An introduction to using SEDONA:

SEDONA is the Academic Publication Database adopted by East Carolina University. SEDONA is not only a publication database, but will serve as a tool to allow you to generate your annual report, PAD, and Delaware out-of-classroom survey data. It required most of the 2006-2007 academic year to set up the academic units in SEDONA, and to have the records transferred from the old publication database. Last year, Sedona was used to generate faculty annual reports. Sedona has also been used to provide data on engagement in research and service for the recent recognition Carnegie classification. This year it will be used to generate the Delaware out-of-classroom (sometimes referred to as the Delaware 2) report.

Most faculty received an e-mail last year with their Sedona PW. Faculty hired during the after the spring 2008 semester need to contact their department Sedona coordinator to obtain your password. If you do not know who the Sedona coordinator is for your unit, then ask your unit head. Your SEDONA (Member or Faculty) ID is your Banner ID followed by your College suffix. This suffix also serves as the College ID. You can find your College ID and Sedona coordinator in the following list. Please contact your unit coordinator before contacting the Sedona coordinator for your college.

<table>
<thead>
<tr>
<th>College or School</th>
<th>College Suffix</th>
<th>College Sedona Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Health Sciences</td>
<td>ECS</td>
<td>Dr. Kevin O’Brien</td>
</tr>
<tr>
<td>Arts and Sciences</td>
<td>ECA</td>
<td>Dr. Cindy Putman Evans</td>
</tr>
<tr>
<td>Business</td>
<td>ECB</td>
<td>Dr. Stan Eakins</td>
</tr>
<tr>
<td>Education</td>
<td>ECE</td>
<td>Dr. Sandra Warren</td>
</tr>
<tr>
<td>Fine Arts and Communication</td>
<td>ECF</td>
<td>Dr. Susan Beck Frazier</td>
</tr>
<tr>
<td>Health and Human Performance</td>
<td>ECP</td>
<td>Dr. Susan McGhee</td>
</tr>
<tr>
<td>Human Ecology</td>
<td>ECH</td>
<td>Ms. Jessica Spruill</td>
</tr>
<tr>
<td>Medicine</td>
<td>ECM</td>
<td>Dr. Lars Larsen</td>
</tr>
<tr>
<td>Nursing</td>
<td>ECN</td>
<td>Ms. Natasha Worthington and Dr. Martha Engelke</td>
</tr>
<tr>
<td>Technology</td>
<td>ECT</td>
<td>Dr. Robert Chin</td>
</tr>
<tr>
<td>Joyner Library</td>
<td>ECL</td>
<td>Ms. Best Winstead</td>
</tr>
<tr>
<td>HSL</td>
<td>ECW</td>
<td>Dr. Susan Nash Simpson</td>
</tr>
</tbody>
</table>

Your Sedona ID is your Banner ID followed by a suffix that represents your college. For example, a faculty member with a the Banner ID of B12345678 who is in the College of Health and Human Performance would use the have the Sedona ID for SEDONA of: **B12345678ECP**

Banner ID + College ID!
To log on to SEDONA, you would go to https://sedonaweb.com and after clicking on the Member button located on the bottom left of the logon screen, you can log on using your ID and password.

You just need to type in your Member (or Faculty) ID and password and click on the login button. You next will get a screen that looks like the following (note that I am using my own account for the examples and I am in the College of Arts and Sciences).
You might want to start by clicking on the CV button or perhaps modify your color scheme.

My CV is limited because I did not have my old ECU publication database record rolled over into SEDONA. Also, the new interface for SEDONA has caused some of the information from my Profile to be misaligned. I will start by correcting alignment.
Four input areas are Research, Service, Experience, and Other. There is also a button for Teaching and Your Profile. Teaching schedules have to be entered at the department or college level, but you can enter other teaching activities and enter or edit your Profile.

Again, I am going to start by correcting my profile and I start by clicking on the profile button.

When I click on the profile button, I get the following screen.
When I scroll down, I see the sources of the error in my profiles. In the revision of Sedona, characters that were cut and pasted from a WORD document have been changed. For example, a simple space between words is now being displayed as a `<b>`. I am going to have to manually correct these. **NOTE THAT IF YOU ARE ENTERING DATA INTO SEDONA FOR THE FIRST TIME, YOU SHOULD NOT HAVE TO MAKE ANY CORRECTIONS.**
I corrected the breaks between items and attempted to make the formatting more attractive. You can also cut and paste information from your CV or other documents. Once you finish entering the information in your profile, you need to **Save** the changes and click on the **Home** button to get back to the main page. Once you are on your **Home** page, you can click on the **CV** button to review your CV.
You will be taken to your CV. Note that the default CV is just one of the many templates available in Sedona. You can use other templates developed at the unit, college, or university level and you can also create and or modify templates.

