Adding a research publication to the UWA Research Repository using a blank template

1. Login to the UWA Research Repository using your staff number and Pheme password.

2. Click the green 'Add new' button.

3. Select 'Research output' > 'Create from template' on the 'Choose submission' page.

4. Select the most appropriate template for the publication and click 'Choose'.

5. Complete the template, ensuring that all fields marked with an asterisk are filled in.

6. Your affiliation will automatically populate on the template. Use the 'Add person' functionality to search for authors to add to the publication record.

The 'Managing organisational unit' will automatically populate with your affiliation.

7. Under the 'Upload a file, link or DOI' section, click 'Add Open Access version here (file, DOI, or link)…' to add a copy of the Accepted Manuscript version of your publication (or the published version for audit purposes).
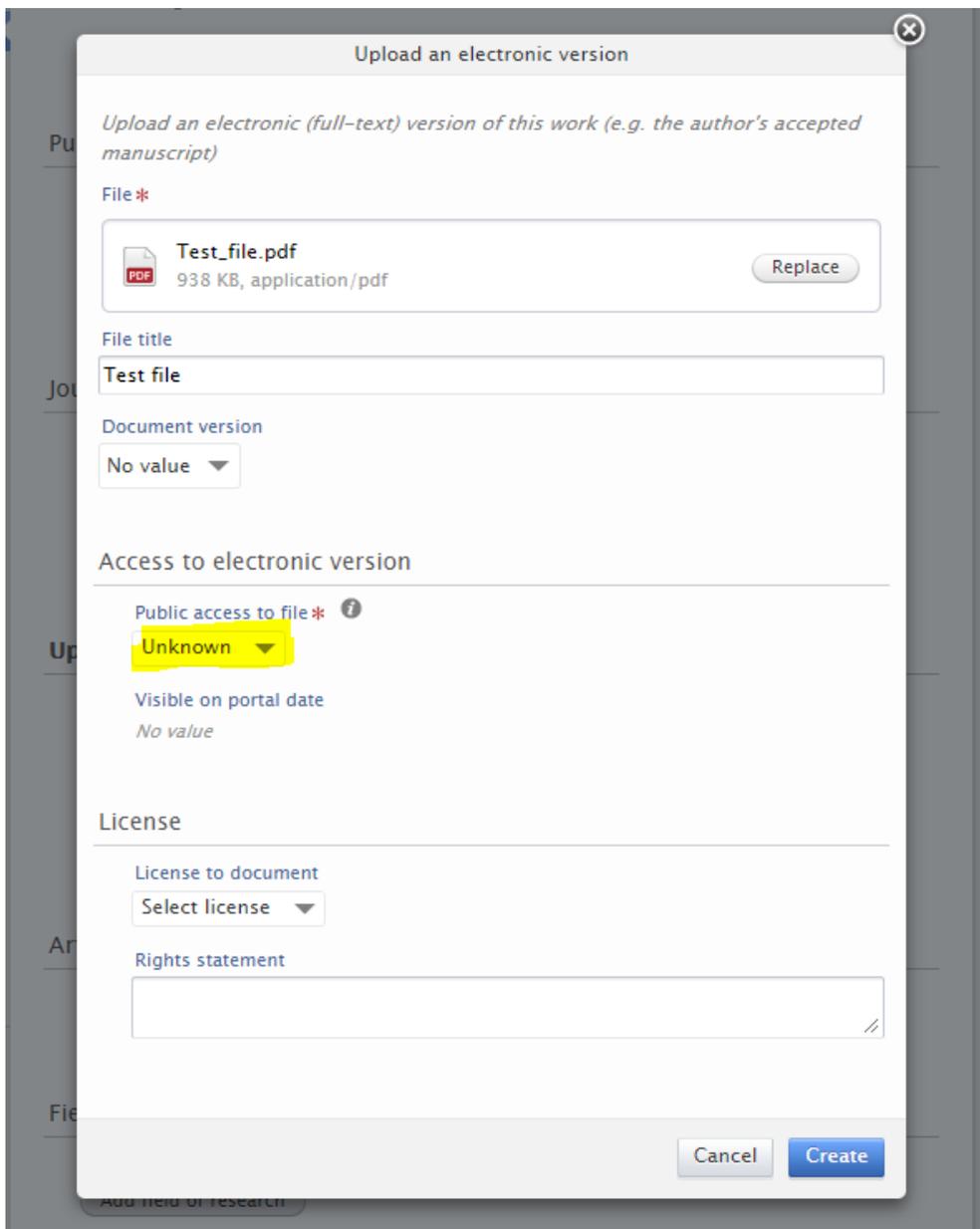
8. Click 'Upload an electronic version'.
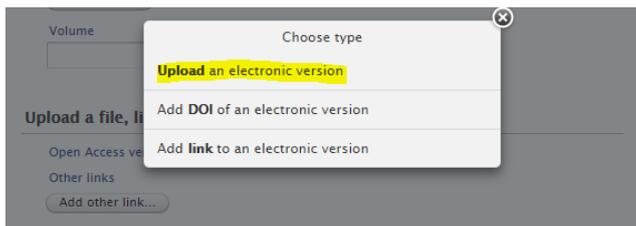
9. Click 'Drag file or browse your computer' to locate the file from your saved location and double click on the file to upload it to the record.

