

Annex 1.

Effective management of postgraduate training and research: Library access at College of Health Sciences, University of Ghana.

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Objective

The objective of the assignment was to link up with the UG library staff to explore possibilities for sharing of resources.

Specific activities

The tasks will include, but may not necessarily be limited to the following activities:

- Having discussions with UG library staff to explore possibilities for sharing of resources to enhance PhD training and research
- Assist in creation and implementation of a system whereby Ghanaian and Danish students and faculty can have equal access to shared resources.

Activities during the visit

Tuesday, April 23: Meeting with Prof. Richard Adanu and Dr. Cynthia Afeadi. The work plan and other issues were discussed.

Tuesday, April 23. Meeting with Mr. Henry Agbodza, Dr. Cynthia Afeadi and Mrs. Theodosia Adanu. HM was shown around at the library which appears very-well equipped and it is run very professionally. At the moment, the library is in the process of creating pdf-files of theses and historic documents to make them available in the University of Ghana's repository (online database). The equipment for doing this is highly sophisticated ensuring minimal handling of these documents some of which may be rather delicate. During the meeting we decided to conduct a training course at the School of Public Health for people who should be responsible for the data entry (see separate report).

Thursday, April 25. Meeting with Mrs. Theodosia Adanu. We discussed the needs of the library and the way forward.

During a training course (see report on research database) we had opportunity to further discuss the plans.

Electronic resources available at Balme Library

The literature search at UG functions quite well and there is access to many resources (see Table 1). When on UG campus all these resources are available for everybody logged on the UG network. All resources are also available from outside the campus provided you have a user account. Comparing searches made through the UG library and HM's University of Copenhagen logon generally showed same availability and functionality, while apparently UG in some instances has a better license agreement than that of UC, e.g. for use of SCOPUS. Downloading HM's publications registered in SCOPUS (98) through the UG license gave 43 full text articles while only abstracts could be downloaded through the UC license. Those full text publications, however, can be downloaded through the Sciencedirect license of UC.

Table 2 lists search databases that are available through UC and which might be relevant for CHS-UG, but whether they should be added is a question about financing.

HM tried to conduct searches within his field of research (biological control of snails) and found essentially the same functionality and availability as when searching through UC.

Electronic resources available at UG seems to be quite OK, but probably there is a need to continue to inform students and faculty on optimal use of these electronic resources. TA suggested that it would be useful to produce short video clips or notes on how to do a number of specific tasks. The ideal software for this would be from TechSmith, i.e. Snagit or Camtasia (<http://www.techsmith.com>). Purchase of this software should be considered. Both TD and HM are experienced with these programmes; Snagit allows you capture parts of the screen display (whole windows, parts of the screen, scrolling windows and cascading menus) and captured images will be transferred to Snagit Editor where a number of editing tools are available such that images can be annotated (see example in appendix ##). Final images can be saved as files or copied and pasted into different applications. Camtasia will capture anything that happens within a defined section of the screen such as cursor movements, opening and closing of windows, and at the same time recording your explanation on what you are doing. It can also record from a webcam at the same time (at least in later versions of the programme).

Library access is open on campus, while from outside login obviously is required. Thus Danish students visiting UG would have full access to UG electronic searches.

The library is in the process of digitizing PhD theses and other documents, and to this end they are well-equipped with modern equipment for automatic copying and handling of fragile documents.

Specific needs include:

Inter-library lending of documents that are not available electronically. Exactly how this should be done would need to be discussed between library staff from the two Universities. For example copying articles from journals physically available at Danish universities would not be free (labour costs and KODA fee) and how these costs should be covered will need to be discussed.

TA mentioned that there are online databases of human anatomy that enhance teaching, learning and research. She questioned the possibility of making some of these available. This should be further investigated.

SnagIt and Camtasia Studio should be purchased for producing online instructions on how to use the available facilities.

Software needs include Reference Manager or Endnote. These applications ought to be available at the library and optimally available to individual PhD student. Students registered at a Danish University would have access to a license through that university, but MSc or PHD students registered CHS-UG would not have.

