

Importing publications from a file

If you have a list of publication references in a RIS or BibTex format, you can import these directly to the UWA Profiles and Research Repository.

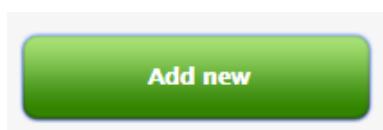
These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can import publication details with a RIS or BibTex file.

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 **Import from file**.



Choose submission

Research output

- Import from file
- BibTeX
- RIS

CERIF in Action

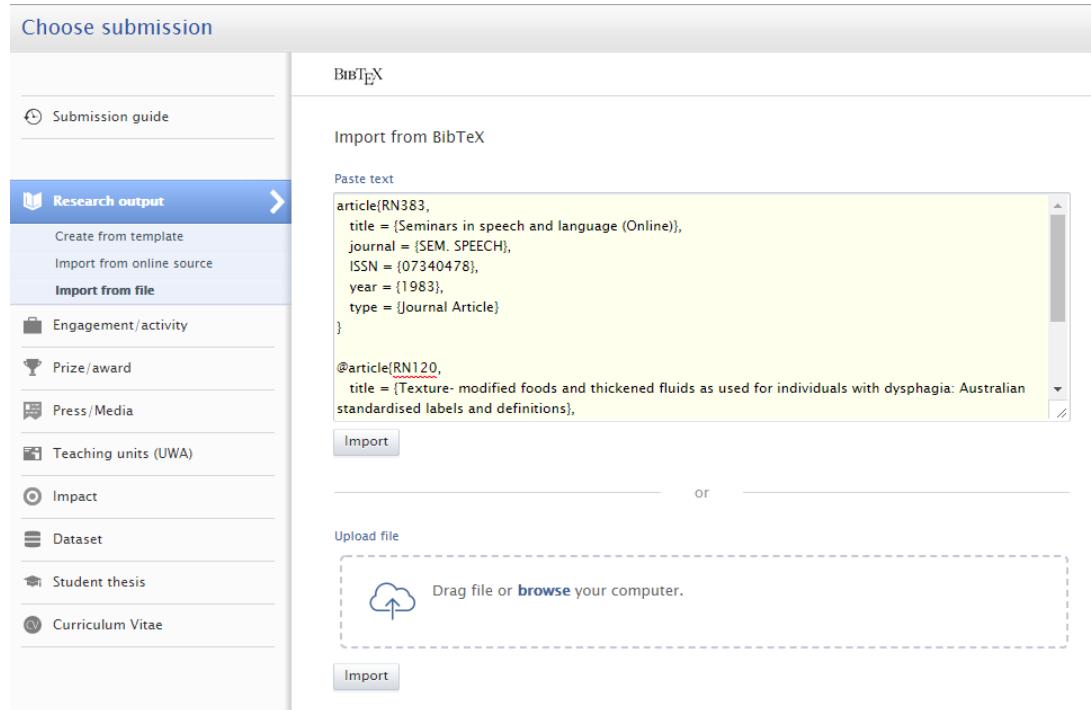
3. Select the file format from the options available (i.e. BibTex, RIS or CERIF).

4. Import the publication details in either one of the following ways:

- Option one: Pasting the text; OR
- Option two: Uploading the file from your computer

Option One: Pasting the text

- Copy and paste the text from the file into the **Paste text** field.



Choose submission

BIBTeX

Submission guide

Research output

- Create from template
- Import from online source
- Import from file**
- Engagement/activity
- Prize/award
- Press/Media
- Teaching units (UWA)
- Impact
- Dataset
- Student thesis
- Curriculum Vitae

Import from BibTeX

Paste text

```
article{RN383,
  title = {Seminars in speech and language (Online)},
  journal = {SEM. SPEECH},
  ISSN = {07340478},
  year = {1983},
  type = {Journal Article}
}

@article{RN120,
  title = {Texture- modified foods and thickened fluids as used for individuals with dysphagia: Australian standardised labels and definitions},
}
```

Import

or

Upload file

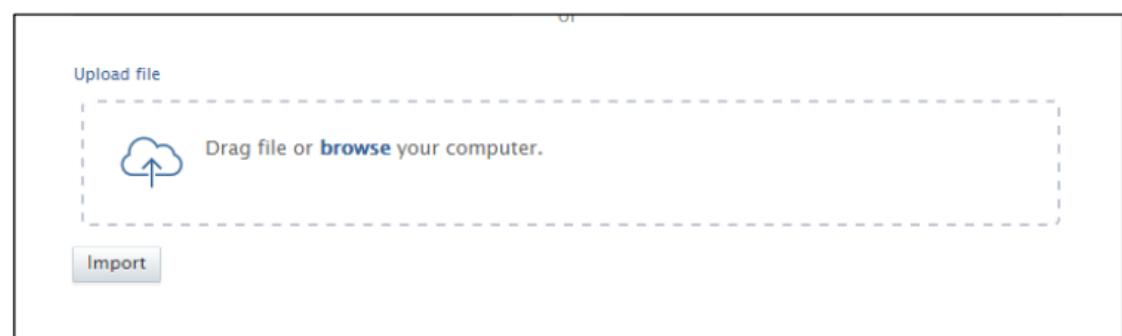
Drag file or [browse](#) your computer.

Import

- Click **Import**. A list of publication details within the pasted text will appear in the search results. Proceed to step 5.

Option Two: Uploading the file

- Click **Drag file or browse your computer** to upload the file from your computer.



Upload file

Drag file or [browse](#) your computer.

Import

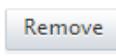
- Locate the file from your computer and click **Open**.
- A list of publication details contained in the file will display in the search results.

- For each publication record in the search results, click the **Import** button (or **Remove** button if there is a notification alerting you that it is a potential duplicate. You may need to double check that it is, in fact a duplicate before removing the record from the list).

Seminars in speech and language (Online)

1983. SEM. SPEECH

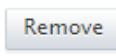
Article

 Import Remove

Texture- modified foods and thickened fluids as used for individuals with dysphagia: Australian standardised labels and definitions

2007, vol. 64, p. S53-S76. Nutrition & Dietetics DOI.

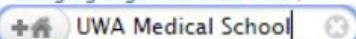
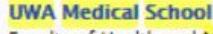
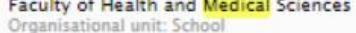
Article

 Import Remove

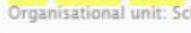
6. Check that the Author and affiliation details are correct (you can also edit this information in the next step). Click **Import & Review** at the bottom of the page.
7. Check that all mandatory fields marked with a red asterisk are complete. The **Managing organisational unit** will automatically populate with your current UWA affiliation. If the affiliation is not automatically populated, you can manually add it by typing your current UWA affiliation and selecting it from the drop-down list.

Publication managed by 

Managing organisational unit*

 UWA Medical School  UWA Medical School Faculty of Health and Medical Sciences Organisational unit: School

Join

 School of Medicine and Pharmacology UWA Medical School Organisational unit: School

1477-7266

Scopus rating (2016): CiteScore 1.31 SJR 0.448 SNIP 0.943, Web of Sci (2016): Impact factor 1.07

8. 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).

 Save