

ResearchNow

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

Note: Scopus outputs are automatically harvested for profiles with a correctly linked Scopus ID. Before manually adding Scopus-indexed outputs, consider adding your Scopus ID to your profile. [Learn more here](#).

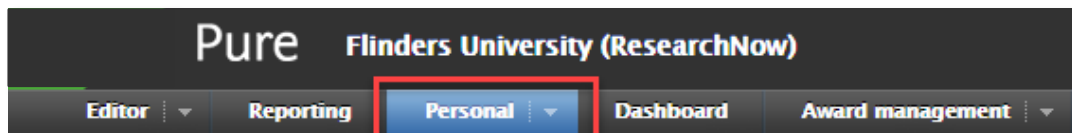
For non-indexed outputs, follow the instructions below to add them to your profile.

Process:

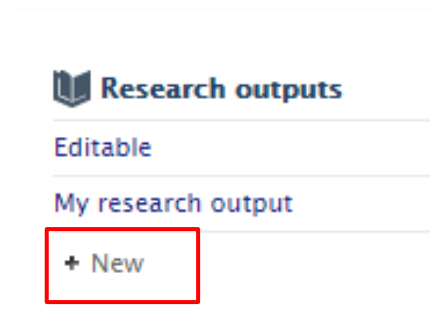
1. Login to *ResearchNow*



2. Navigate to the *Personal* tab.

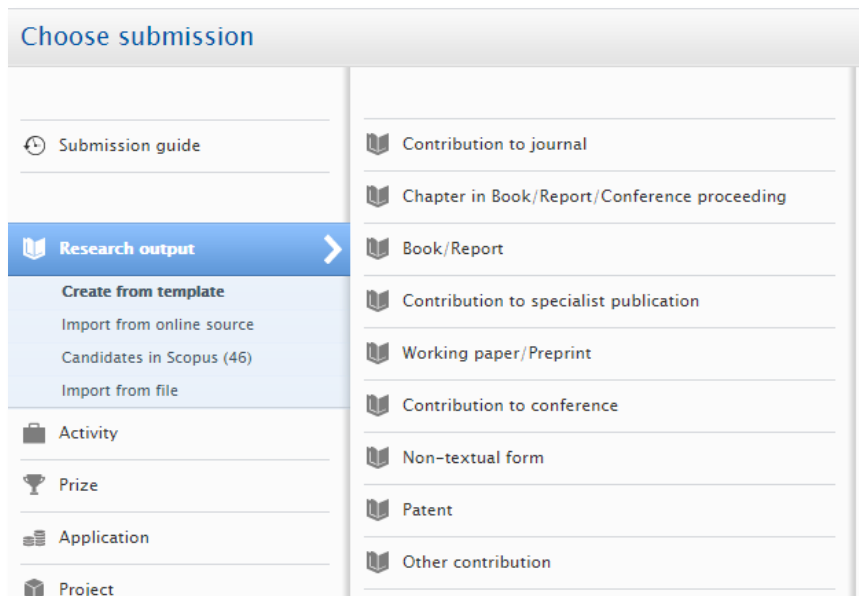


3. Select *+ New*.

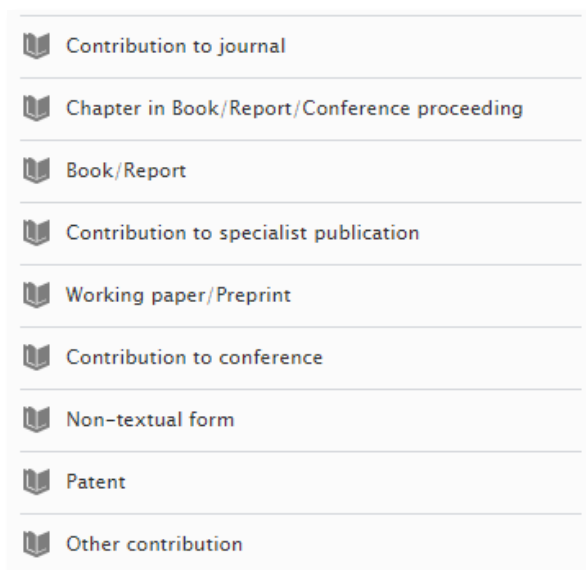


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A pop up window appears with the title *Choose submission*.