Access to full-text papers through HINARI (see database report) is limited to faculty and students of UG, but Danish PhD student (UG students registered at Danish Universities) will have access through their Danish University.

Conclusion

Library facilities at UG are quite good but there may be need for instructional documents or videos on how to utilise these facilities optimally. The system, however, may be rather slow during part of the day when many users are connected to the network.

In order to move forward on the identified needs, there should be direct interaction between library staff from UG and Danish Universities.

Table 1. Electronic resources Balme library at University of Ghana

Journal databases

- Academic Search Complete (Multi-disciplinary full-text database)
- Acoustical Society of America (ASA) (Acoustics _ full text)
- Aluka (scholarly resources from and about Africa - full text)
- American Institute of Physics (Applied and multidisciplinary physics – full text)
- American Physical Society (Physics, Atomic, molecular and optical physics, Condensed matter and materials physics, Nuclear physics, Particles, fields, gravitation, and cosmology, Statistical, non-linear, and soft matter physics, Accelerators and beams, Physics education research - full text)
- Annual Reviews (Biomedical, life & physical Sciences, Social Sciences)
- Beech Tree Publishing (public policy - full text)
- BioOne (biological, ecological and environmental sciences - full text)
- Business Source Complete (Business database full text)
- Cambridge Journals (multidisciplinary - full text)
- Chicago Journals (multidisciplinary - full text)
- Cochrane Librarv (Evidence - based medical systematic reviews)
- EBSCOhost (all subjects – abstracts and full text)
- Edinburgh University Press (Humanities, Law, African Studies -full text)
- Education Research Complete (Multilingual education, health education and testing - full text)
- Emerald (Management, lib and info management, engineering - full text)
- Encyclopedia Britannica
- Geological Society (Geology and Earth Sciences full text)
- GreenFILE (Global warming, green building, pollution, sustainable agriculture, renewable energy, recycling, and more- full text)
- Health Source: Consumer Edition (Medical sciences, food sciences, nutrition, childcare, sports, medicine and general health - full text)
- Health Source: Nursing/Academic Edition (Medical disciplines and the Lexi-PAL Drug Guide full text)
- Heinoline (Image - based legal Research Collection - full text)
- Humanities International Complete (Includes all data from Humanities International Index - full text)
- Institute of Electronic and Electrical Engineers (IEEEExplore) (Computer Science, Robotics, Biomedical
- JSTOR (All subjects - full text)
- Library Information Science & Technology Abstracts (libraianship, classification, cataloging, bibliometrics online information retrieval, information management - full text)
- Mary Ann Liebert (Biotechnology, Biomedical research/life sciences, Clinical Medicine and Surgery, law - full text)
- MasterFILE Premier (Reference books, primary source documents and an image collection of photo's, maps and flags - full text)
- MEDLINE with Full Text (Nursing, dentislry, veterinary medicine, health care system and pre-clinical sciences- full text)
- Nature publishing (Science)
- Newspaper Source (Newspapers, full text television and radio transcripts)
- Optical Society of America (15 Optics and photonics journals)
- Oxford English Dictionary
- Oxford Journals (science, technology. medicine, humanities, social sciences abstracts and full text)
- Oxford Reference Online (Dictionaries and encyclopedia in all subjects - full text)
- Palgrave Macmillan Journals (25 peer-reviewed journals in Social Sciences, Management, Urban Design and Architecture - full text)
- Policy press Journals (Social policy, Social welfare. family policy, Social work, Public policy, Criminal justice, Housing, Urban policy - full text)
- Project MUSE (Humanities and social sciences - full text)
- Regional Business News (Regional business publications covering metropolitan and rural areas within the United States)
- Religion and Philosophy Collection (World religions, major denominations, biblical studies, religious history, epistemology, political philosophy, philosophy of language, moral philosophy and the history of philosophy - full text)
- Royal College of Physicians (Clinical medicine, Public Health - full text)

Table 1. Electronic resources at University of Ghana (continued)