10. From the 'Public access to file' drop-down menu, select 'Unknown'. Click 'Create'.

You may also wish to provide links to relevant websites that may assist with the audit process (e.g. a link to the conference proceedings). Please provide links under the 'Add other link' button.

11. Click 'Add other file' to upload relevant verification materials to assist with the audit process. A list of verification materials for each research output category can be found here.

12. Click 'Drag file or browse your computer' to locate the file from your saved location and double click on the file to upload it to the record.

13. From the 'Public access to file' drop-down menu, select 'Unknown'. Click 'Create'.

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

15. Begin typing an FoR code or discipline. A list of options will display in the scroll-down menu. Select the desired four digit code/s.
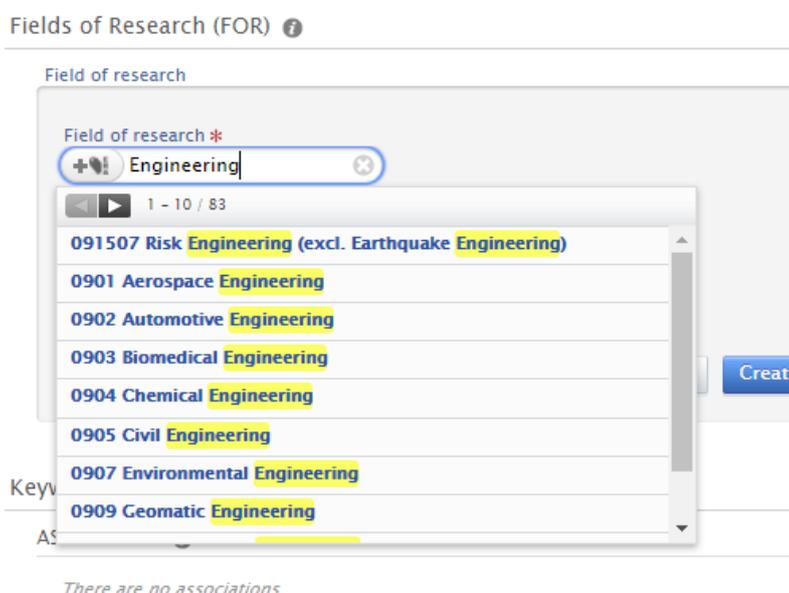
16. Assign a percentage apportionment to the FoR code/s. You can assign up to three FoR codes, as long as the apportionments add up to 100%.

17. If your publication was funded by the ARC or NHMRC please add the grant IDs. Instructions on how to do this can be found here.

18. Click 'Save' at the bottom of the publication record. The publication record will then be queued for processing and 'Approved' after two weeks.