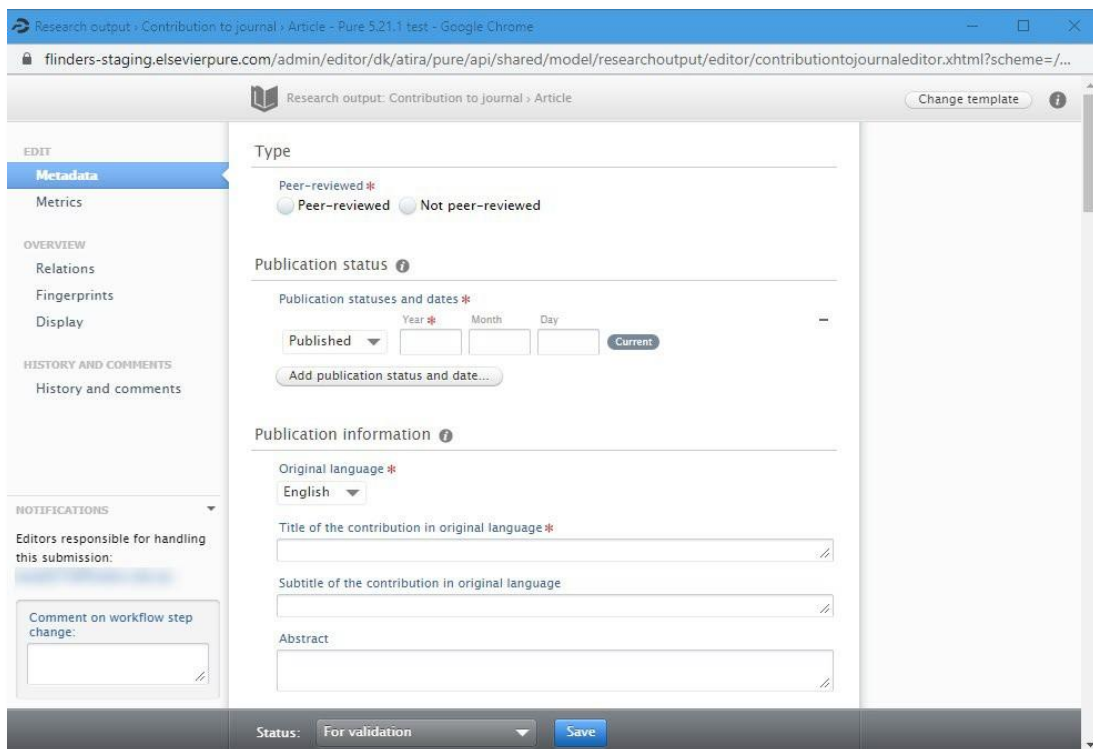


4. Select *Research output* then drill down, choosing the template and the type of research output you wish to create. Note: the example used in this guide is a contribution to journal, article.



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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.




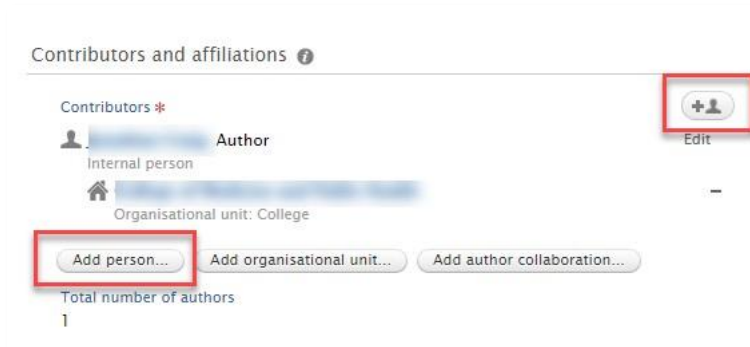
The screenshot shows a web browser window with the URL `flinders-staging.elsevierpure.com/admin/editor/dk/atira/pure/api/shared/model/researchoutput/editor/contributiontojournaleditor.xhtml?scheme=...`. The page title is "Research output: Contribution to journal - Article". On the left, there is a navigation menu with "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 form area is titled "Type" and includes radio buttons for "Peer-reviewed" (selected) and "Not peer-reviewed". Below is the "Publication status" section with a dropdown for "Published" and input fields for Year, Month, and Day, along with a "Current" button and an "Add publication status and date..." button. The "Publication information" section includes 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.



