Importing publications from an online source

If your publication is indexed by any of these databases, you can import the publication details from that database, so that relevant metadata fields are automatically populated to the publication record.

These instructions describe the process of logging into the UWA Profiles and Research Repository and demonstrate how you can import publication details from an online source.

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.

1. Select Research output, then Import from online source.
2. Select the source you wish to import the publication from.
3. Follow the prompts on the search page. You will have options to search the publication by title, unique ID, DOI, author etc.

4. Once you search for the publication, a list of publication records will appear in the search results. Click **Import** under the relevant record.

5. Check the author affiliation details (you can also do this in the next step), then click **Import & review**.

6. Ensure the metadata and the list of authors and affiliations are correct.

7. The **Managing organisational unit** will automatically populate with your current UWA affiliation. If it does not, manually enter it by typing your current UWA affiliation and selecting it from the drop-down menu.

8. Upload a copy of the **Author Accepted Manuscript** (AAM) if you have one. You can do this by following our instructions on how to add AAMs to a record.

9. If your publication was funded by the ARC or NHMRC, **add your grant information** to the publication record.

10. Click the **Save** button at the bottom of the record.