

## ResearchNow

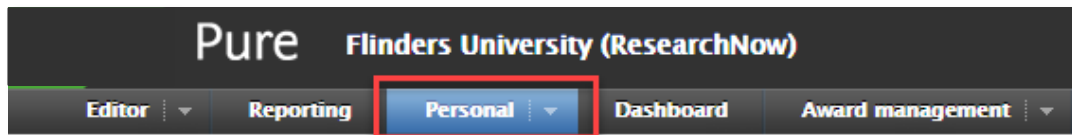
This guide explains how to add a research output manually in ResearchNow.

### Process:

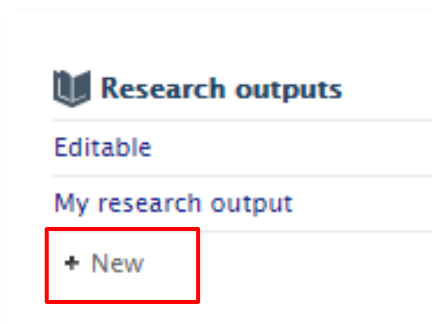
1. Login to *ResearchNow*



2. Navigate to the *Personal* tab.

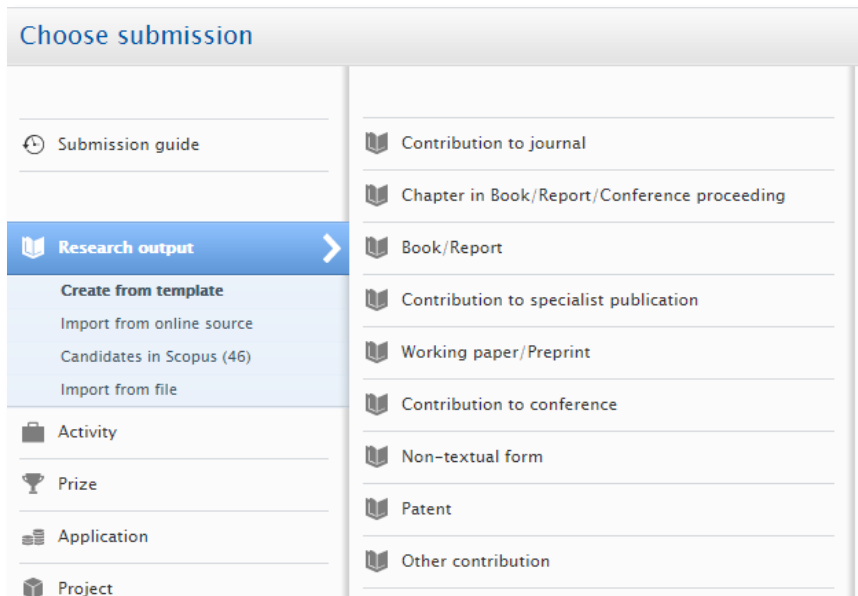


3. Select *+ New*.

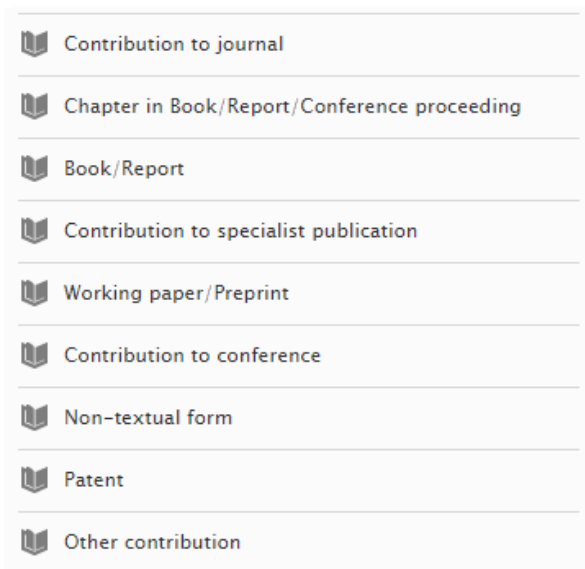


## ResearchNow

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

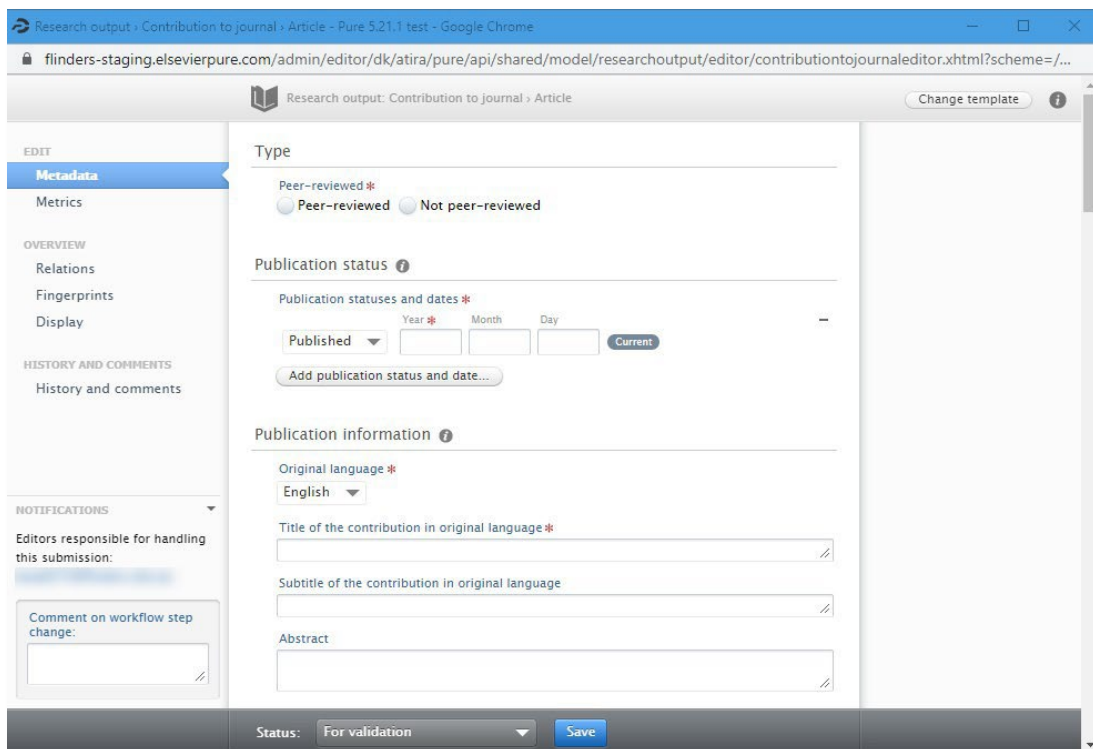


4. Select *Research output* then drill down, choosing the template and the type of research output you wish to create. Note: the example used in this guide is a contribution to journal, article.



## ResearchNow

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 including all mandatory fields marked with a red asterisk.



Research output: Contribution to journal - Article

EDIT

- Metadata
- Metrics

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

NOTIFICATIONS

Editors responsible for handling this submission:

Comment on workflow step change:

Type

Peer-reviewed \*

Peer-reviewed  Not peer-reviewed

Publication status ⓘ

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


Abstract

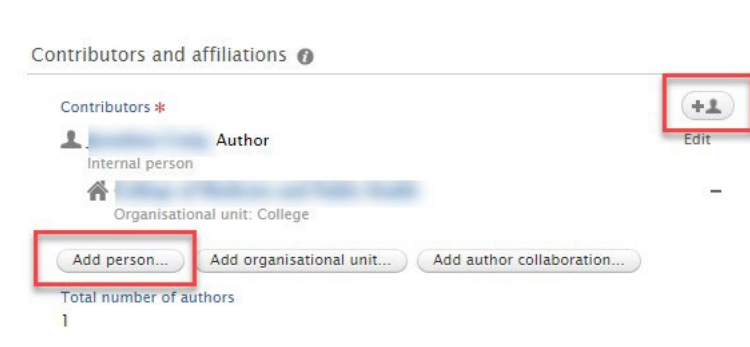
Status: For validation Save

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





Status: Entry in progress Save

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




Contributors and affiliations ⓘ

Contributors \*

 Author  Edit

Internal person

 Organisational unit: College

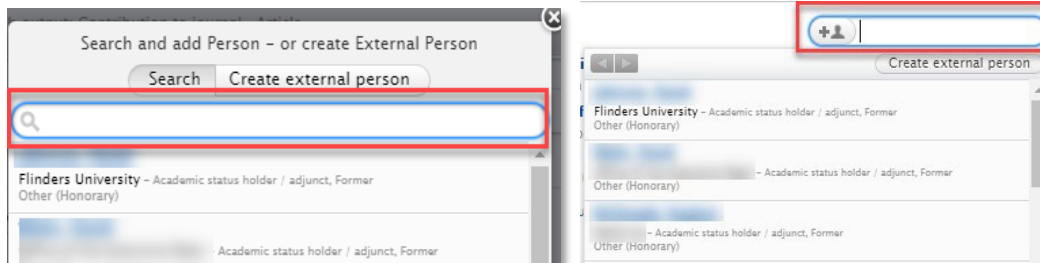
Add person... Add organisational unit... Add author collaboration...

Total number of authors

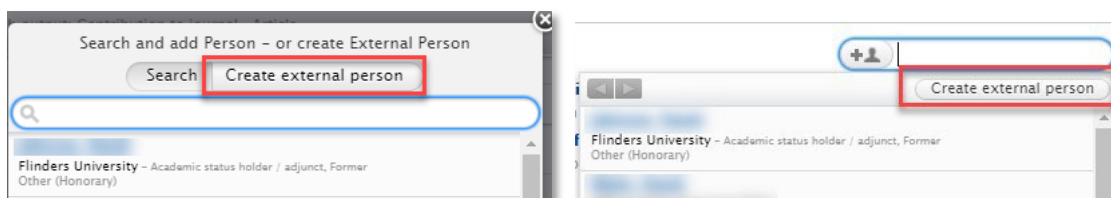
1

## ResearchNow

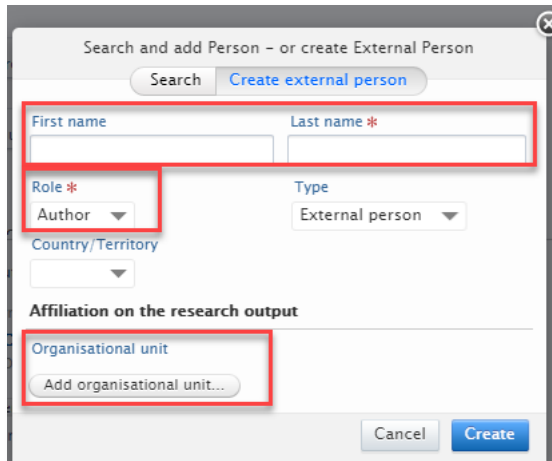
7. Type the name of the person you want to add. If the person already exists in ResearchNow, their name will appear and you can select them.



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

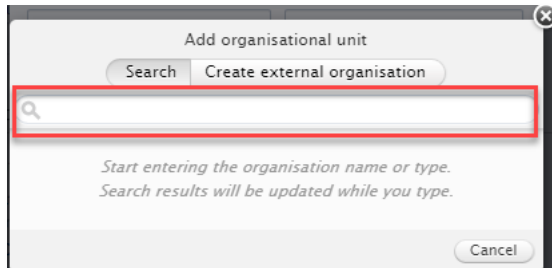


- 7.2. Type the name of the person, their role and select **Add organisational unit**.

