

This guide explains how to add a research output manually in ResearchNow. Students can manually import research outputs using:

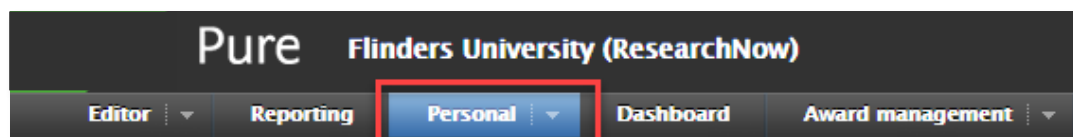
- Create from template
- Using Scopus ID
- Import from file (RIS/BibTex/xml)

Process

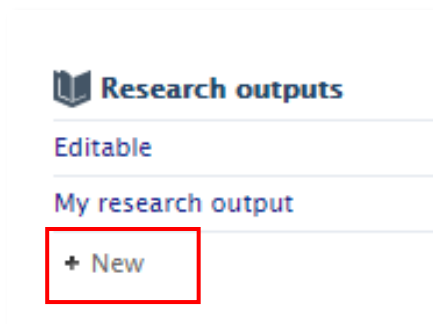
1. Login to *ResearchNow*



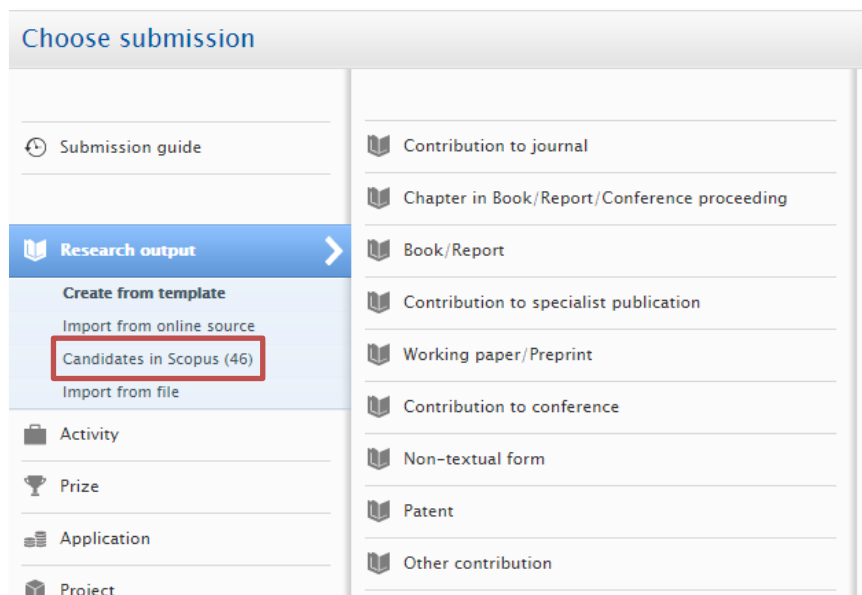
2. Navigate to the *Personal* tab.



3. Select **+ New**.

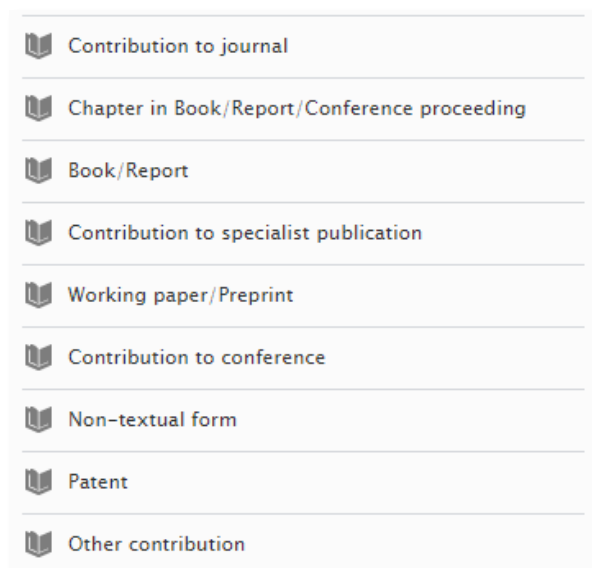


A pop-up window appears with the title **Choose submission**.