Journal databases

- Royal Society Journals online (7 leading journals on Mathematics, Engineering and other physical sciences, All biological sciences; particularly good on ecology, environment, Multidisciplinary and interdisciplinary science)
- Sage Journals Online (More than 560 journals in Business, Humanities, Social Sciences, and Science, Technology and Medicine - full text)
- Sage Research Methods Online (SRMO)
- ScienceDirect (All subjects- full text)
- Sciverse Scopus (The World's largest abstract and citation database of peer-reviewed literature and quality web sources)
- Symposium Journals (Education and Learning - full text)
- Taylor & Francis Online (multi-disciplinary - full text)
- Wiley Online Library (all subjects full text)
- Research 4 Life Databases
- Agora (Food, agric, env. stress and related social sciences)
- Online Access to Research in the Environment (OARE) (Environment - full text)

Online Journals

- American Journal of Science (Earth Science)
- Antiquity (Archeological Research)
- BioMed Central - Open Access Journals
- Alzheimers Research and Therapy
- Arthritis Research and Therapy
- Biology Image Library
- Breast Cancer Research
- Genome Biology
- Genome Medicine
- Stem Cell Research and Therapy

Free Electronic Resources

- Academic Journals (Multi-Disciplinary)
- African Journals Online (AJOL) (all subjects - table of contents and abstracts)
- BioMed Central (Biomedical Sciences)
- Database of African Theses and Dissertations (DATAD) (Abstracts)
- Directory of Open Access Journals (DOAJ) (all subjects)
- Directory of Open Access Repositories (OpenDOAR) (all subjects)
- Google Scholar (Multidisciplinary)
- Highwire Press (Biological sciences, medical sciences, physical sciences, social sciences, and humanities)
- Intech Open Access Publisher (Scientific Books & Journals - full text)
- Merriam - Webster Dictionary
- Popline1 (Reproductive Health)
- Topics in Development
- World Bank Databases

Reference Sources:

- Encyclopedia Britannica
- Merriam - Webster Dictionary
- Oxford English Dictionary
- Oxford Reference Online (Dictionaries and encyclopedia in all subjects - full text)
- Sage Research Methods Online (SRMO)

Table 2. Data bases available at University of Copenhagen that could be relevant for College of Health Sciences, University of Ghana.

Relevant databases

- AGRICOLA (veterinary medicine)
- AGRIS (veterinary medicine)
- BIOSIS PREVIEWS
- EMBASE (Pharmacology, biomedicine)
- FOOD SCIENCE AND TECHNOLOGY ABSTRACTS (FSTA)
- CAB ABSTRACTS
- CAB REVIEWS
- INTERNATIONAL PHARMACEUTICAL ABSTRACTS
- PUBMED
- WEB OF SCIENCE

Marginally relevant databases

- ECOLOGY ABSTRACTS
- ECONLIT (Economy, business)
- INTERNATIONAL BIBLIOGRAPHY OF THE SOCIAL SCIENCES

Publishers relevant

- BMJ Journals
- CABI Publishing
- Science
- Springer

Appendix 1.

Searching SCOPUS for publications by author

Open SCOPUS (Sciverse/Scopus in UG library list)

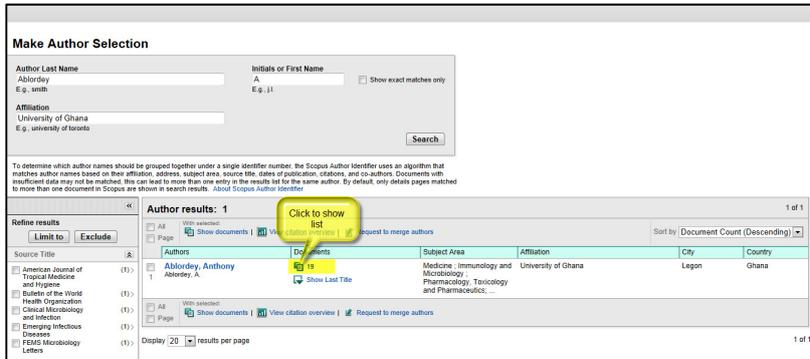
The screenshot shows the Scopus search interface. At the top, there are navigation links for 'Hub', 'ScienceDirect', 'Scopus', and 'Applications'. Below this is a search bar with a 'Search' button. The main content area is divided into several sections: 'Document search' (with sub-tabs for 'Author search', 'Affiliation search', and 'Advanced search'), 'Search history', and 'Resources'. The 'Document search' section includes a search input field with a placeholder 'Search for:' and a dropdown menu for 'Article Title, Abstract, Keywords'. Below this are options to 'Limit to:' by 'Date Range (inclusive)' (Published, Added to Scopus in the last 7 days) and 'Document Type' (ALL). There are also checkboxes for 'Subject Areas' (Life Sciences, Health Sciences, Physical Sciences, Social Sciences & Humanities). A 'Search' button is located at the bottom right of the search form. The 'Search history' section shows a table with columns for 'Search', 'Results', 'Set feed', 'Set alert', 'Save', 'Edit', and 'Delete'. The 'Resources' section on the right contains links for 'Add your papers to ORCID', 'Follow @Scopus on Twitter for updates, news and more', 'Access training videos', 'Learn about alerts and registration', 'See recent feature enhancements', and 'View known issues'. A yellow callout bubble points to the 'Author search' tab with the text 'Choose author search'.

