

## 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

Welcome to the UWA Profiles and Research Repository

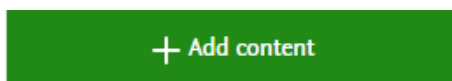
The UWA Profiles and Research Repository is an open platform where you can discover UWA staff, find information about their research, teaching, grants, and activities, and access their research outputs.

UWA Staff and HDR students can **log in to the UWA Profiles and Research Repository here**.

For further assistance please contact [staffsupport-lib@uwa.edu.au](mailto:staffsupport-lib@uwa.edu.au) (for staff) and [hdrsupport-lib@uwa.edu.au](mailto:hdrsupport-lib@uwa.edu.au) (for students)



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



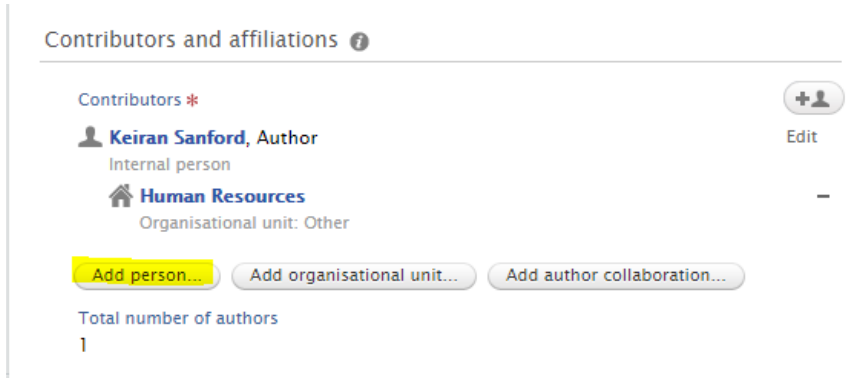
2. Select **Research output**, then **Create from template**. Select the most appropriate template type for your publication, then click **Choose**.

**Choose submission**

Submission guide	Contribution to journal	Chapter
<b>Research output</b>	<b>Chapter in Book/Conference paper</b>	Entry for encyclopedia/dictionary
Create from template	Book/Report	Conference paper
Import from online source	Contribution to specialist publication	Foreword/postscript
Import from file	Working paper	Other chapter contribution
Engagement/activity	Contribution to conference	
Prize/award	Non-traditional research output	
Press/Media	Thesis	
Application	Patent	
Award	Other contribution	
Project		
Teaching unit (UWA)		

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

- 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 screenshot shows the 'Contributors and affiliations' section. It includes a header with a plus icon, a list of contributors with an 'Add person' button highlighted in yellow, and buttons for 'Add organisational unit...' and 'Add author collaboration...'. The total number of authors is shown as 1.

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

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



The screenshot shows the 'Upload a file, link or DOI' section. It features a message box stating 'Content input in this section is insufficient to determine the Open Access Status: Public access to file unknown'. Below this, there is a section for 'Open Access version of this output' with a 'FINAL PUBLISHED VERSION' status and a DOI '10.01000/2012ABC000'. A button 'Add Open Access version here (file, DOI, or link)...' is highlighted in yellow. There are also buttons for 'Add other link...' and 'Add other file...'.

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