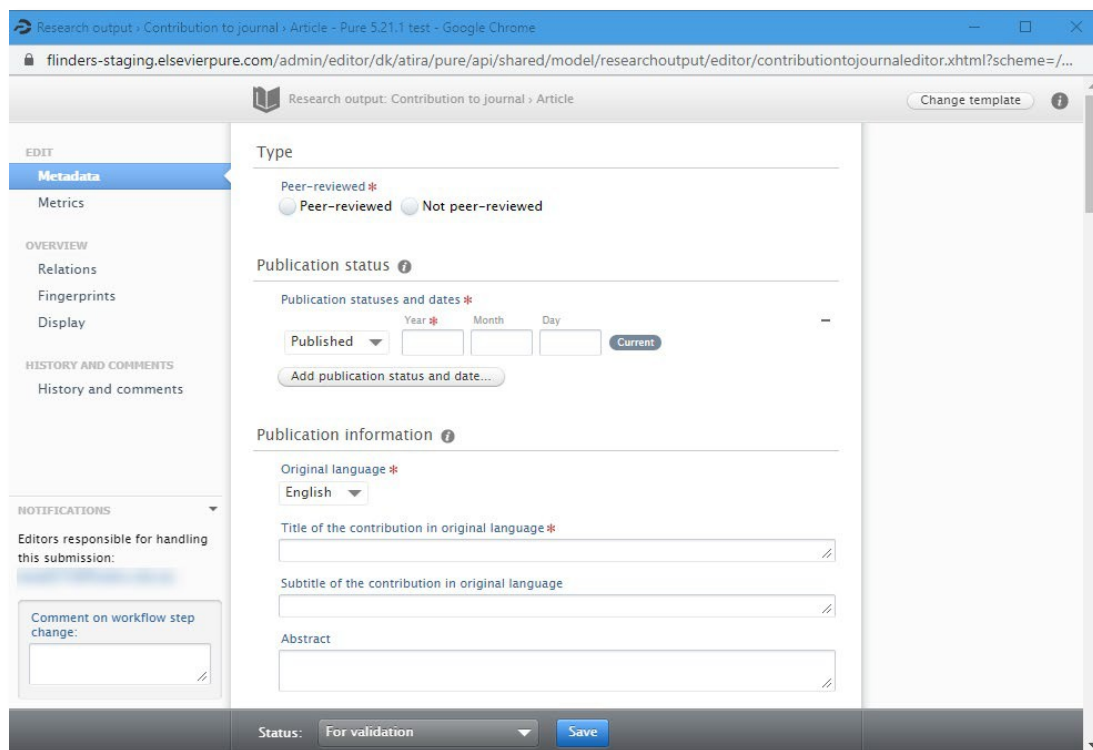


Note: - 'Candidates in Scopus' section will only appear under 'Research output' if the student Scopus ID is linked.

4. Select **Research output** then drill down, choosing the template and the type of research output you wish to create. Note: the example used in this guide is a contribution to journal, article.



5. An editable pop-up window will appear with a title starting with **Research output**. Fill in all the fields that you are able to include all mandatory fields marked with a red asterisk.



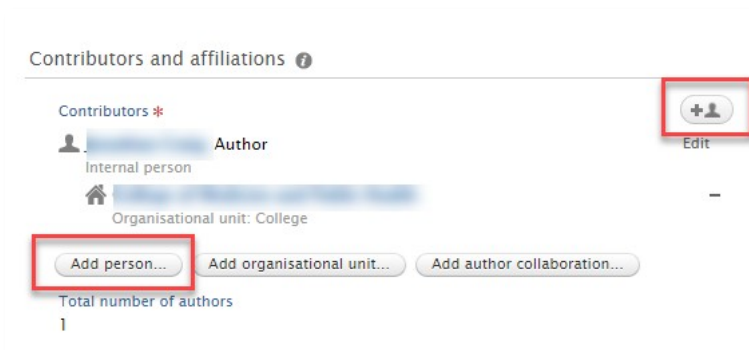
The screenshot shows the 'Research output: Contribution to journal > Article' editor. The left sidebar contains navigation options: EDIT (Metadata, Metrics), OVERVIEW (Relations, Fingerprints, Display), HISTORY AND COMMENTS (History and comments), and NOTIFICATIONS (Editors responsible for handling this submission, Comment on workflow step change). The main content area is divided into sections: 'Type' with radio buttons for 'Peer-reviewed*' and 'Not peer-reviewed'; 'Publication status' with a dropdown for 'Published' and input fields for Year, Month, and Day; and 'Publication information' with a dropdown for 'Original language*' (English), and text input fields for 'Title of the contribution in original language*', 'Subtitle of the contribution in original language', and 'Abstract'. At the bottom, there is a 'Status:' dropdown set to 'For validation' and a 'Save' button.

