



تجمع الرياض الصحي الثاني
Riyadh Second Health Cluster
شركة الصحة القابضة

THE MERIT RESEARCH USER GUIDE

This instruction booklet provides a step-by-step guide for residents within the Riyadh Second Health Cluster to utilize the Merit initiative's dual research pathways.



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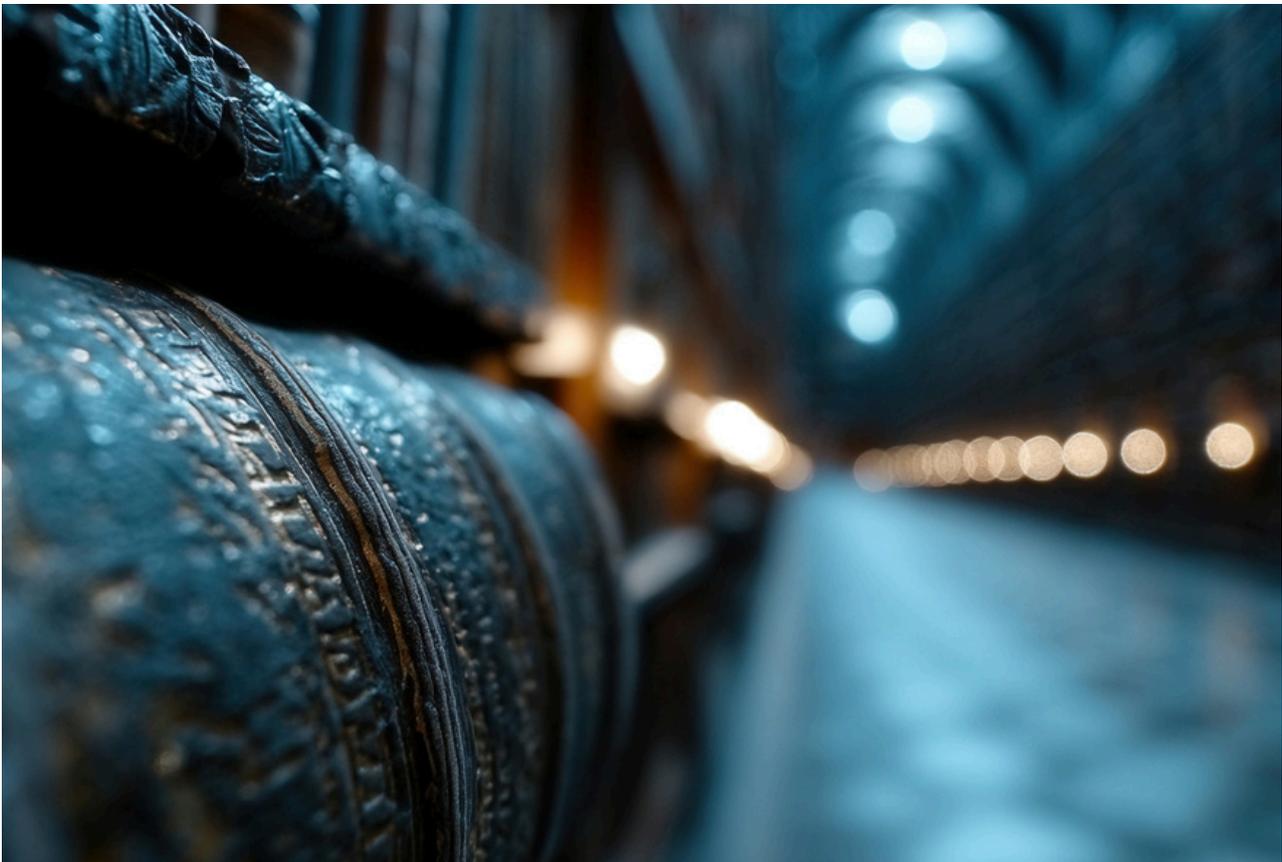
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THE MERIT INITIATIVE

This comprehensive guide serves as the official handbook for residents within the **Riyadh Second Health Cluster** to navigate the **Merit** platform. Whether you are seeking expert support to transform your clinical data into a peer-reviewed manuscript or wish to archive your published successes in the cluster's permanent digital repository, this booklet provides the essential steps and requirements.