A close-up of the "Status:" dropdown menu. The dropdown is open, showing "Entry in progress" as the selected option. A "Save" button is visible to the right of the dropdown.

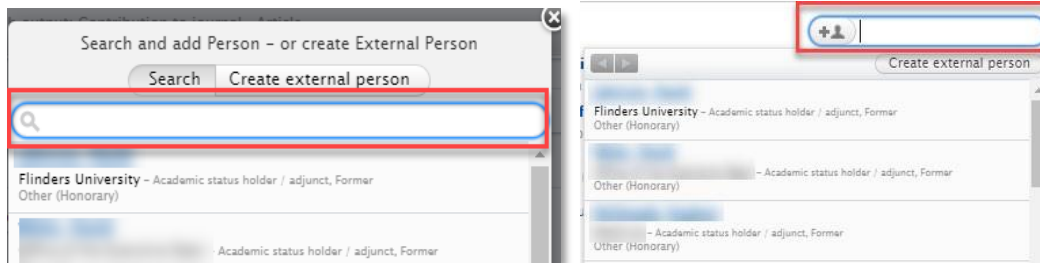
6. Under the **Contributors and affiliations** section, select **Add person** (or select the  icon) to add co-authors to the record.



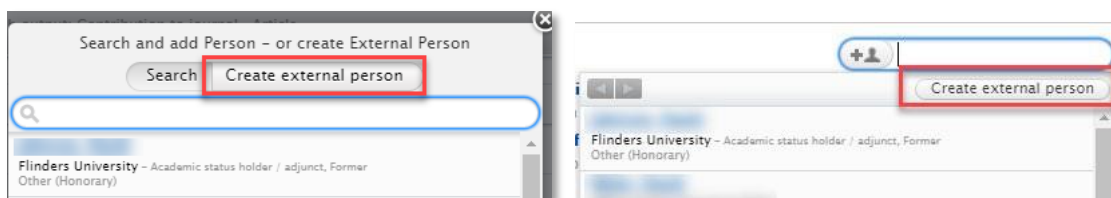
The screenshot shows the "Contributors and affiliations" section. It includes a "Contributors" section with a red asterisk. There is a list of contributors, with one listed as "Internal person" and "Author". Below the list are three buttons: "Add person..." (highlighted with a red box), "Add organisational unit...", and "Add author collaboration...". At the bottom, it says "Total number of authors: 1". A red box also highlights the "+ person" icon in the top right corner of the section.

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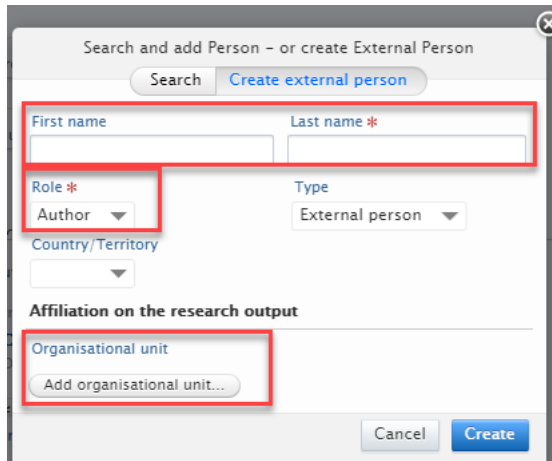
7. Type the name of the person you want to add. If the person already exists in ResearchNow, their name will appear and you can select them.



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

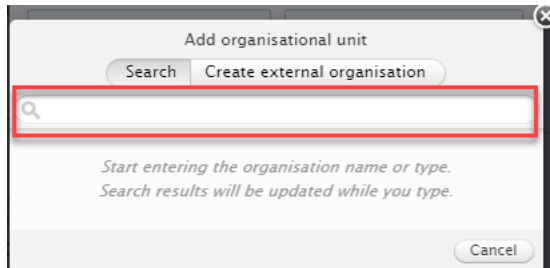


- 7.2. Type the name of the person, their role and select **Add organisational unit**.