Note: You can select **Entry in progress** to complete the process later.



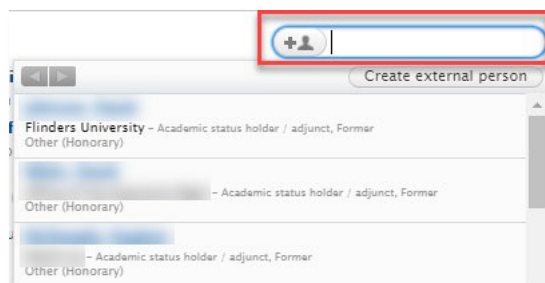
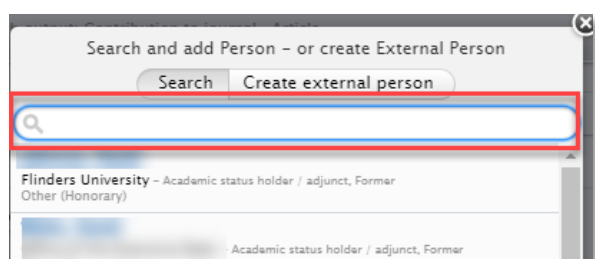
The screenshot shows a 'Status:' dropdown menu with 'Entry in progress' selected and a 'Save' button next to it.

6. Under the **Contributors and affiliations** section, select **Add person** (or select the **+P** icon) to add co-authors to the record.

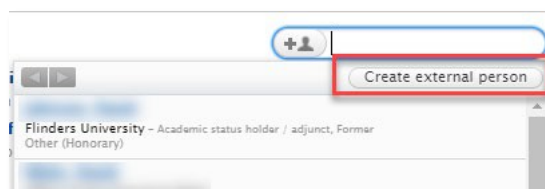
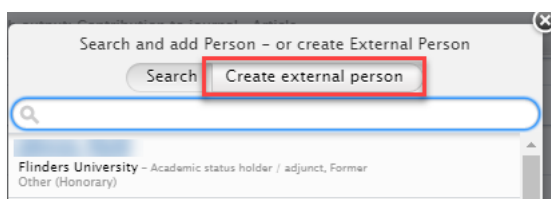


The screenshot shows the 'Contributors and affiliations' section. It includes a 'Contributors*' section with a list of contributors. The first contributor is an 'Internal person' with the role of 'Author'. There is a '+P' icon and an 'Edit' button next to the contributor list. Below the list, there are three buttons: 'Add person...', 'Add organisational unit...', and 'Add author collaboration...'. The 'Add person...' button is highlighted with a red box. At the bottom, it shows 'Total number of authors' as 1.

7. Type the name of the person you want to add. If the person already exists in ResearchNow, their name will appear, and you can select them.



- 7.1 If a person is not in ResearchNow, select **Create external person**.



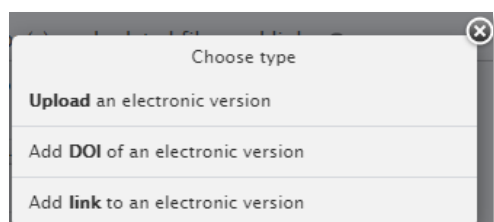
- 7.2 Type the name of the person, their role and select **Add organisational unit**.

7.3 Search for their affiliation or click **Create external organisation** if the external affiliation cannot be found in ResearchNow.

