

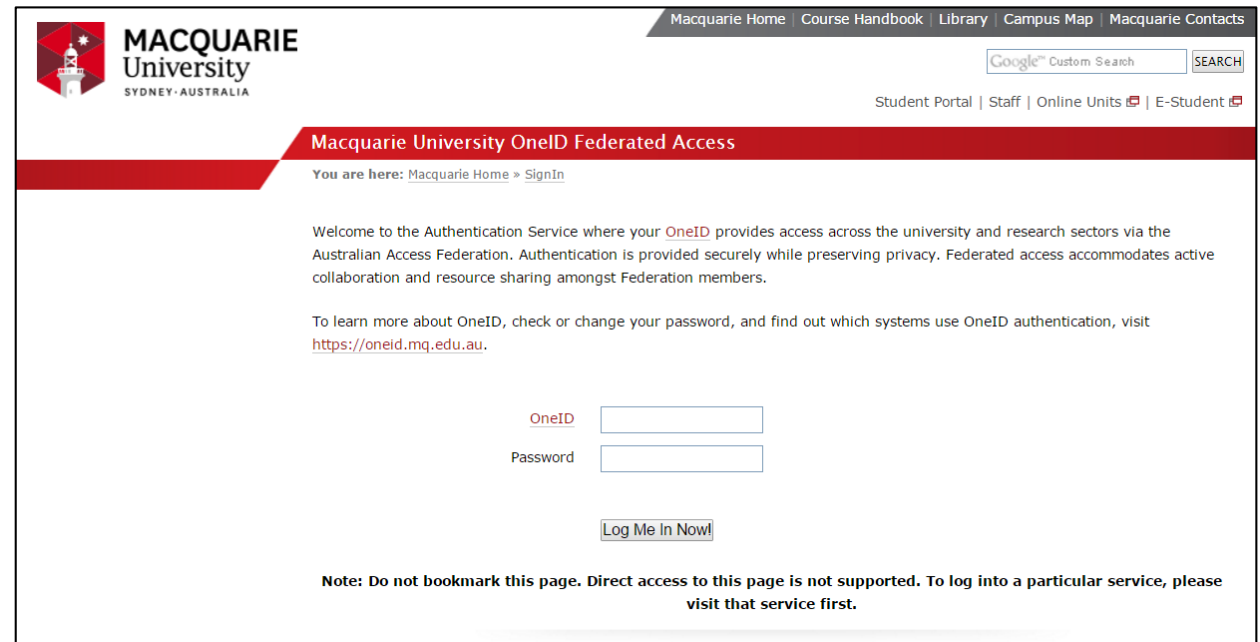
## Pure Research Management System: Manually Entering A Research Output

### Step 1: Log in to Pure RMS

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](mailto:rms.support@mq.edu.au)