Fill author name and initials. Be aware that some authors with multiple initials can have used different combinations. It may be an advantage to omit the affiliation field; there are examples where an UG employee is not registered with UG yet.

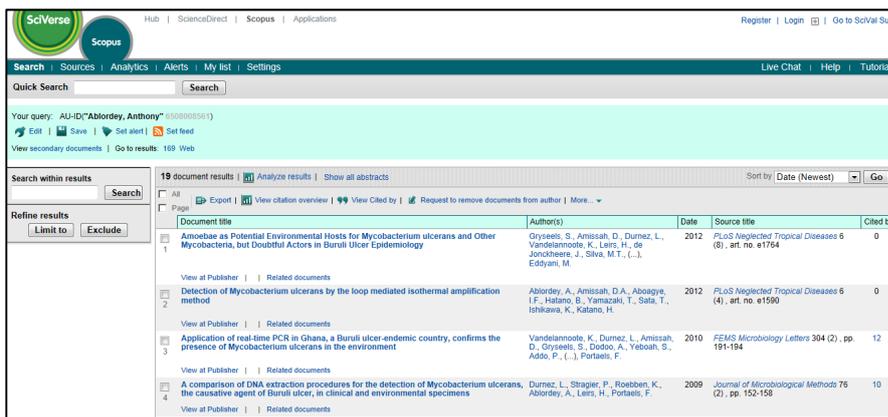
The screenshot shows the Scopus search interface with the 'Author search' tab selected. The search form includes fields for 'Last Name' (with 'Abiordey' entered), 'Initials or First Name' (with 'A' entered), and 'Affiliation' (with 'University of Ghana' entered). Below these fields are checkboxes for 'Subject Areas' (Life Sciences, Health Sciences, Physical Sciences, Social Sciences & Humanities). A 'Search' button is located at the bottom right of the search form. A yellow callout bubble points to the 'Search' button with the text 'Once completed click on search'. The 'Search history' section shows a table with columns for 'Search', 'Results', 'Set feed', 'Set alert', 'Save', 'Edit', and 'Delete'. The 'Resources' section on the right contains a note: 'To determine which author names should be grouped together under a single identifier number, the Scopus Author Identifier uses an algorithm that matches author names based on their affiliation, address, subject area, source title, dates of publication, citations, and co-authors. Documents with insufficient data may not be matched, this can lead to more than one entry in the results list for the same author. By default, only details pages matched to more than one document in Scopus are shown in search results. About Scopus Author Identifier'. The 'Search history' section shows a message: 'You have not performed any searches in this session.'

Note the field "Search history" underneath the search field; once you start searching, your searches will be listed here.

The next screen picture will show a list of authors with similarity to the name you searched for and it is then up to you to identify the right person; persons not affiliated to the UG may also be listed. If for example you only searched on family name, there might be too many to choose from and you should add initials in a new search. In the example there was only one author found and he has 19 publications (see highlighted part).



Click on the icon highlighted to expand the list.