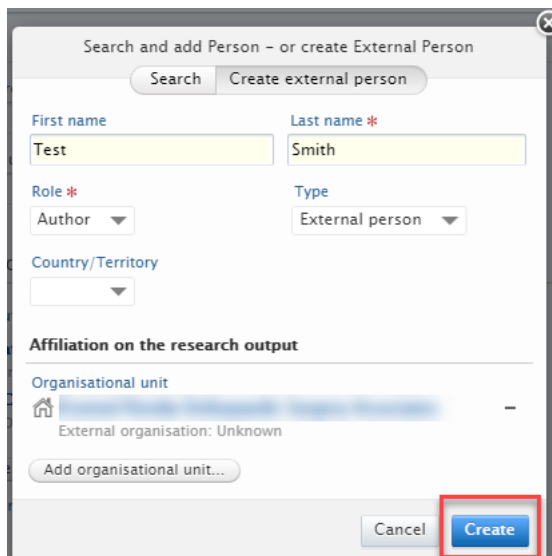


## ResearchNow

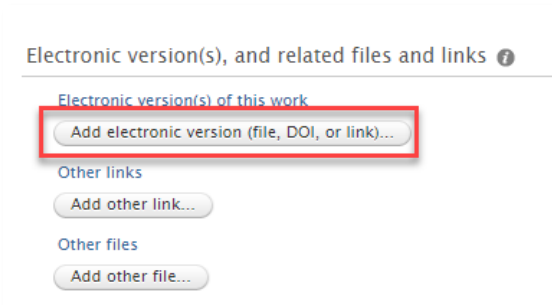
7.3. Search for their affiliation or click *Create external organisation* if the external affiliation can not be found in ResearchNow.



7.4. Select *Create*

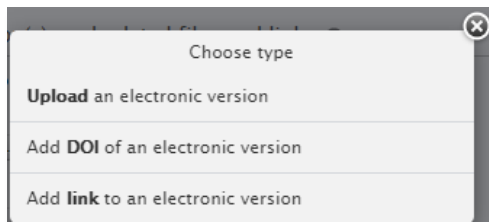


8. To add an electronic version of the research output to the record, under *Electronic version(s), and related files and links* select .

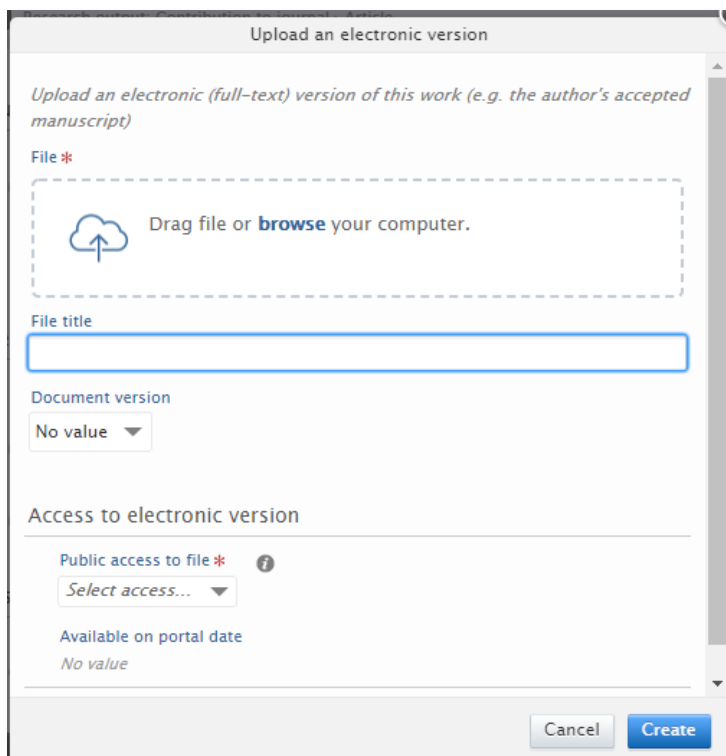


## ResearchNow

- 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).

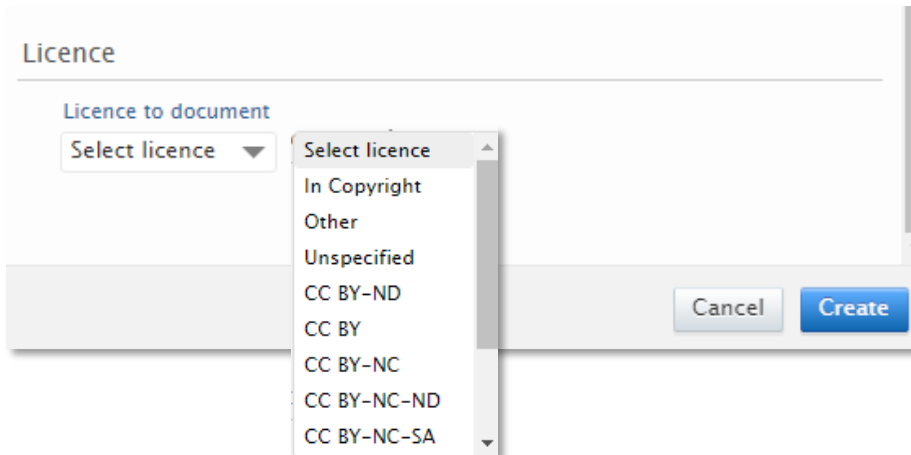


- 8.2. To upload the file, follow the sequence: A) Either drag the file or browse the folders on the computer. Or, B) add or change the file title and set the type of public access to file.



