

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.

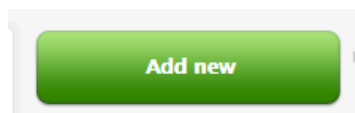
These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can add publication details manually from a blank template.

To Login:

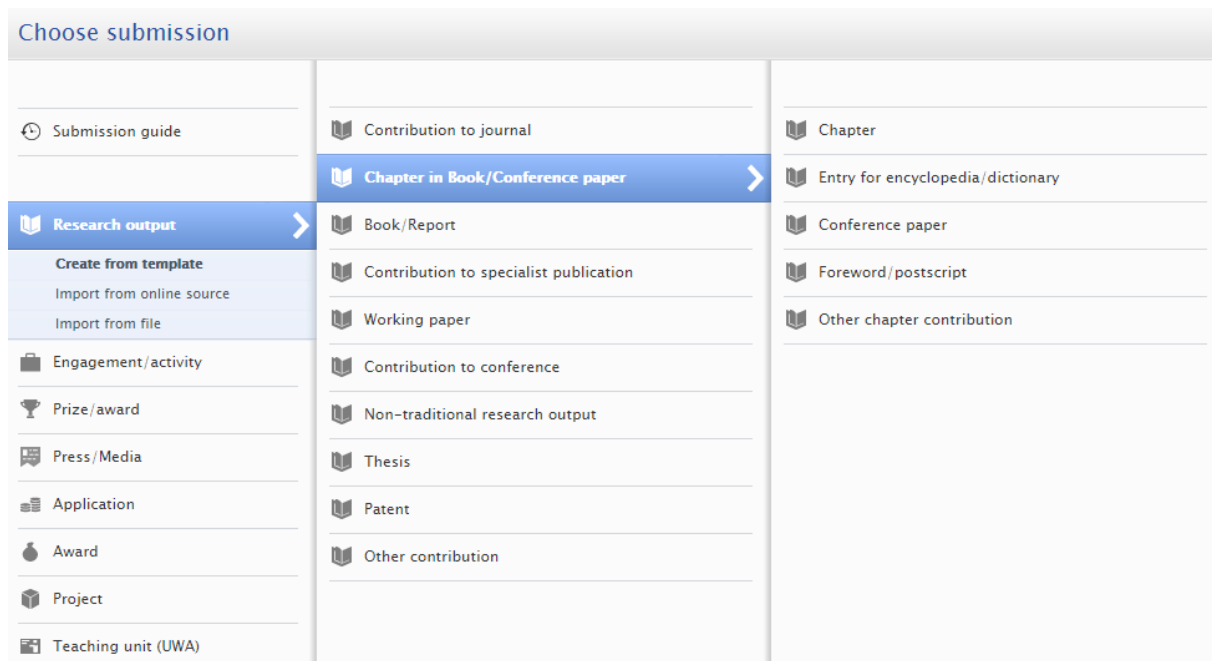
1. Go to the [UWA Profiles and Research Repository](#)
2. Click **UWA Profiles and Research Repository login**
3. Log in with your UWA login (Pheme) details



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

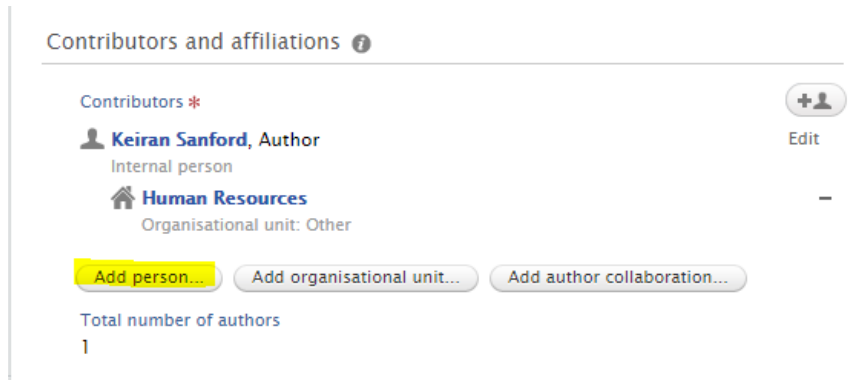


2. Select **Research output**, then **Create from template**. Select the most appropriate template type for your publication, then click **Choose**.



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

- 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. At the top, there is a header 'Contributors and affiliations' with an information icon. Below this, there is a section for 'Contributors *' with a '+ person' button. A contributor is listed: 'Keiran Sanford, Author' with the role 'Internal person' and an 'Edit' button. Below the contributor, there is an affiliation: 'Human Resources' with the 'Organisational unit: Other' and a '-' button. At the bottom of the contributor list, there are three buttons: 'Add person...', 'Add organisational unit...', and 'Add author collaboration...'. Below these buttons, it says 'Total number of authors' followed by the number '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. At the top, there is a header 'Upload a file, link or DOI' with an information icon. Below this, there is a message box: 'Content input in this section is insufficient to determine the Open Access Status: Public access to file unknown'. Below the message box, there is a section for 'Open Access version of this output' with the text 'FINAL PUBLISHED VERSION'. Below this, there is a DOI: '10.01000/2012ABC000' with 'Show' and 'Edit' buttons. Below the DOI, there is a label 'Final published version' and a status 'Unknown'. Below the status, there is a button 'Add Open Access version here (file, DOI, or link)...'. Below this, there is a section for 'Other links' with a button 'Add other link...'. Below the links, there is a section for 'Other files' with a button '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).

