To log into Pure RMS go to the web address provided to the right. Use the browser Firefox.

If you cannot log in please email the address below with your name and OneID stating that you can not login to the system rms.support@mq.edu.au.

Step 1: Log in to Pure RMS

https://goto.mq.edu.au/myresearch
Once you have logged into Pure, click on “Add new” on the right-hand side of the screen.

Once you have clicked “Add new”, a pop-up will appear. Click on “Research output”, then select the relevant template to be populated from scratch, e.g. “Contribution to journal” and then decide the appropriate type of research output you wish to create, e.g. “Article”.
Step 3: Filling in the mandatory fields

Fill in all the mandatory fields (those with a red asterisk):

- **Type: Peer-reviewed (only for some types of research output)**
  - Click whether publication is ‘Peer-reviewed’ or ‘Not peer-reviewed’

- **Publication state: Publication statuses and dates**
  - A drop down will appear, select the appropriate publication status and fill out the year

- **Public information: Original language and Title**
  - A drop down will appear, select the relevant language and fill in the title

- **Journal (only for some types of research output)**
  - A drop down will appear, select the relevant language and fill in the title
Step 4: Adding additional authors

- **Authors and affiliations**
  - You will be automatically entered into this section
  - Select the *Add person* button to add additional people to the publication
    - To add a person search for them and select their name from the drop down menu
    - To add a new external person select “Create external person”, fill out the information and then add an affiliation by selecting the “Add organisational unit” button and then select “Create”
  - To delete an author select the subtraction sign
For journal articles and conference papers academics are asked to add an electronic version of their work. In most cases, publishers do not allow* final published versions to be made publicly available. Due to this, author final accepted version** is requested.

The Library will check if a publisher version is allowed. If so, it will make that version open access.

* For most commercial publishers, the Final Accepted Version is the only one allowed to be uploaded into an open access repository under the publishers’ copyright agreements.

** Final Accepted Version is the author’s version of the manuscript of an article that has been accepted for publication and which may include any author-incorporated changes suggested through the processes of submission processing, peer review, and editor-author communications. Accepted Versions do not include other publisher value-added contributions such as copy-editing, formatting, technical enhancements and (if relevant) pagination.

To add this select the “Add electronic version (file, DOI, or link)” button under “Electronic version(s), and related files and links” and choose the appropriate type of electronic version in the pop out menu.

Click and choose a relevant electronic version.
Step 5: Adding an Electronic version

In the pop out menu add a file either by dragging a file into the window or selecting the browse text to browse folders on the local computer.

Add a title to the file and use the drop down menu under Public access to file to set the access and add any relevant embargo dates. The Library will verify publisher conditions and adjust embargo or restriction periods accordingly.

To attach the file and return to the main record select the Create button.
To submit a research output check that the Status (located on the footer of the research output screen) is set to “For validation” and then select the “Save” button.

The Library will update brief record with full publication information as required, e.g. keywords, abstract. They will also assign a research output classification category. They will contact you if further documentation or information is required.

This will submit the publication for review and metadata improvement and close the research output screen.

Publications will not appear in the public portal until the publication is verified by the Library and Research Office.