## ResearchNow

8.3. Choose a license type to apply from the dropdown *Select license*. For help with Open License information click [here](#).



Licence

Licence to document

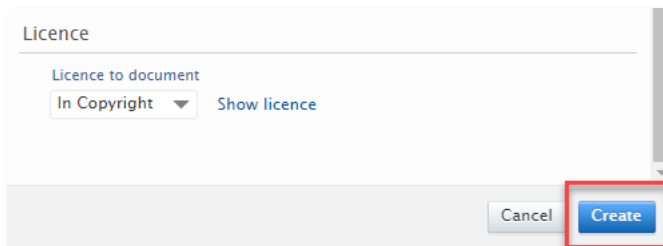
Select licence ▼

Select licence ▲

- In Copyright
- Other
- Unspecified
- CC BY-ND
- CC BY
- CC BY-NC
- CC BY-NC-ND
- CC BY-NC-SA

Cancel Create

8.4. Select *Create*.



Licence

Licence to document

In Copyright ▼ Show licence

Cancel Create

9. **Add a Flinders Publication Category (FPC)** Flinders Publication Categories (FPC) are internal codes that classify different types of research outputs.

Keywords ⓘ

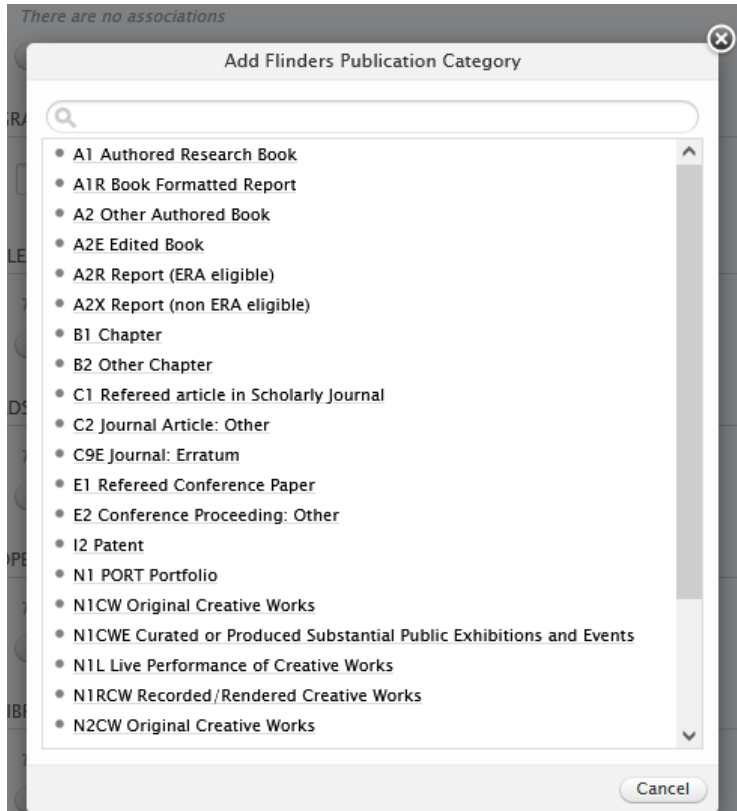
FLINDERS PUBLICATION CATEGORY ⓘ

*There are no associations*

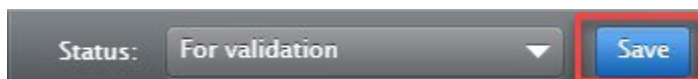
Add Flinders Publication Category...

## ResearchNow

9.1. Select the appropriate FPC from the list. For help see the [Flinders Publication Categories Guide](#).



10. Select **Save**.





## ResearchNow

### 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**.