematic basis in order to increase the stock of knowledge and/or advance understanding in the context of the creative arts or other scholarly disciplines. To be eligible for these categories, the work must develop new knowledge and/or the use of existing knowledge in a new and creative way so as to generate new concepts, methodologies and understandings. Multiple exhibitions/performances may be counted as separate outputs only where each subsequent exhibition/performance introduced a significant new research component to the work): Research output, Non-textual form, Composition, in the field “Contributors” select “Composer” or “Author”.

O5. Performance *(Author of embodying research that has been conducted specifically for creating original artistic works in the performing or media arts, undertaken on a systematic basis to increase the stock of knowledge and/or advance understanding in the context of the creative arts or other scholarly disciplines. Multiple exhibitions/performances may be counted as separate outputs only where each subsequent exhibition/performance introduced a significant new research component to the work):* Research output, Non-textual form, Performance, in the field “Persons” select “Edit” and choose one of the following possibilities: “Photographer/Developer/Designer/Performer/Producer/Composer/Author/Other”.

O5. Director of a film or other audiovisual products

(Author of embodying research that has been conducted specifically for revealing original movies or any other audiovisual product, undertaken on a systematic basis to increase the stock of knowledge and/or advance understanding in the context of the creative arts or other scholarly disciplines. The work should exhibit originality, extending the boundaries of the art form, by introducing new ideas, knowledge, methodologies, creative approaches, and/or techniques): Research output, Non-textual form, Digital or Visual Products, Producer or Author.

O8. Other Contribution

(Programme notes; Booklet; Other)

O8. Programme notes: Research Output, Other Contribution, Other Contribution

O8. Other *(Author of other outputs based on research work not otherwise categorized in these guidelines, e.g. “Research note”):* Other contribution.

Activities (A)

A1. Publication peer-review and editorial work

(Editorial activity; Publication peer-review)

A1. Journal guest editor: activity, publication peer-review and editorial work, editorial activity, then edit the person’s name, in the field “Role” select “Guest editor”.

A1. Director editorial (journal/book): activity, publication peer-review and editorial work, editorial activity, e depois editar o nome da pessoa e no campo “Role” seleccionar “Editor-in-chief”.

A1. Editor: activity, publication peer-review and editorial work, editorial activity, then edit the person’s name, in the field “Role” select “Guest editor”.

A1. Member of scientific board (journal/book): activity, publication peer-review and editorial work, editorial activity, then edit the person's name, in the field "Role" select "Editorial board member".

A1. Peer reviewer: activity, publication peer-review and editorial work, editorial activity, and then edit the person's name, in the field "Role" select "Peer reviewer".

A1. Referee: activity, publication peer-review and editorial work, editorial activity, and then edit the person's name, in the field "Role" select "Referee".

A1. Scientific publication reviewer: *(The Person responsible for ensuring that the quality of the published articles is the highest. Giving constructive feedback to both the authors and editors and trying to detect examples of plagiarism, salami slicing or unethical research practice):* Activity, Publication peer-review and editorial work, Publication Peer-review, Peer reviewer.

A2. Participating in or organising an event

(Participation in conference; Participation in workshop, seminar, course)

A2. Member of the scientific committee of a conference or scientific congress: *(Member of the scientific committee of a conference or scientific congress, usually with responsibility for selecting the papers presented during the event):* Activity, Participation in or Organising event, Participation in conference, Member of programme committee.

A2. Moderator of session / panel at conference / congress *(The person in charge of energising the debate between the authors of the paper and the audience. They are also responsible for keeping to the time allotted to each author to make their presentation):* Activity, Participation in or Organising event, Participation in conference, in the field "Persons" select "Edit" and choose "Chair".

A2. Speaker at workshop / seminar / free course: *(Author of a paper in a workshop, seminar or free course. You may have been selected (speaker) or invited (invited speaker):* Activity, Participation in or Organising event, Participation in workshop, Seminar, Course, Speaker or Invited speaker.