<https://goto.mq.edu.au/myresearch>



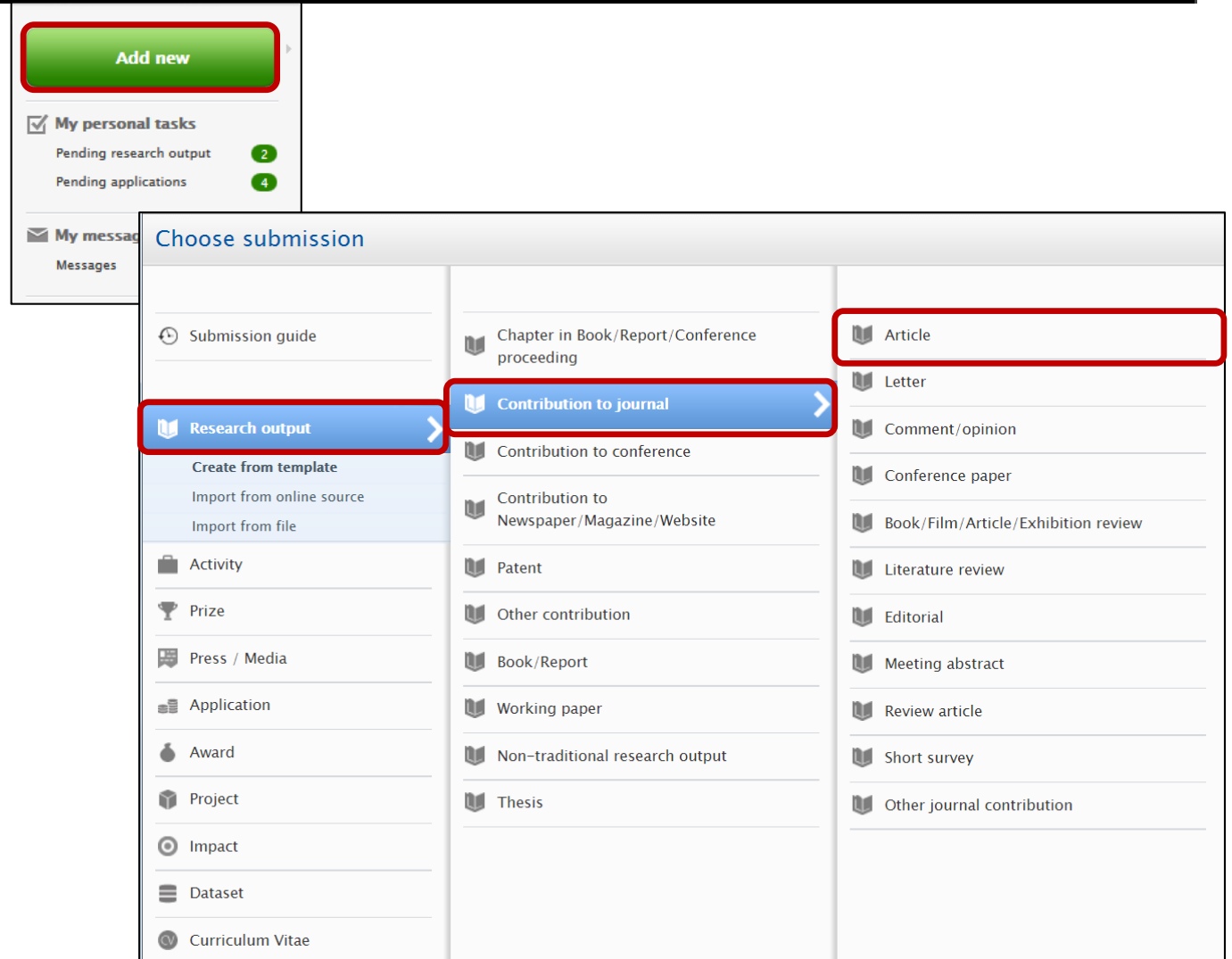
The screenshot shows the Macquarie University OneID Federated Access page. At the top, there is a navigation bar with links for Macquarie Home, Course Handbook, Library, Campus Map, and Macquarie Contacts. Below this is a search bar with the text "Google Custom Search" and a "SEARCH" button. The main content area has a red header with the text "Macquarie University OneID Federated Access". Below the header, there is a breadcrumb trail: "You are here: Macquarie Home » SignIn". The main text reads: "Welcome to the Authentication Service where your OneID provides access across the university and research sectors via the Australian Access Federation. Authentication is provided securely while preserving privacy. Federated access accommodates active collaboration and resource sharing amongst Federation members." Below this, there is a link to "https://oneid.mq.edu.au" for more information. The login form consists of two input fields: "OneID" and "Password", followed by a "Log Me In Now!" button. At the bottom, there is a note: "Note: Do not bookmark this page. Direct access to this page is not supported. To log into a particular service, please visit that service first."

## Pure Research Management System: Manually Entering A Research Output

### Step 2: Navigation & choosing submission

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”.



The screenshot displays the Pure Research Management System interface. A green button labeled "Add new" is highlighted with a red box. Below it, a sidebar shows "My personal tasks" with 2 pending research outputs and 4 pending applications, and "My messages". A "Choose submission" pop-up menu is open, showing a list of submission types. The "Research output" option is highlighted with a blue box and a red border. Within the "Research output" section, "Contribution to journal" is highlighted with a blue box and a red border. In the "Contribution to journal" section, "Article" is highlighted with a red box.

