How to upload a research output to PIMS

A full guide

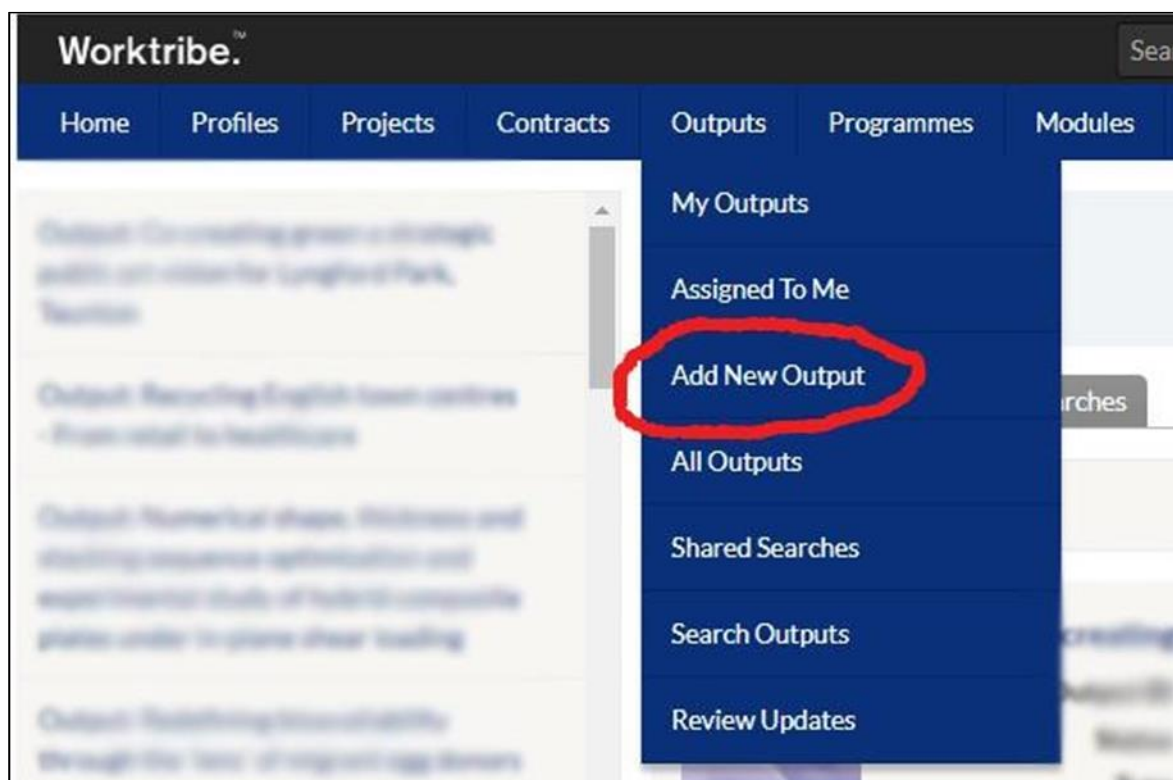# Contents

This is a general guide for uploading different output types to PIMS. Please see item type guidance for specific information on uploading different item types.

Creating a record

Login to PIMS and go to the 'Outputs' tab.

Click 'Add New Output' to upload a new output to PIMS and the repository.

You will be presented with a choice of four ways of uploading:

- Add by DOI – if you have the DOI of your output (usually, this will only apply to journal articles). This should autofill some of the metadata fields for you.

- Upload Output File – if you have the PDF file of your output. Select the file, file type, and output type. This should autofill some of the metadata fields for you, but results can vary.

- Add Outputs manually – manually add in the information about your output. **We recommend this as the default method of uploading any new outputs.**

- Upload BibTex/RIS – only suitable for doing a mass import of outputs when moving institutions, if you have a BibTex file for your output(s). This should autofill some of the metadata fields for you. We have a guide for producing and uploading a BibTex file (PDF) that can help with this option.

However you add your new output, you will be presented with a page that requires you to fill in details about your item. Some of these may already be filled in.

Details

Fields with an asterisk are mandatory and the system will not let you proceed until you have added in the information.

- Type - choose the type of output you are uploading and, where required, a sub-type as well. The system allows for a large variety of different output types. Avoid using 'Other' as a type unless absolutely necessary.

- Abstract - provide an abstract or description for your output. This provides context and information for people accessing your output on the Research Repository. Please note that while this is not marked as a mandatory field, we expect an abstract or description for every output.

- Publication Status – if your output has been accepted for publication but not yet published online use 'Accepted'. If your output has been accepted and published online use 'Early Online'. Books and Book chapters have a different set of statuses to reflect the difference in the publication process, so please use these as required. **Do not upload outputs that have only been submitted for publication** – this is because there can be a lot of changes between submission and acceptance; your output may not be accepted at all; and in many cases we require the accepted manuscript and date of acceptance for REF open access compliance and this information is only available after acceptance.

- Acceptance Date - this does not have an asterisk but is mandatory for some item types. This is the date that your output was formally accepted for publication.

- Online Publication Date – this is required if you set the Publication Status to 'Early View'. This is the date that your output was first published online.

- Publication Date – this is required if you set the Publication Status to 'Published'. This is the date of publication in final form.

- Open Access - if your output has been published open access, or you are uploading the full text to be made public in the Research Repository, please select 'Yes'.

- Open Access Details - if you selected 'Yes' to the Open Access field then you are also required to enter information here. Please add some very brief details about how the

output is open access, for example, "Published gold open access with a Creative Commons license" or "Uploaded accepted manuscript to repository".