Note the change in computer skills listed below in the new version of the CV.
Next we will take a look at entering or modifying a research article using Sedona.

To modify an existing article, you would click on the **Edit** button and to add an article you would click on the **Add** button.
I am going to edit a fictitious article about the Early Poetry of W.B. Yeats.

The required fields have already been completed for the article because it is being edited. If the required fields had not been completed then I would have been unable to save the entry.

I am going to change the Research Type and Activity.
After we make changes, we must save them!

Remember to always save changes made in Sedona before returning to your Home page or clicking on the Back button.

To add an article, you click on the add button (below is my article screen after modifying the entry):
Next is the default screen for entering a journal article. Some of the information is optional. The research type and % of contribution are issues that will have to be decided at the departmental level and among co-authors (or left blank).

Your name will automatically be entered as first author but the order can be changed. Again, you can simply cut and paste the information. I am using an older article where I was first author as an example.

I would suggest just cutting and pasting the information into the form. I am going to use the following article as an example:

AGAIN, you have to enter all of the required fields. I also entered the abstract and 4 citations of the article.

When you have entered the changes and clicked on Add (or Save) then you will go back to the edit screen for research articles.

Remember that you can simply cut and paste from your CV. Or you can search databases to find other information. I found an abstract of my old article and a list of articles that had cited the research with very little effort. Note that you will get a drop down menu of journals, but if your journal is not listed then the SEDONA administrator in your department or college will be sent a petition to approve the journal. This task will not involve IPRE.
I am going to enter another article:


Note that I am listed as automatically as the first author. (Also, note the change in the color scheme which you can select on your home page.)
Remember to separate multiple authors in the et al. box using commas and not semicolons.

Note that Sedona inserts periods in the citation after the author’s initials.


However, I made an error and listed 389 as the issue number and not the first page of the article. Remember, you can click on the icon beside your name and edit the citation.


If you have all of the information for the article in your CV, then it should not take more than a couple of minutes to edit or enter an article. Again, be sure to click the save button when you have finished. If you made a mistake, then you can edit the reference by clicking on the edit button.

Now I am going to enter the information for an article that is not in the existing journal list. This is a fictitious citation:
In the screen below, I have entered all of the information for the journal article except the name of the journal.

Next we will add the journal to the list by petitioning the Sedona coordinator for your unit (typically the unit head).

Use the drop down menu of journals to make certain that the journal is not in the list. For HCAS, the list is very large.

If the journal is not in the list, the highlight the top of the drop down list that reads:

*Journal is not in the list – being petitioned*
You will then see a pop up screen which will allow you to enter the title of the new journal:
You will need to enter the name of the journal, check if it is refereed (Yes or No) and check the Review Type. You can also enter the acceptance rate if it is known but it is not required. **You must click on the apply button.**

The next screen you see will look liked the following and you will need to close the pop up window and save your entry.
A closeup of the popup window:

You will go back to your main entry screen and will need to hit the save button. I am using Firefox and the save button is not very visible. It shows up better in IE7.
The individual in your unit, who manages Sedona, will get a request via e-mail like the following:

**SEDONA web master:**

I would like to request that the following journal be added to the approved periodical list.

**Periodical:** *Journal of Applied Stochastic Methods in the Social Sciences.*

**Refereed:** Yes  
**Review type:** Blind  
**Accept Rate:** 21-25%

Regards,

G. Michael Poteat

When you save your entry, you will be returned to the following screen:
Once the petition is approved by the Sedona administrator, your screen will change to look like:

When I return to my CV, I can look at the new article:


Note the error (;) instead of a , between the names of the last two authors.

You can click on the edit ICON and change this without going back through the Articles screen:

I change the ; to a , and my CV was updated.
Navigating in Sedona:

Generally, there will be two ways to get to a screen in Sedona. That is, you can use the drop down buttons or you can choose from the menus.

Some other common buttons are: SAVE, HOME, and EDIT:

You can also print your CV and other reports or download them as Word or PDF files:
You also have a Home and Sign Out keys.

Remember that SEDONA is administered locally. The results will be used university wide but decisions about what is counted as research or service are unit decisions. You cannot change your Faculty ID but you can change your password. You should not use your Pirate PW for SEDONA. SEDONA is on an external (secure) server. Nonetheless,
I would suggest not putting your social security number or other confidential information (birth date) on SEDONA.

Generally, the functionality of Sedona has not changed in the revision but the screens do look different. It is similar to moving from an older version of Office to the 2007 version. It has some advantages and it looks better, but it does require more time.

A copy of this pdf file will be posted at the IPAR website.