Tutorial: Citations

Tutorial: Adding a new citation (responsible person(s), institution(s)) to the GTN-P Database

Welcome to the GTN-P Database. This tutorial explains how to add a new/edit a citation. Every monitoring site in the database is assigned to a citation. A citation has an unambiguous title and consists of institution(s) and affiliated responsible person(s).

Note: presently, only national correspondents can add/edit entries in the GTN-P database.

Log in with your username and password (upper right corner). To request a username and password please write to gtnpdatabase@arcticportal.org

After logging in, there are three ways to access information on citations.

Citations: All citations contained in the GTN-P Database, sorted alphabetically. Each citation consists of an abbreviation depending on the object the citation refers to (CALM, DUE, TSP), affiliated organizations, and affiliated contacts (responsible persons).

Contacts: All contacts (responsible persons) contained in the GTN-P Database, sorted alphabetically. Each contact consists of the name and contact information of the person and the organization he/she is affiliated to.

Organizations: All organizations (institutions) contained in the GTN-P Database, sorted alphabetically. Each organizations is abbreviated with an acronym and contact information.
Since a citation consists of organization(s) and contact(s) it is crucial to make sure if those are already existing in the GTN-P database and if not, add them.

Add a new/edit organization:

The procedure is to start with adding a new organization. Click on the „Organizations“ button, „Add new“ (upper right corner) or „Edit“ (left) if you want to edit an existing organization and enter the information on the organization.

Note: Many organizations have an acronym (for example AWI for Alfred Wegener Institute), but if not you can create one or just leave the field empty. Fields marked with an asterisk are mandatory but the more information you enter the better.
Add a new/edit contact:

Now you have added a new organization and it is time to affiliate one or several contacts (responsible persons) to it. For that, click on the button „Contacts“, „Add new“ (upper right corner) or „Edit“ (left) if you want to edit an existing contact, and enter the information on the new contact. Fields marked with an asterisk are mandatory but the more information you enter the better. Here, you can affiliate a contact to an organization. Note: every organization must have at least one person responsible.

Add a new/edit citation:

Now you can create a new citation. Click on the button „Citations“ and „Add new“ (upper right corner) or „Edit“ (left) if you want to edit an existing citation. Fields marked with an asterisk are mandatory but the more information you enter the better. A citation requires an unambiguous title which is associated to the monitoring site. We recommend to create it like this:
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Abbreviation type of monitoring site + Country/world part + organization (acronym if present).

Examples:

CALM China CAREERI

TSP Antarctica Brazil

DUE Permafrost Project Consortium (2012).

Note that both one or several countries can be marked as responsible countries for one citation.

Now, you can mark both the organization(s) and people affiliated to the citation and save the citation. The citation is now present in the GTN-P Database and can be directly linked to when adding monitoring sites (Tutorial: Boreholes; Tutorial: Active Layer Monitoring Sites).