Adding publication details using a blank template

We recommend adding publication details manually using a blank template only if you are unable to add them from an online source or file.

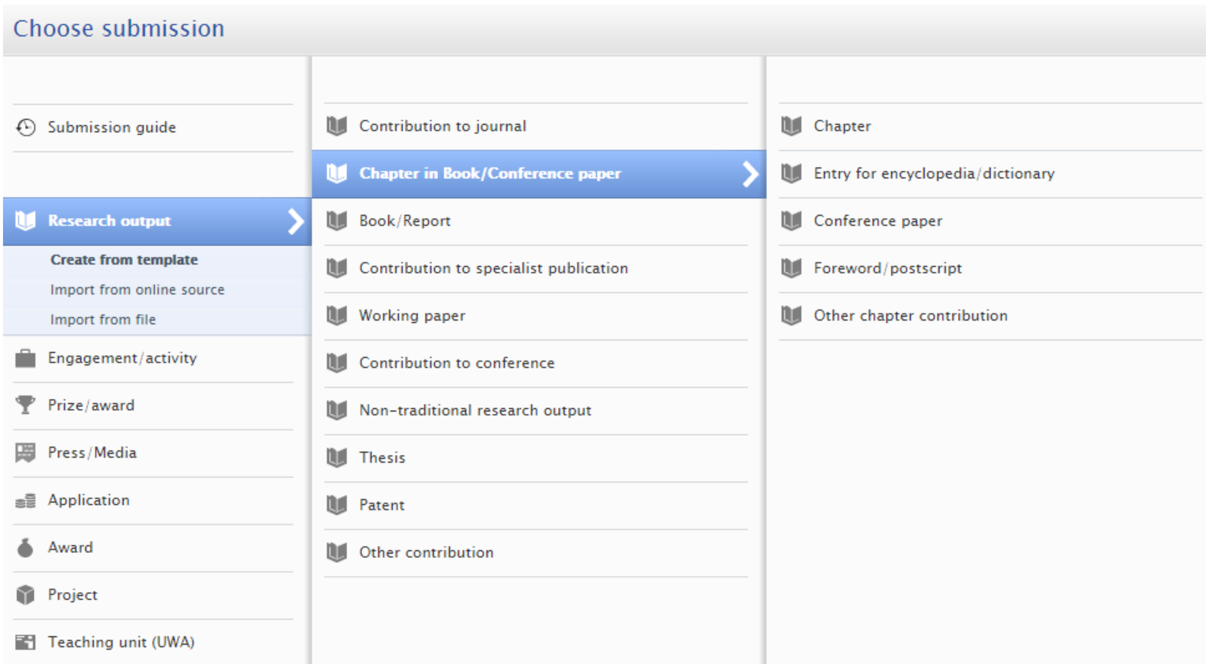
These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can add publication details manually from a blank template.

Login to start:

1. Go to the [UWA Profiles and Research Repository]
2. Click on **login to the UWA Profiles and Research Repository here**.
3. Log in with your UWA Office365 login details. staffnumber@uwa.edu.au and Pheme password, or studentnumber@uwa.edu.au and Pheme password

1. Once logged in, click the green **Add content** button.

2. Select **Research output**, then **Create from template**. Select the most appropriate template type for your publication, then click **Choose**.



3. Enter all the relevant metadata to the record, ensuring fields marked with a red asterisk are filled in.

4. Your name and current affiliations will automatically populate on the record. Use the **Add person** functionality to search for authors to add to the record.

The **Managing organisational unit** field will automatically populate with your current UWA affiliation.

5. Upload a copy of the [Author's Accepted Manuscript] (AAM) version of your publication if you have one. To do this, follow our instructions on [how to add AAMs] to a record.

6. Click **Add other file** to upload [verification materials] for audit purposes (i.e. a published version of your publication, proof of peer-review etc.).

7. Under **Fields of Research (FOR)**, click **Add field of research** to add one or more Field of Research (FoR) codes and apportionments.

8. Begin typing a **Field of Research** code or discipline. A list of options will display in the scroll-down menu. Select the desired four digit code.

9. Assign a percentage apportionment to the FoR code. You can assign up to three FoR codes, as long as the apportionments add up to 100%.

10. If your publication was funded by the ARC or NHMRC, add your grant information to the publication record.

11. Click the **Save** button at the bottom of the record.

Remember: When updating fields in your profile, the **Create** or **Update** button will apply your changes, but you will still need to press the blue **Save** button to retain any changes (this is always located at the bottom of the record window).