Guidelines

I)   How to search the database

Searching the CrossMigration database is simple and intuitive: You can search the database in two ways:

- by typing in search words in the search field, or
- by using the taxonomy (i.e. the keyword system developed by CrossMigration).

These two options can also be combined. Thus, you can select one or several items under the taxonomy topics (e.g. "conflict, war and violence" under "Migration Processes" > "Migration drivers") and additionally search for a specific author using the search field.

Entering a search word will give you all entries that contain the search term in one of the metadata fields. However, you can specify your search by performing an **advanced search**. In order to do so, you need to use Boolean queries in the search field. The supported logical operators are **AND, OR, NOT, NEAR (use ~ for this, examples below), wildcards (*), double quotes (" ") for expressions and parentheses for grouping**.

- ❖ The regular search uses **AND** operator by default. Example:
  international policy = **international AND policy**, which requires ALL (both in this case) words to be present in the matched content, as opposed to when **OR** is used as an operator:

- ❖ E.g. international **OR** policy - will searches with **either** international **or** policy **or both**

- ❖ **Exact** expression match:
  "international policy" – will search for articles where the **exact** wording "international policy" is used

❖ Expression search with proximity modifier (**NEAR** logic):
"international policy"~2 - will search for texts where "**policy**" is before <u>or</u> after "**International**" by **max 2 words**

The system also supports searching within fields[1]:

❖ **title:("international policy"~2)** - same as above, but will match <u>only</u> against title field

❖ Grouped terms:
title:(international AND (migration OR law))

❖ Combined field search
title:(international AND (migration OR law)) AND author:(Foster)

❖ Author search:
author:(Peter Scholten) - all docs that have both "**Peter**" AND "**Scholten**" in any one of the author names

    ▪ Author search with negative expression:
    author:(Scholten NOT Peter) - all docs that have "**Scholten**" and **DO NOT** have "**Peter**" in any one of the author names

❖ Combined field search with proximity matching and negative exclusion
title:("international policy"~2) AND author:(NOT Hallett)

❖ Wildcard search:
title:(international poli*) - will match titles containing "international" and ("policy" or "politics" or "police" ....)

The fields that are searched are: **title, abstract, extracted_abstract, subtitle, author, table_of_contents, project_id, project_acronym, isbn, eisbn, issn, eissn, doi** (all lowercase). Results can be sorted by **relevance, citation count and date.**

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[1] Search fields for these options will be added by September

II)   Submissions: Manual Data Entry Forms

After registering, confirming your account and logging in, the form can be found here:
https://cm.youngminds.ro/submit-item

The following part will help you deposit information about (your) publications and projects in the Migration Research Data-Hub. The Hub features information on the following types of published works in migration studies:

- Journal articles
- Books (edited volumes and monographs)
- Book chapters
- Working Papers
- Report Series
- Reports
- Projects
- Data Sets
- Doctoral Dissertations
- Policy Papers & Policy Briefs

You can start by submitting a DOI code (1) and check if your journal article, book or book chapter is already in our database. Alternatively, you might also start by selecting the type of document you would like to add to the database (2).

(i) *Each of the data entry forms are relatively similar: Fields marked with a blue dot are mandatory. All other fields are optional. However, it is recommended to fill them out to make the information in the database as comprehensive as possible. The descriptive text in grey in every field provides further details about the required information.*

In the following an example of a submission of a <u>journal article</u> is provided:

By selecting ,"+ Person", you can add the name of a person. By selecting "+ Organisation", you can add an organisation. Please note that "organisation" does **NOT** refer to the author's affiliation.

Journal Article ▽ ← **(i)** Clicking on the little arrow will allow you to jump between the different types of publications

These are journal-articles related to the field of migration studies
Mandatory fields are marked with a blue dot •

**English Title** •
Journal Article Title

Original Title
Journal article original title, if different from English

Author(s) or Editor(s)

⊕ Person   ⊕ Organisation

About

English Abstract
An abstract will increase your article's discoverability

Original Abstract
Article orginal abstract, if different from English

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The field "author role" allows you to identify the role of a person or organisation as (first) author, editor or translator. Be sure to submit the names in the actual order of authorship/editorship.