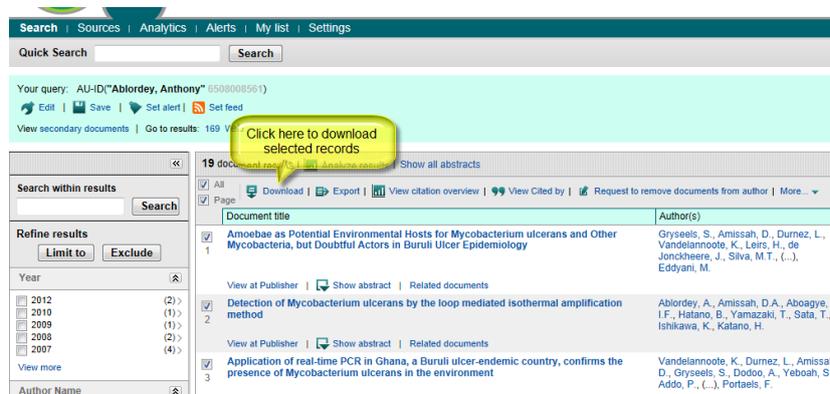


By default 20 publications (results) are listed per page, but that can be changed to 50 or 100. I recommend using 50 if you want to download the files or abstracts (see later), because 50 records (publications) is the maximum number that can be downloaded in one go. Therefore if you want to download all publications and the number is greater than 50, you can just click the check box called “Page” in the top or at the bottom of the page. The check box “All” would select all records in your search. If you want to download files and your search revealed more than 50 records, Scopus would warn you that it will download only the first 50 records. If you want to export (see later) the records to various file formats, you can select up to 2000 records at a time.

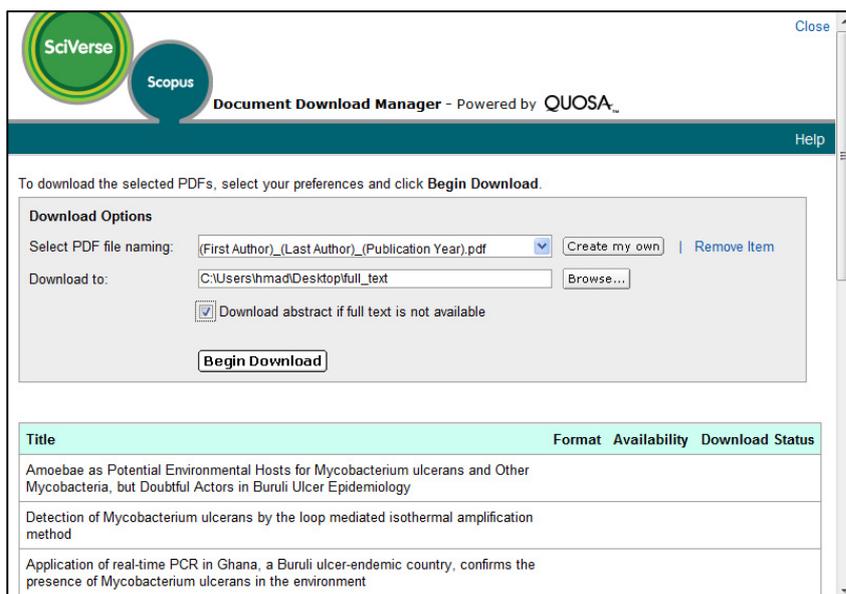


Downloading files

Once you have selected the records you want to download, you click on download and a pop-up window will open listing all the files that are to be downloaded.



In the pop-up window (see below) you can choose different options for naming the downloaded files (pdf if full text is available or htm if only abstract can be downloaded). I have just chosen the default, i.e. (First author)_(last author)_(Year).pdf. If this results in multiple files with the same name, SCOPUS will add “(1)” at the end of the file name for the first duplicate name and “(2)” for the second and so on. If you download the same file more than once, the same naming system applies



Once you click on “Begin download”, SCOPUS starts to download all files simultaneously (see next page). Once the download finished, you can just close the pop-up window. Then move to the next page in the list of your search results. If you forgot to unselect the records that you just downloaded before you clicked onto the next page, you can just click on the “All” check box to select all records and then again to deselect all. After that, just click the “Page” check box to select all records on the page. This is why I prefer to have 50 records listed per page; you can simply download page by page.