**Add new**

My personal tasks  
Pending research output 2  
Pending applications 4

My messages  
Messages

**Choose submission**

- Submission guide
- Research output**
- Activity
- Prize
- Press / Media
- Application
- Award
- Project
- Impact
- Dataset
- Curriculum Vitae

**Contribution to journal**

- Chapter in Book/Report/Conference proceeding
- Contribution to conference
- Contribution to Newspaper/Magazine/Website
- Patent
- Other contribution
- Book/Report
- Working paper
- Non-traditional research output
- Thesis

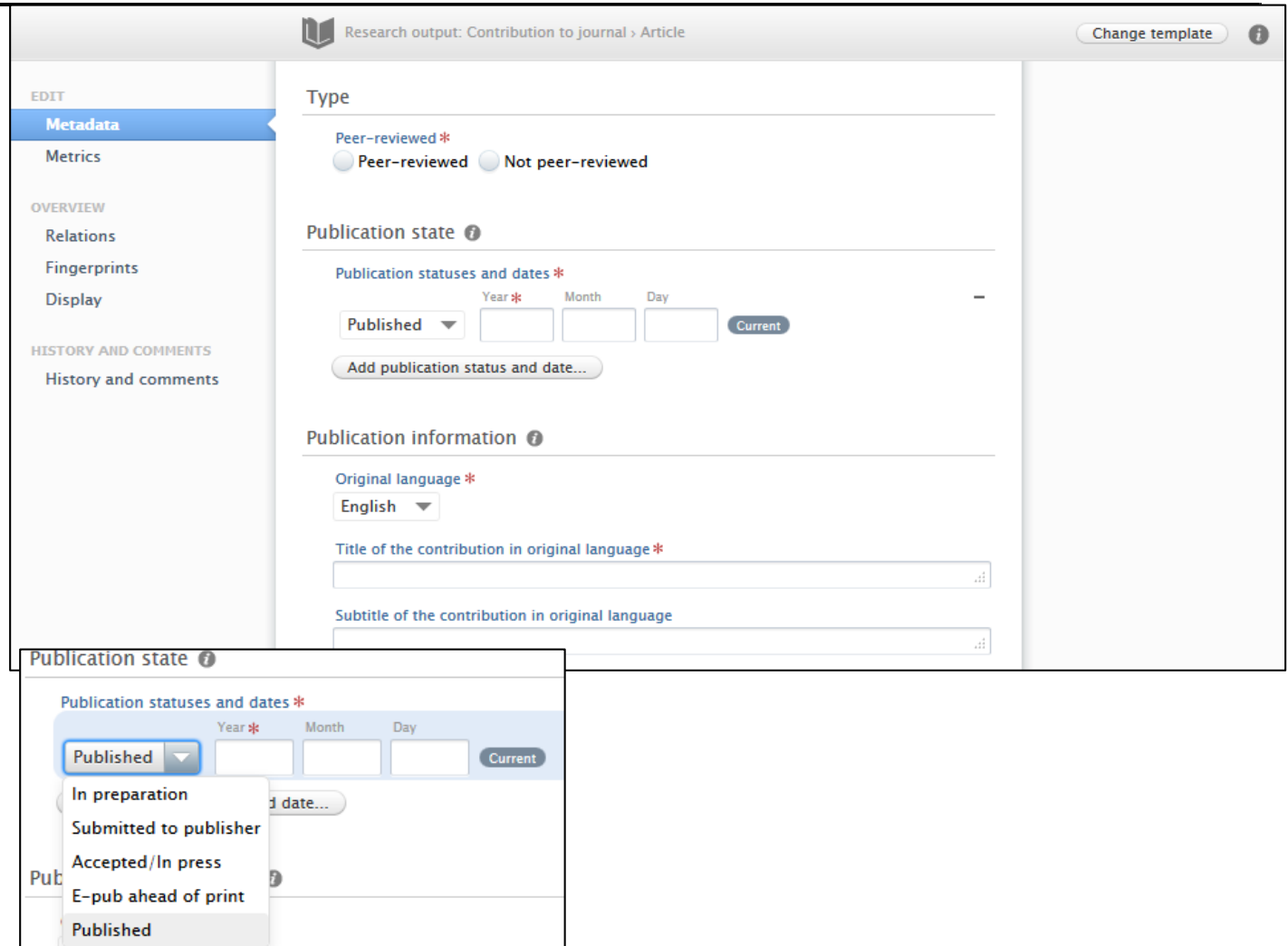
- Article**
- Letter
- Comment/opinion
- Conference paper
- Book/Film/Article/Exhibition review
- Literature review
- Editorial
- Meeting abstract
- Review article
- Short survey
- Other journal contribution