- Open Access Type - if you selected 'Yes' to the Open Access field then you are also required to enter information here. Select 'Green Route' if you are uploading your

  output to the repository but it has not been published open access by the publisher. Select 'Gold Route' if your output has been published under a Creative Commons license by the publisher after payment of an Article Processing Charge (APC).

- Org Unit - enter your UWE Bristol department. The system does not mark this as a mandatory field, but it is required for reporting. You can select multiple options from the list.

- Research Areas – choose one or more terms from the list that describe your research output. This allows people to browse the repository by research areas and see outputs for related topics.

- Research Centres/Groups - enter your UWE Bristol research centres. You can select multiple options from the list. This is the only way to affiliate your output with your centre.

- Sustainable Development Goals – select the SDGs that your research supports. You can select multiple options from the list.

You are not required to enter information for every field but please ensure you include relevant information for your output type. More information is always better than less! Failure to include relevant information will delay the review process for your output.

Click 'Next' to proceed.

Authors

All authors of the output need to be listed in the Author section. This includes all UWE Bristol authors, all external authors, and the author uploading the output.

You can add multiple authors at once using the 'Add Multiple' option.

For any UWE Bristol authors – add them as a linked person in the 'Linked Person' field. Start typing their name and choose them from the list when they appear. This is required for outputs to appear in the publications list of all the UWE Bristol authors on an output.

Add any affiliations in the 'Linked Affiliations' field. Start typing the name of the institution and choose it from the list when it appears.

A correctly completed UWE Bristol author should appear as in the screenshot below:

Where an output has multiple authors, you can change the order of authors by using the arrows next to the author names.

When you are happy that all authors are listed in the correct order, click 'Next'.

Contributors

Add any contributors to the output in the same way that you added authors.

Choose their contributor role from the 'Role' list (this includes roles such as editors, rights holders, performers and translators).
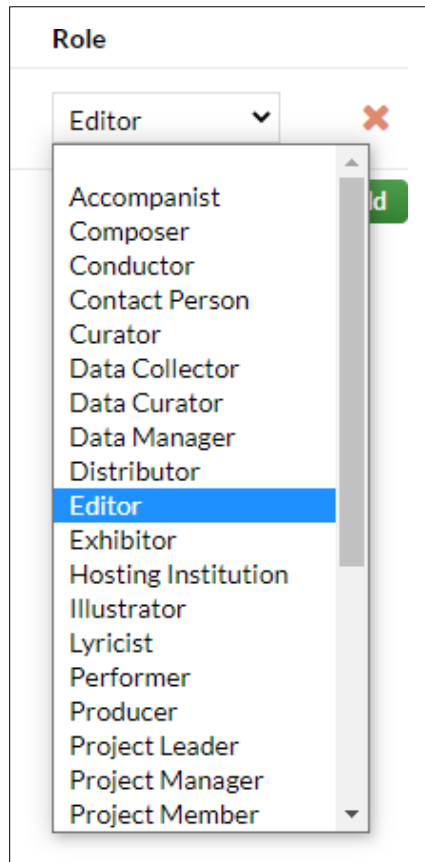
Do not list all the authors in this section. Authors need to be listed in the 'Authors' tab.

Click 'Next' to proceed.

Funders

PIMS requires at least one funder or project to be entered for every output. Click 'Add' to add a funder or project.

Adding a project

If your work is related to a project that is already recorded in PIMS, you can link to the project in the Funders section.

Change the 'Has Linked Project' field to 'Yes'.

Then choose your project from the list in the 'Linked Project' field.

Click 'Next' to proceed.

Adding a funder

Ensure the 'Has Linked Project' field is set to 'No'.

Then choose your funder from the list in the 'Linked Funder' field.

If you have a grant number, project ID, or other identifying award reference, enter that in the 'Funder Award Reference' field.

If your work was not funded by an external body, use 'UWE University of the West of England'.

If your work was funded by a previous institution, use 'Previous institution (please specify)'.

If your funder is not listed, or your work was funded by any other means, use 'Other (please specify)'.

For both 'Previous Institution' and 'Other' you will need to enter the name of the funder in the 'Funder Award Reference' field.

Click 'Next' to proceed.

Files

While it is not mandatory, you are expected and encouraged to upload the full text of your output wherever possible. This applies to all outputs.

For most outputs this should be the author's accepted manuscript (AAM) which is the version most often stipulated by publishers for use in repositories. **The AAM is the version of the manuscript after peer review, and incorporating any changes resulting from peer review, but before any publisher formatting is added**. Essentially it is the final text that will be published, before the manuscript goes through copy-editing. This does not include proofs (which contain publisher formatting) as the formatting is under copyright of the publisher.

For outputs like conference contributions you might upload a set of slides, a poster, or the transcript of a speech.

The Repository Team check every output that is uploaded and will contact you if there are any queries about the file you have uploaded.

Uploading a file

To upload the full text click 'Add'.

You can click to upload a file or drag a file directly into the 'File' box.

Select what version of the output you are uploading in the 'File Type' field. Once this is done, click 'Update'.

Several different file types are supported, and multiple files can be uploaded to the same record. If you are uploading a thesis, please ensure that it is in PDF format. For more information please see the depositing FAQs.

Click 'Next' to proceed.

Send to Library for review

If you want to continue editing your output later, click the 'Save Draft' button. Otherwise, once you are sure your output is ready click the green 'Send to Library' button. This will change the status of the output from 'In Progress' to 'In Review'.