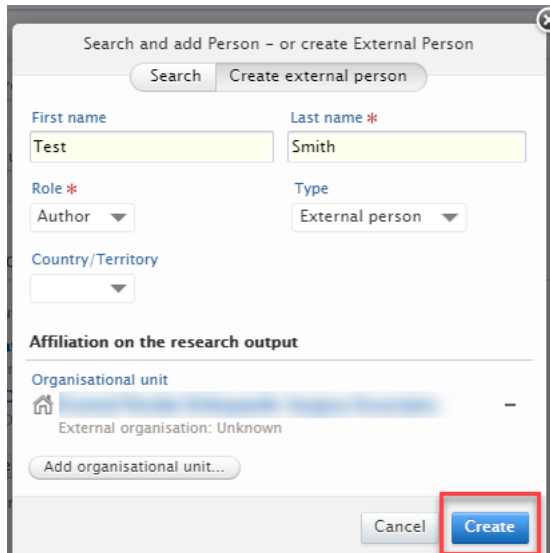


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7.3. Search for their affiliation or click *Create external organisation* if the external affiliation can not be found in ResearchNow.



7.4. Select *Create*

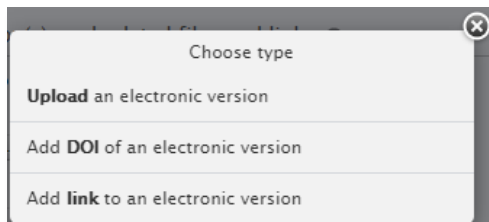


8. To add an electronic version of the research output to the record, under *Electronic version(s), and related files and links* select .

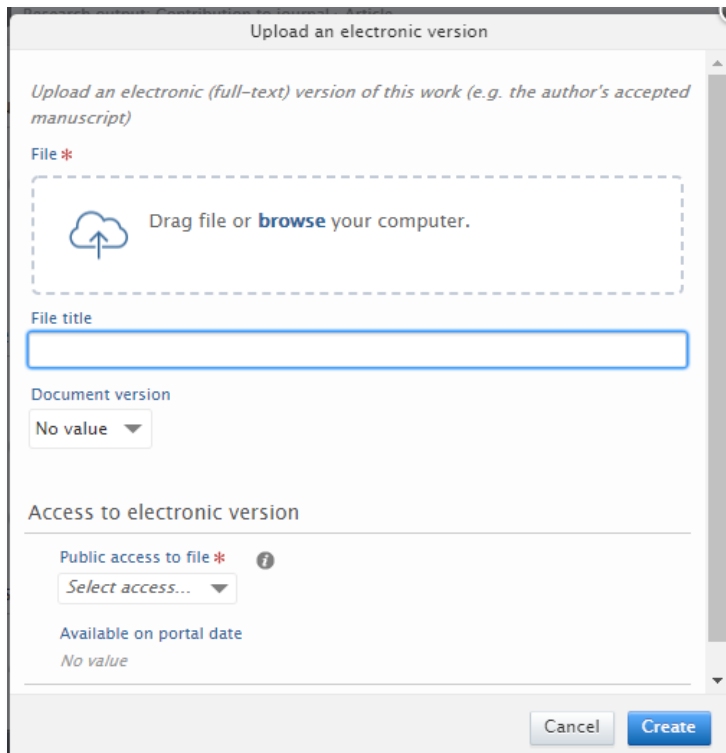


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- 8.1. Choose the type of electronic version from the pop up window (for instructions around Open Access please refer to the Make your paper Open Access Quick Reference Guide).

