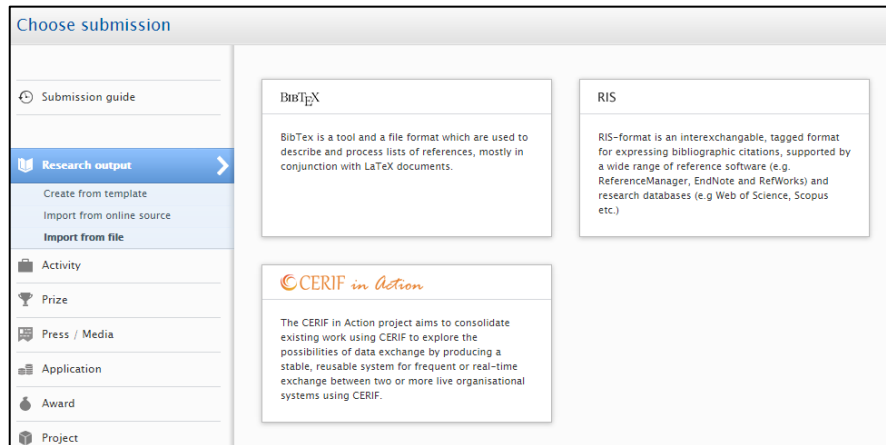


Importing publications from a file

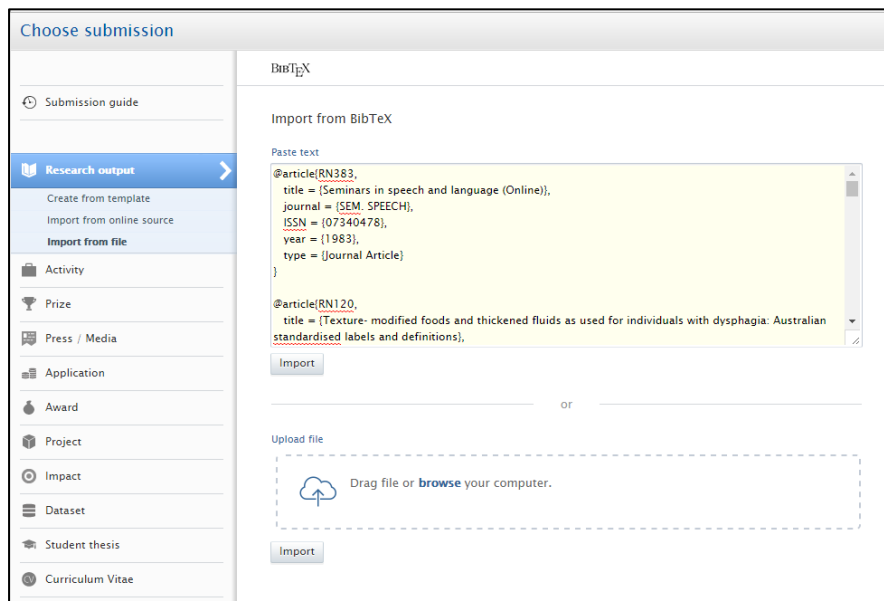
1. Login to the UWA Research Repository using your staff number and PHEME password.
2. Click the green 'Add new' button.
3. Click 'Research output' > 'Import from file' from the left-hand menu on the 'Choose submission' page.



4. Select the file format from the options available (i.e. BibTeX, RIS or CERIF).
5. There are two options for importing your publications from a file:
 - Option one: Pasting the text;
 - 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:



- Click 'Import'. A list of publications will appear in the search results.
- Proceed to step 6.

The screenshot shows a web interface titled "Choose submission". On the left is a navigation menu with options like "Submission guide", "Research output", "Create from template", "Import from online source", "Import from file", "Activity", "Prize", "Press / Media", "Application", "Award", "Project", "Impact", "Dataset", "Student thesis", and "Curriculum Vitae". The "Research output" menu item is highlighted.

The main content area is titled "BibTeX" and "Import from BibTeX". It features a "Paste text" input field with an "Import" button below it. Below this is an "Upload file" section with a dashed box containing a cloud icon and the text "Drag file or browse your computer.", with another "Import" button below it.

Below the upload section, it shows "380 results" and a list of search results. Each result includes a title, author/year, journal information, and a classification (e.g., "Article"). Each result has a green "Import" button and a grey "Remove" button.

- 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. 553-576. Nutrition & Dietetics DOI. Article. [Import](#) [Remove](#)
- Predicting Language Outcomes at 4 Years of Age: Findings From Early Language in Victoria Study**, 2011, vol. 127, issue 2, p. peds.2010-0254d-peds.2010-0254d. PEDIATRICS DOI. Article. [Import](#) [Remove](#)
- 2015** Other. [Import](#) [Remove](#)

Option Two: Uploading the file

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

This is a close-up of the "Upload file" section from the previous screenshot. It shows a dashed rectangular box containing a blue cloud icon with an upward-pointing arrow. To the right of the icon is the text "Drag file or browse your computer.". Below the dashed box is a grey "Import" button.

- Locate the file from your computer and click 'Open'.
 - A list of publications will appear in the search results.
6. 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).

The screenshot displays the 'Choose submission' interface. On the left, a sidebar lists various submission categories, with 'Research output' selected. The main content area is titled 'BIBTeX' and includes options to 'Import from BibTeX' via a text paste field or by uploading a file. Below these options, a search results section shows 380 results. Three specific articles are visible, each with an 'Import' button and a 'Remove' button. The articles listed are:

- Seminars in speech and language (Online)**, 1983. SEM. SPEECH Article
- 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
- Predicting Language Outcomes at 4 Years of Age: Findings From Early Language in Victoria Study**, 2011, vol. 127, issue 2, p. peds.2010-0254d-peds.2010-0254d. PEDIATRICS DOI. Article

At the bottom of the results, there is a section for '2015 Other' with an 'Import' button.

7. Check that the Author and affiliation details are correct (you can also edit this information in the next step), and click the 'Import & review' button at the bottom of the page.
8. 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

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

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