A2. Organisation of a conference / congress: *(Member of the team responsible for organising a scientific conference or congress (There are different names for this body: executive committee, organising committee, ...):* Activity, Participation in or Organising event, Participation in conference, Organiser.

A2. Organiser of workshop / seminar / free course: *(Responsible or co-responsible for organising a workshop, seminar, seminar series or free course):* Activity, Participation in or Organising event, Participation in workshop, seminar, course; in the field "Persons" select "Edit" and choose "Organiser".

A4. Consultancy

A4. Consultancy work as an expert or specialist: Activity, Consultancy, Consultancy, Consultor or Advisor.

A5. Membership

(Membership of board; Membership of committee; Membership of council; Membership of network/project)

A5. Member of scientific board: (For example from an international scientific community such as the Music Encoding Initiative): Activity, Membership, Membership of board.

A5. Participation in funded research project (PI, collaborator, researcher): the PI must first ask the FCSH to add the research project into PURE (send an email to research@fcsh.unl.pt, add purecesem@fcsh.unl.pt and pure@fcsh.unl.pt in cc). Only after the research project has been added it is possible to add this participation: activity, membership, membership of network/project, then in the field "Member of" select "Event" and search for the project's title.

A5. President / member of a national or international scientific council: (Commission, committee...), event or institution: Activity, Membership, Council, Chair Member.

A7. Hosting a visitor

A7. Hosting a academic visitor: there are two possibilities,

- 1) Activity, Hosting a visitor, Hosting an academic visitor: this template should be chosen if the visitor's contribution has a direct impact on the UI's activities
- 2) Activity, Other, Types of external academic engagement - hosting an academic visitor: this template should be chosen if the visitor's presence does not directly coincide with the main activity of the UI.

A8. Examination

A8. Arguente de tese de mestrado/doutoramento: (*Arguer of the jury in a 2nd or 3rd cycle academic exam*): Activity, Examination, Examination, Examiner.

A8. Jury for master's/doctoral thesis: (*Member of the jury in a 2nd or 3rd cycle academic exam*): Activity, Examination, Examination, Member of jury.

A9. Other

(Types of Business and Community; Types of Public engagement and outreach; Types of External academic engagement; Types of Award; Other)

A9. Coordinator of Cycle of Studies (*Coordinator of a bachelor's, master's or doctoral degree*): Activities, Other, Types of Award - Appointment, in the field 'Title': Coordinator of a university course (*specify*); Select the department name in "Organisational Unit", in the field "Persons" select "Chair".

A9. Coordinator of research line/group (*Coordinator of a Research Group or Thematic Line of a Research Unit*): Activities, Other, Types of Award - Appointment, in the field "Title" write Research Group Coordinator. in the field "Persons" click "Edit" and select "Chair"; select "Organisational Unit" and write the UI name.

A9. Research Unit Director (*Member of the board of a research unit*): Activities, Other, Types of Award - Appointment, in the field "Title" write "Research Unit Director"; in the field "Persons" click "Edit" and select "Member"; select "Organisational Unit" and write the UI name.

A9. Teaching a course unit: Activity, Other, other, and then in the field “Title” write the curricular unit designation; in the field “Persons” select “Edit” and choose “Lecturer”.

A9. Teaching a one-off lesson in another person's course unit: Activity, Other, other, and then in the field “Title” write the curricular unit designation; in the field “Persons” select “Edit” and choose “Speaker”.

A9. Speaker at a dissemination initiative / debate / in academia: Activity, Other, Types of External academic engagement - Invited talk, Speaker.

A9. Speaker at a non-academic dissemination initiative: (*Author of a scientific communication or dissemination of science at a non-scientific event*): Activity, Other, Types of Public engagement and outreach - Public lecture/debate/seminar, Speaker.

A9. Organising a conference/round table session: Activity, Other, Other, in the field “Title” write the conference title, in the field “Description” name the session/round-table, in the field “Persons” select “Edit” and choose “Organiser”.

[actualizado em 21 de Maio de 2025]

[last update 21 May 2025]