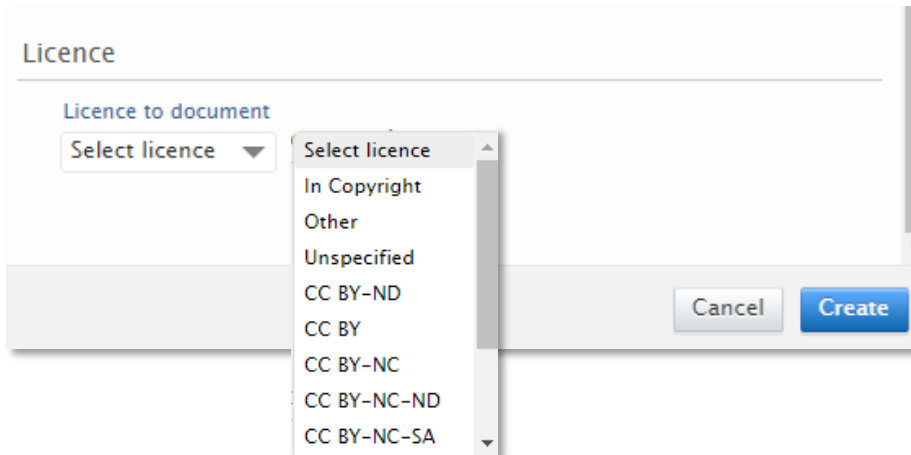


- 8.2. To upload the file, follow the sequence: A) Either drag the file or browse the folders on the computer. Or, B) add or change the file title and set the type of public access to file.



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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

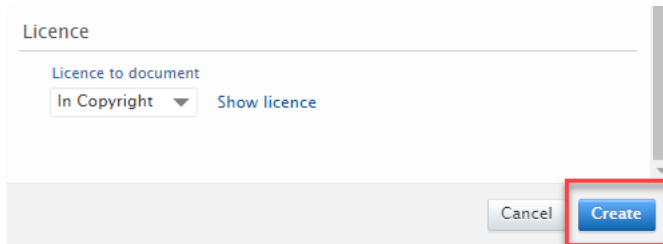
Select licence ▼

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 ⓘ

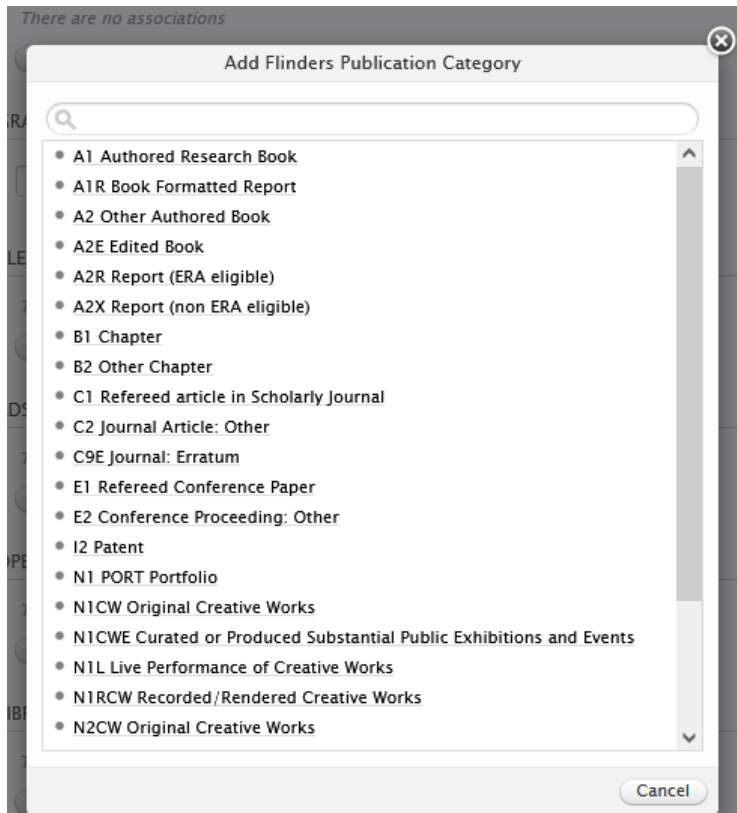
FLINDERS PUBLICATION CATEGORY ⓘ

There are no associations

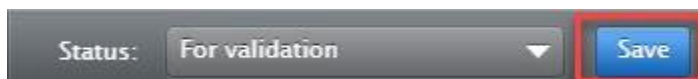
Add Flinders Publication Category...

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



10. Select **Save**.



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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***.