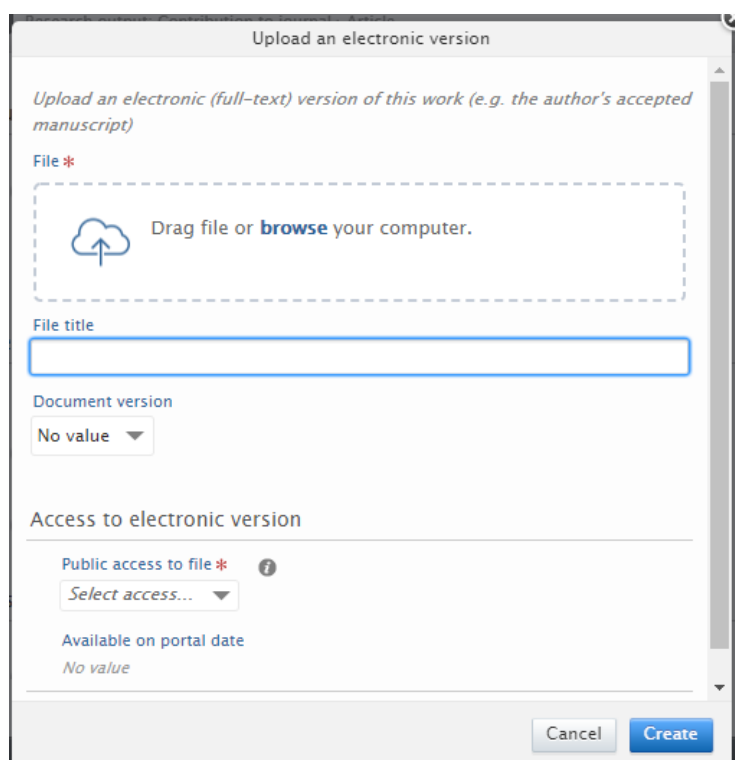
7.4 Select **Create**

8. To add an electronic version of the research output to the record, under **Electronic version(s), and related files and links** select **Add electronic version**.

- 8.1 Choose the type of electronic version from the pop up window (for instructions around Open Access please refer to the [Make your paper Open Access Quick Reference Guide](#)).

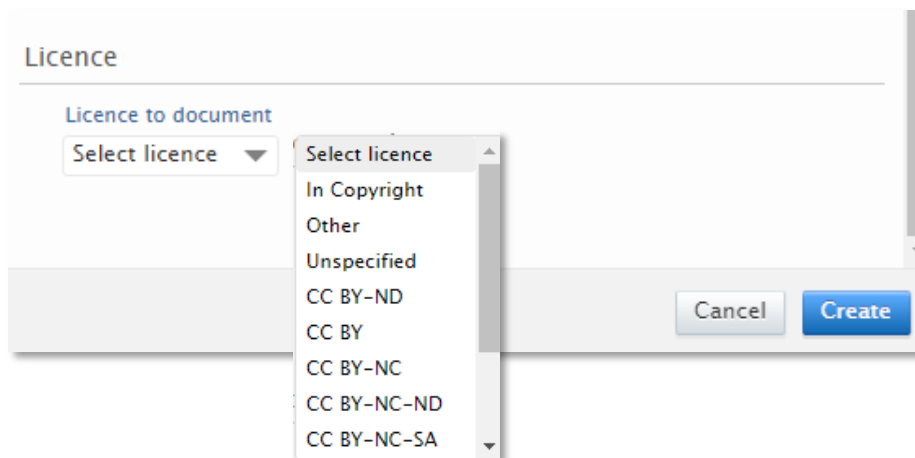


- 8.2 To upload the file, follow the sequence: A) Either drag the file or browse the folders on the computer. Or B) add or change the file title and set the type of public access to file.

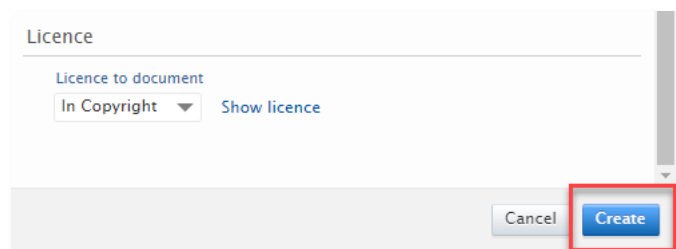
A larger form titled "Upload an electronic version" with a close button in the top right corner. The form contains the following fields and sections:

- Instructional text: "Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)"
- Section "File *": A dashed box containing a cloud icon and the text "Drag file or browse your computer."
- Text input field for "File title"
- Section "Document version": A dropdown menu with "No value" selected.
- Section "Access to electronic version":
 - Text input field for "Public access to file *" with a help icon and "Select access..." dropdown.
 - Text input field for "Available on portal date" with "No value" selected.
- Buttons: "Cancel" and "Create" at the bottom right.

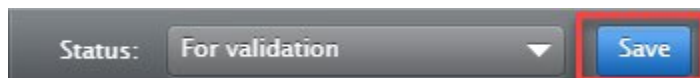
8.3 Choose a license type to apply from the dropdown **Select license**.



8.4 Select **Create**.



9. Select **Save**.



Notes

The research output is saved with the status *For Validation* which denotes the progression of the research output to the next stage in the workflow. It is added to the queue for the Library to verify the metadata. Once the Library has verified the record, they will move the research output to *Validated* and it will appear on your profile on the [ResearchNow Portal](#).

If the research output is not yet ready for validation select the status *Entry in progress* (as shown at step 5) at the bottom of the record before saving. Then when it is ready to be validated by the library, change the status to *For Validation* and select *Save*.