## Pure Research Management System: Manually Entering A Research Output

### 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



Research output: Contribution to journal > Article Change template

**EDIT**

- Metadata
- Metrics

**OVERVIEW**

- Relations
- Fingerprints
- Display

**HISTORY AND COMMENTS**

- History and comments

**Type**

Peer-reviewed\*  
 Peer-reviewed  Not peer-reviewed

**Publication state**

Publication statuses and dates\*  
 Year\* Month Day  
 Published    Current  
 Add publication status and date...

**Publication information**

Original language\*  
 English

Title of the contribution in original language\*

Subtitle of the contribution in original language

**Publication state**

Publication statuses and dates\*  
 Year\* Month Day  
 Published    Current  
 Add publication status and date...

Pub

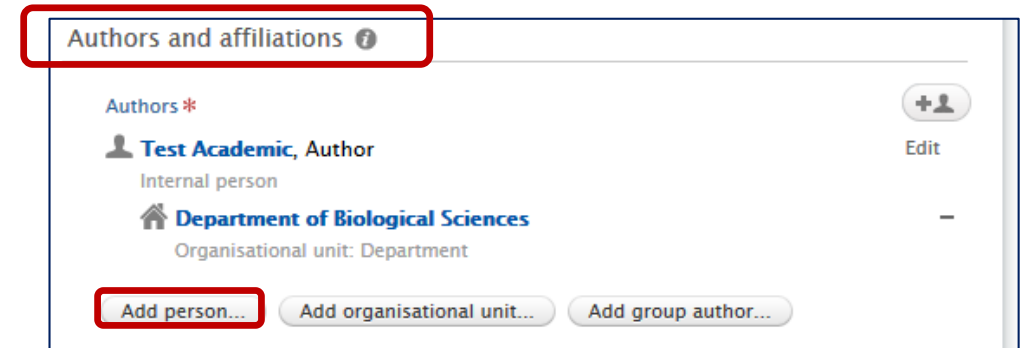
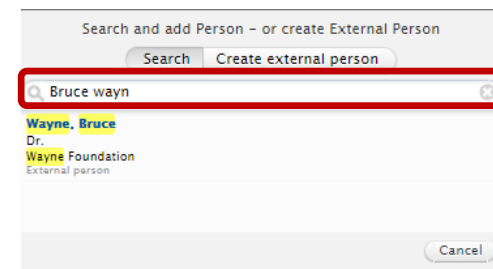
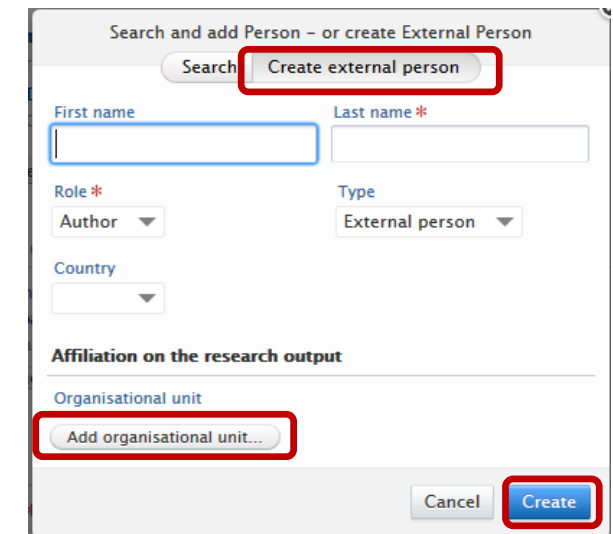
- In preparation
- Submitted to publisher
- Accepted/In press
- E-pub ahead of print
- Published

## Pure Research Management System: Manually Entering A New Research Output

### 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


## Pure Research Management System: Manually Entering A New Research Output

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### Step 5: Adding an Electronic version

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.

