

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

Please note: If you would like a Creative Work to be added, please contact [repository-lib@uwa.edu.au](mailto:repository-lib@uwa.edu.au)

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' on the 'Choose submission' page.
4. Select the most appropriate template for the publication and click 'Choose'.
5. Complete the form making sure to fill in all mandatory fields marked with an asterisk.
6. Use the 'Add person' functionality under the 'Authors and affiliations' heading to search for authors to add to the publication record.

Authors and affiliations ⓘ

Authors \*

**Alexandra Ludwig**, Author  
Internal person

**School of Humanities**  
Organisational unit: School

\*\* The 'Managing organisational unit' will be automatically populated with your author affiliation.

Research output managed by ⓘ

Managing organisational unit \*

**School of Indigenous Studies**  
Organisational unit: Faculty

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

EDIT

**Metadata**

Metrics

OVERVIEW

Relations

Display

HISTORY AND COMMENTS

History and comments

Other links

Other files

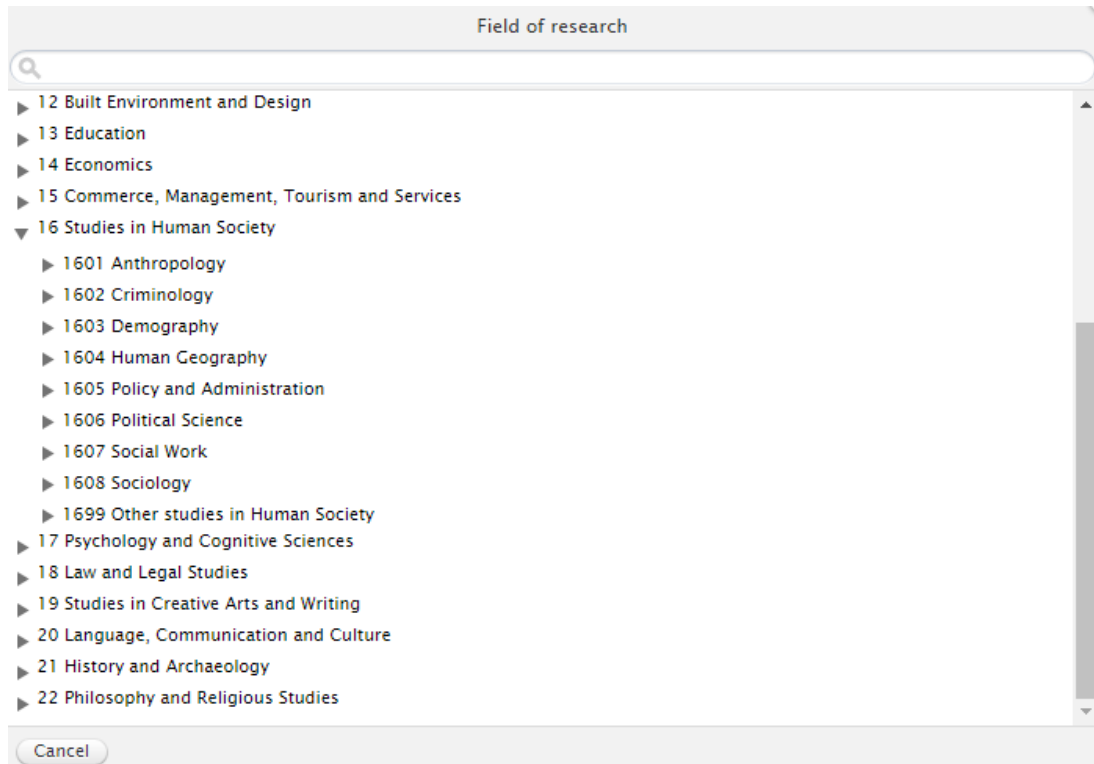
Fields of Research (FOR) ⓘ

Field of research

Keywords ⓘ

FUNDING SOURCE

8. Click 'Add field of research'. A list of FoR codes will appear in a pop-up window. Click on the arrows to expand the FoR selection to four digits.



9. Select the desired four digit FoR code/s. Assign a percentage apportionment to the FoR code/s. Click 'Create'. You can assign up to three FoR codes, as long as the apportionments add up to 100%.
10. Upload a copy of the Author Accepted Manuscript (AAM) if you have one, as well as the NHMRC and/or ARC grant information if your publication was funded by either of these funding bodies. You can do this by following the instructions on the [FAQs](#) page (“How do I add a full text copy of my publication to the Research Repository” and “How do I add ARC and NHMRC grant details to my publication record?”).
11. Select the blue 'Save' button at the bottom of the record.

If your publication and/or supporting materials are only available in hard copy and you would like it to be considered for SI points, please send a copy to **Research Publication and Data Services, University Library, M209**.

More information about audit categories and the process can be found in the [UWA Publication Manual](#).