Inside, you will find detailed instructions for:

- **The Research Library:** How to preserve your intellectual contributions and share knowledge with the global healthcare community.
- **Publication Assistance:** Accessing specialized support for manuscript development and navigating the path to professional publication.





PATHWAY 1: MERIT LIBRARY UPLOAD

For residents who have successfully published their work and wish to archive it within the Cluster's digital repository.

How to Archive Your Work

To ensure your published research is correctly indexed in the Merit Library, the following metadata is required:

1. Author & Program Details

- Provide your full name and SCFHS Registration Number.
- Include your contact information (mobile and email).
- Specify your academic field, program, training year, and site.

2. Publication Information

- Title & Authors: The full official title and a complete list of authors.
- Source Data: The name of the journal, book, or conference where the work was published.
- Citation Details: The year of publication, volume and issue numbers, and the specific page range (e.g., 145-160).
- Digital Identifier: The DOI (Digital Object Identifier) is a critical requirement for unique identification.

3. Final Submission

- Provide the research abstract and relevant keywords or tags.
- Select the research type and upload the final published PDF file.

The Merit Impact: Why Archive?

By submitting your work to the Merit Library, you are:

- Building Visibility: Your research will be featured on the Merit website list for recognition by leadership and colleagues.
- Fostering Collaboration: Peers can learn from your findings and potentially collaborate on future studies.
- Establishing Legacy: Your contributions become a permanent part of the Riyadh Second Health Cluster's academic history.

PATHWAY 2: RESEARCH ASSISTANCE

For residents seeking support in research writing, manuscript development, and the publication process.

Submission Requirements

To request assistance, you must provide the following professional and research details:

- **Personal Identification:** Full name (First, Middle, Last), SCFHS Registration Number, a valid mobile number, and a valid email address.
- **Academic Context:** Your specific field, the designated training program, your current training year, and your assigned training site.
- **Research Metadata:** The anticipated title of your publication, a list of potential authors (formatted as "Last Name, First Name"), and a concise abstract summarizing your research.
- **Documentation:** You must select the publication type and upload your current research draft in PDF format.
- **Classification:** Provide relevant tags (e.g., "Oncology") to help categorize your research.



SUBMISSION CHECKLIST

This checklist is designed to help you gather all necessary information and documents before starting your online submission. Having these details ready will ensure a smooth and efficient process.

□ **Part 1: Mandatory Personal & Academic Details**

Required for both Research Assistance and Library Uploads.

- Full Name: Exactly as it appears in your official records (First, Middle, Last).
- SCFHS Registration No.: Your valid Saudi Commission for Health Specialties number.
- Contact Information: A valid mobile number and professional email address.
- Academic Placement:
 - Field: Your specific medical specialty.
 - Program: Your accredited training program name.
 - Training Year: Your current level (e.g., R1, R2).
 - Training Site: The specific hospital or center where you are stationed.

□ **Part 2: For "Research Publication Assistance"**

Complete this section if you are seeking support for a work-in-progress.

- Anticipated Title: The working title of your research paper.
- Potential Authors: List of contributors formatted as "Last Name, First Name".
- Research Abstract: A concise summary of your study goals and findings.
- Publication Type: The category of your research (e.g., Case Study, Original Research).
- Current Draft: A PDF version of your manuscript or research proposal.
- Thematic Tags: Keywords to categorize your work (e.g., "Oncology," "Cardiology").

□ **Part 3: For "Merit Library Upload"**

Complete this section only for research that has already been officially published.

- Official Publication Title: The full title as it appears in the journal.
- Final Author List: All credited authors in the correct order.
- Journal/Source Information:
 - Journal Name: The name of the journal, conference, or book.
 - Publication Year: The year it was officially released.
 - Volume/Issue: Specific volume and issue numbers.
 - Page Range: Start and end pages (e.g., 145–160).
- DOI (Digital Object Identifier): The unique identifier link (e.g., 10.1038/...).
- Final Document: The published version of the paper in PDF format.

SUBMISSION REMINDERS



File Format: Ensure all uploads are in PDF format.



Privacy: Never share passwords or sensitive credentials within the forms.



Confirmation: Note your submission date and print the final form for your records.





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