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Title	Format	Availability	Download Status
Amoebae as Potential Environmental Hosts for Mycobacterium ulcerans and Other Mycobacteria, but Doubtful Actors in Buruli Ulcer Epidemiology			Downloading...
Detection of Mycobacterium ulcerans by the loop mediated isothermal amplification method			Downloading...
Application of real-time PCR in Ghana, a Buruli ulcer-endemic country, confirms the presence of Mycobacterium ulcerans in the environment			Downloading...
A comparison of DNA extraction procedures for the detection of Mycobacterium ulcerans, the causative agent of Buruli ulcer, in clinical and environmental specimens			Downloading...
First cultivation and characterization of Mycobacterium ulcerans from the environment			Downloading...

Exporting records

With this facility you can export records in a format suitable for importing into Reference Manager or EndNote. You can also produce bibliographies directly from SCOPUS; you can choose the formatting from a list of formatting used by journals. In a single export operation, you may select up to 2000 records. The RIS format is read easily into Reference Manager. In our case we want to get the records into Dspace and a good way of exchanging data between data bases is using files with Comma Separated Values . Fields in a given record are separated; by a comma (could be others, for example semi-colon). Since we have specific fields in Dspace, we want to control which fields should be exported.

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Note: Output may not be complete for non-Scopus documents.

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 - DOI
 - PubMed ID
 - Publisher
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 - Language of Original Document
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- Abstract and Keywords
 - Abstract
 - Author Keywords
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Click on Export and the file Scopus.csv will be saved. The file opened in Excel would look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	Authors	Title	Year	Source titl	Volume	Issue	Art. No.	Page start	Page end	Page coun	Link	Abstract	Author Ke DOI						
2	Gryseels S	Amoebae	2012	PLoS Negl	6	8	e1764				http://www Background: The res 10.1371/journal.pntd.0001764								
3	Ablordey	Detection	2012	PLoS Negl	6	4	e1590				http://www Background: Buruli u 10.1371/journal.pntd.0001590								
4	Vandelani	Applicatio	2010	FEMS Micr	304	2		191	194		http://www This study Ashanti re 10.1111/j.1574-6968.2010.01902.x								
5	Durnez L,	A compari	2009	Journal of	76	2		152	158		http://www Mycobact Buruli u 10.1016/j.mimet.2008.10.002								
6	Portaels F	First cultiv	2008	PLoS Negl	2	3	e178				http://www Background: Mycobact 10.1371/journal.pntd.0000178								
7	Affolabi D	Effects of	2008	Tropical M	13	2		187	190		http://www To optimi: Buruli ulc 10.1111/j.1365-3156.2007.01989.x								
8	Phanzu D.	Short repc	2007	American	77	6		1099	1102		http://www We report a case of a four-year-old Angolan boy with the edematous f								
9	Stragier P.	VNTR anal	2007	Systemati	30	7		525	530		http://www In recent \ Genotypir 10.1016/j.syapm.2007.06.001								
10	Ablordey	Identifica	2007	Clinical M	13	7		734	736		http://www Intra-spec Discrimin: 10.1111/j.1469-0691.2007.01716.x								
11	Suykerbu	Mycobact	2007	Emerging	13	5		743	746		http://www Mycobacterium liflandii causes a fatal frog disease in captive anurans. I								
12	Addo K.K.	Situation	2006	Internatio	10	8		870	875		http://www SETTING: Ghana; Situation analysis; TB diagnosis; TB microscopy centri								
13	Stragier P.	Heteroge	2006	Emerging	12	5		844	847		http://www Mycobacterium ulcerans causes Buruli ulcer, an ulcerative skin disease								
14	Ablordey	Comparat	2005	Journal of	43	10		5281	5284		http://www We analyzed a set of 10.1128/JCM.43.10.5281-5284.2005								
15	Ablordey	Multilocu	2005	Journal of	43	4		1546	1551		http://www The apparent geneti 10.1128/JCM.43.4.1546-1551.2005								
16	Stragier P.	Genotypir	2005	Journal of	187	5		1639	1647		http://www A novel category of \ 10.1128/JB.187.5.1639-1647.2005								
17	Ablordey	PCR ampli	2005	Journal of	43	1		448	451		http://www We describe a simpl 10.1128/JCM.43.1.448-451.2005								
18	Kotlowski	One-tube	2004	Journal of	53	9		927	933		http://www The purpose of this : 10.1099/jmm.0.45593-0								
19	Mensah P	Street foo	2002	Bulletin o	80	7		546	554		http://www Objective Diarrhea/etiology; Food contamination; Food handling; Foo								
20	Mensah P	Feeding o	1995	Internatio	46	4		353	362		http://www A period of acute diarrhoea in infants is often associated with anorexia								
21																			