Author(s) or Editor(s)

First Name	Last Name	Author Role
Author First Name	*Author Last Name*	*Please Select –* ▽ ⊗

First Author
Author
Editor
Translator

⊕ Person   ⊕ Organisation

Under the category "Taxonomy", choose the most relevant overall topic of your publication, its discipline(s), method(s) and geographical area(s) covered from a drop-down list. The field "Geographies" refers to the **geographical/regional scope of the research**. Multiple choices are possible.

Taxonomy

ⓘ Please choose from the drop-down menu by clicking the little arrow

Topics

Migration Processes
Click to make your selections... ▽

Migration Consequences...
Click to make your selections... ▽

Migration Governance
Click to make your selections... ▽

Cross-Cutting Topics...
Click to make your selections... ▽

Disciplines
Click to make your selections... ▽

Methods
Click to make your selections... ▽

Geographies
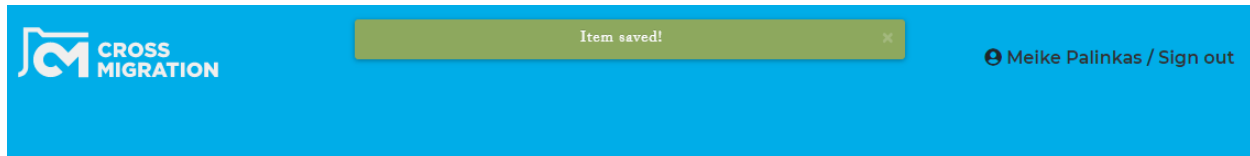*Click to make your selections...* ▽

Also, type in the keywords that best describe the content of your publication, separated by a comma. It is recommended to choose **at least three keywords**.

Keywords •
Enter keyword phrases separated by comma

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Once you have completed your data entry, click "submit":

The item will be saved. Under "my submissions" you can view and – if necessary – edit all your submissions. You cannot delete any of your submissions. In case you submitted an item twice you can simply choose "edit" and overwrite and change the particular entry.
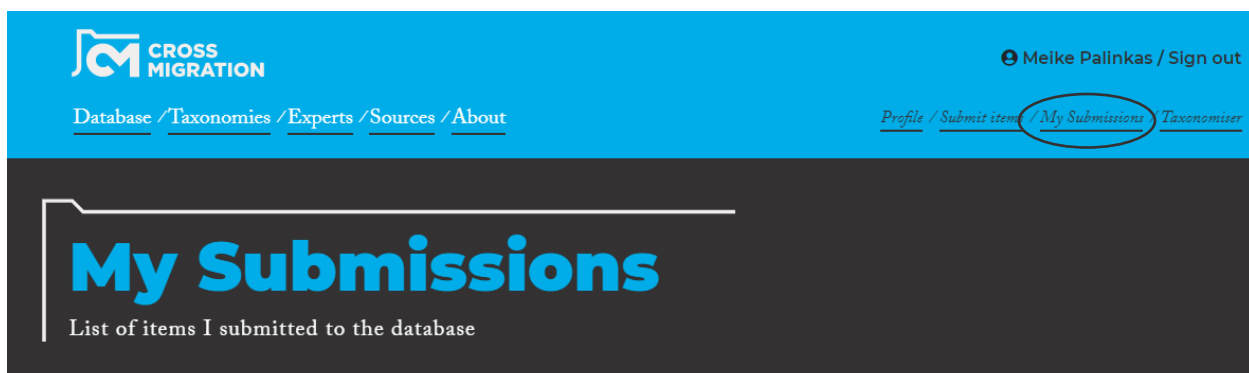
*If you are submitting a journal article, book, or book chapter, check first if your publication is already listed in our database by using a DOI code. **If it is, you may check the entry for completeness and assign your article to the different elements listed in the taxonomy**.*