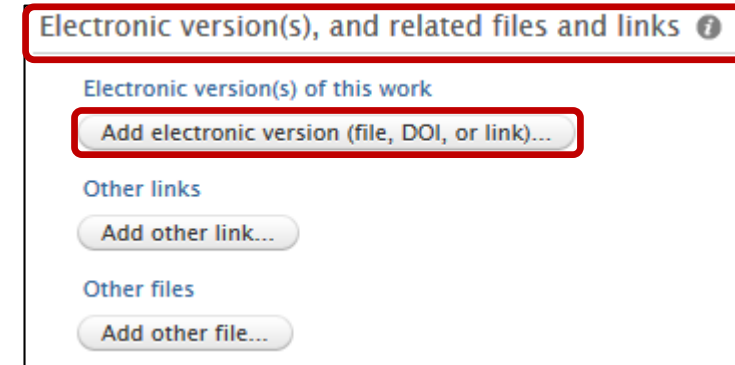
The Library will check if a publisher version is allowed. If so, it will make that version open access.

\* 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.



Electronic version(s), and related files and links ⓘ

Electronic version(s) of this work

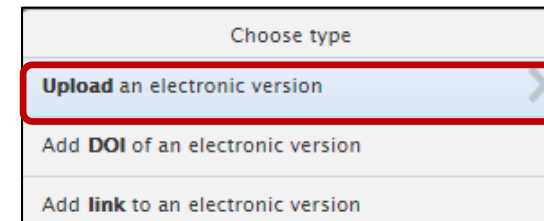
Add electronic version (file, DOI, or link)...

Other links

Add other link...

Other files

Add other file...



Choose type

Upload an electronic version

Add DOI of an electronic version

Add link to an electronic version

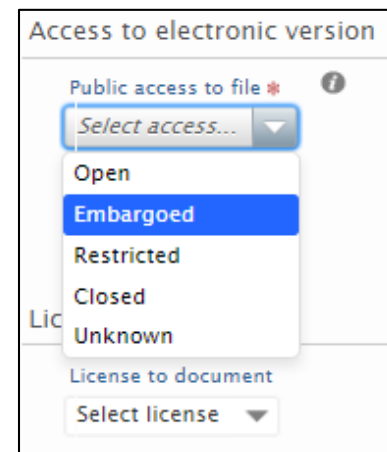
## Pure Research Management System: Manually Entering A New Research Output