It may look a bit confusing to the human eye, but although columns are narrow, they actually contain all the information we requested.

Combination of searches

Instead of making a download and an export operation for each researcher, it might be better to combine searches. Two authors might have joint publications and we would be wasting time and resources if we downloaded those joint publications for each researcher. When you go to search you will see that SCOPUS lists the searches that you have done. In the figure on next page, you will see searches for each researcher at Noguchi, i.e. searches 1 to 14, the missing numbers is due to some searches were done twice and I removed those that were redundant, by clicking on the X at the right side of the search record. Search 15 was achieved by typing this text “#1 or #2 or #3 or #5 or #6 or #8 or #9 or #11” (quotation marks are not typed in) into the combine queries window. There wasn’t enough room to type any more text, so after having done search 15, I got search 16 by typing “#15 or #12 or #13 or #4”; there will be no duplicates among the records listed in search #16. During a session SCOPUS can remember up to 50 searches.

Your searches can actually be saved on the SCOPUS website (you need to register and sign in to do that); then later when you want to update the publication list, you just retrieve the saved search history and update the searches.

Search history

Hide 

Combine queries

Search

? Combining queries

Search	Results	Set feed	Set alert	Save	Edit	Delete
16 ((AU-ID("Ablordey, Anthony" 6508008561)) OR (AU-ID("Addo, Kennedy Kwasi" 14035305900)) OR (AU-ID("Adjei, Samuel" 36853820400)) OR (AU-ID("Ahorlu, Collins K." 54888533700)) OR (AU-ID("Appiah-Opong, Regina" 23481102000)) OR (AU-ID("Arhinful, Daniel Kojo" 8120606100)) OR (AU-ID("Koram, Kwadwo Ansah" 7003594414)) OR (AU-ID("Nkrumah, Francis Kwame" 7004406241)) OR (AU-ID("Ofosuhene, Mark" 6507537626)) OR (AU-ID("Yeboah-Manu, Dorothy" 14036737200))	272					
15 (AU-ID("Ablordey, Anthony" 6508008561)) OR (AU-ID("Addo, Kennedy Kwasi" 14035305900)) OR (AU-ID("Adjei, Samuel" 36853820400)) OR (AU-ID("Ahorlu, Collins K." 54888533700)) OR (AU-ID("Appiah-Opong, Regina" 23481102000)) OR (AU-ID("Arhinful, Daniel Kojo" 8120606100)) OR (AU-ID("Koram, Kwadwo Ansah" 7003594414)) OR (AU-ID("Nkrumah, Francis Kwame" 7004406241))	245					
14 AU-ID("Yeboah-Manu, Dorothy" 14036737200)	23					
13 AU-ID("Ofosuhene, Mark" 6507537626)	11					
12 AU-ID("Nyarko, Alexander Kwadwo" 6603689863)	36					
11 AU-ID("Nkrumah, Francis Kwame" 7004406241)	142					
9 AU-ID("Koram, Kwadwo Ansah" 7003594414)	79					
8 AU-ID("Arhinful, Daniel Kojo" 8120606100)	8					
6 AU-ID("Appiah-Opong, Regina" 23481102000)	10					
5 AU-ID("Ahorlu, Collins K." 54888533700)	14					
3 AU-ID("Adjei, Samuel" 36853820400)	5					
2 AU-ID("Addo, Kennedy Kwasi" 14035305900)	5					