### 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.



Access to electronic version

Public access to file \* ⓘ

Select access... ▼

Open

**Embargoed**

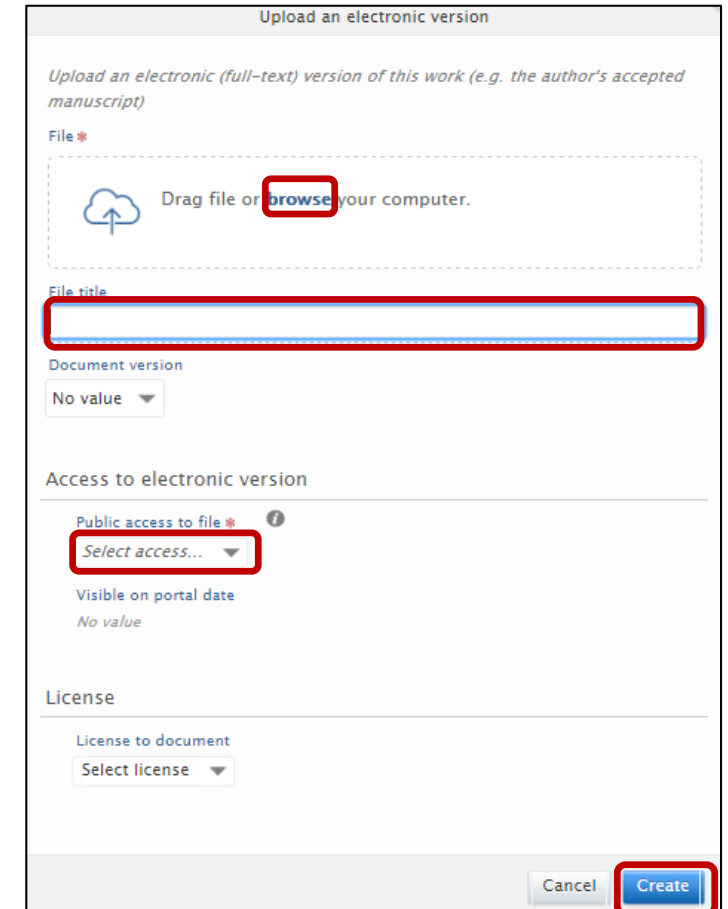
Restricted

Closed

Unknown

License to document

Select license ▼



Upload an electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File \*

Drag file or **browse** your computer.

File title

Document version

No value ▼

Access to electronic version

Public access to file \* ⓘ

Select access... ▼

Visible on portal date

No value

License

License to document

Select license ▼

Cancel **Create**

## Pure Research Management System: Manually Entering A New Research Output

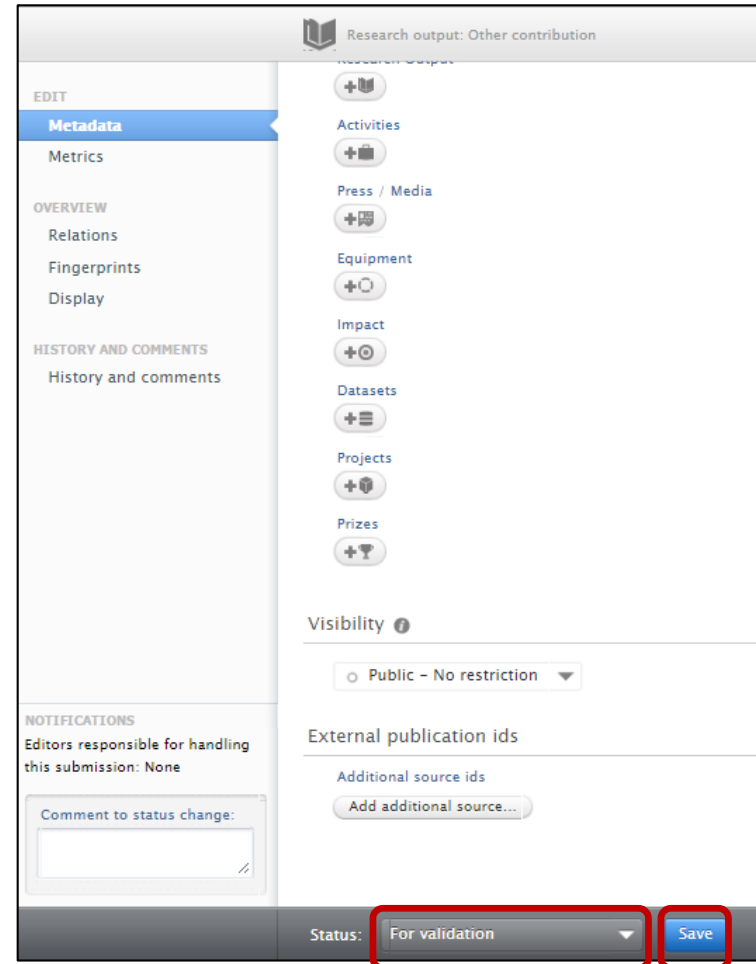
### Step 6: Submitting the research output

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.



The screenshot displays the 'Research output: Other contribution' interface. The left sidebar contains navigation options: EDIT (with sub-items: Metadata, Metrics), OVERVIEW (with sub-items: Relations, Fingerprints, Display), HISTORY AND COMMENTS (with sub-item: History and comments), and NOTIFICATIONS (with sub-item: Editors responsible for handling this submission: None). The main content area shows various categories with plus icons: Activities, Press / Media, Equipment, Impact, Datasets, Projects, and Prizes. Below these is a 'Visibility' section with a dropdown menu set to 'Public - No restriction'. Further down are 'External publication ids' and 'Additional source ids' sections. At the bottom, the 'Status' dropdown is set to 'For validation' and the 'Save' button is highlighted with a red box.