# Requesting RIS and BibTeX files from your previous institution
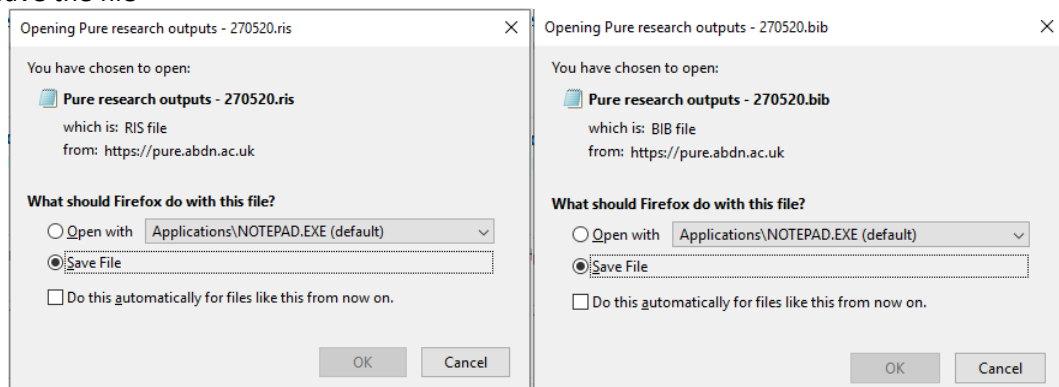
When new staff join the University of Aberdeen, we encourage them to add publications from their previous institution(s) to the University Research Information System, Pure.

Staff who retain access to their other institutions research information system should be able to download a RIS or BibTeX file by following the steps below These steps work for institutions running Pure. For institutions running Research Information systems other than Pure, staff should speak to the Research support team at their institution.

1. Log into your Pure account

2. Navigate to the Research Outputs section and make sure that all publications are listed

3. Select RIS or BibTex from the download options at the bottom of the page

Download list: PDF | Excel | HTML | RIS | Word | BibTeX

4. Save the file



5. Email the file to pure-feedback@abdn.ac.uk

Staff who are no longer at their former institution should request a file in RIS or BibTeX format from the administration team responsible for the Institutions Research Information System (or CRIS), this may be located in the Research Office, Library, or other support team.
When a new staff member receives a RIS or BibTeX file from their previous institution they should email the file to pure-feedback@abdn.ac.uk.

RIS files are generated in a structured format indicating: Publication type, Title, Author, Publication Year, Abstract, Keywords, etc.  When the file is received the file extension should show as .ris (rather than .doc, .pdf, or .txt)
An example or a RIS file format is shown below.

```
TY  - JOUR
T1  - Anthropology contra ethnography
AU  - I_, T_
PY  - 2017/12/31
AB  - Ethnography aims to describe life as it is lived and experienced, by a people, somewhere, sometime.
Anthropology, by contrast, is an inquiry into the conditions and possibilities of human life in the world.
KW  - ethnography
KW  - anthropology
KW  - participation
DO  - 10.14318/hau7.1.005
```

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M3  - Article
VL  - 7
SP  - 21
EP  - 26
JO  - Hau: Journal of Ethnographic Theory
SN  - 2049-1115
IS  - 1

BibTex files are exported in a comma separated format indicating the publication type a citation-key and a number of tags defining the characteristics of the specific BibTeX entry. These tags include author, title, year, DOI, volume, etc. When the file is received the file extension should show as .bib (rather than .doc, .pdf, or .txt)
An example of the BibTex file format is shown below

@article{e12168758a6241e7a004d21327dcb951,  title    = "Interview with …",  author    = "T_ I_",
year    = "2018", doi     = "10.30676/jfas.v43i1.74075",
language = "English", volume    = "43", pages     = "51--61",
journal   = "Suomen Antropologi: Journal of the Finnish Anthropological Society ",
issn    = "0355-3930", publisher = "Finnish Anthropological Society", number    = "1", }

When the Pure team at the University of Aberdeen Receive the RIS or BibTeX file they will upload it to Pure using the automatic upload function in Pure.

| BIBTEX | RIS |
| --- | --- |
| BibTeX is a tool and a file format which are used to describe and process lists of references, mostly in conjunction with LaTeX documents. | RIS–format is an interexchangable, tagged format for expressing bibliographic citations, supported by a wide range of reference software (e.g. Reference Manager, EndNote and RefWorks) and research databases (e.g Web of Science, Scopus etc.) |

RIS and BibTeX uploads will be processed within five working days.

While a CV style document is useful across the University and may be requested to confirm Early Career Researcher status, it is not readable by the Pure System and cannot be uploaded easily. We ask that you avoid sending CV style documents and only use RIS or BibTeX files when requesting publications from former institutions to be uploaded to Pure.

If your previous institution does not have access to these files, we ask that you provide us with either your ORCID number or your Scopus Researcher ID.

## Publications accepted while employed at the University of Aberdeen

The above guidance relates only to publications that were not produced at the university of Aberdeen.

You should advise the University of any newly accepted and published works by emailing your publication details, the accepted author manuscript, and the Journal or Publisher acceptance notification to paperaccepted@abdn.ac.uk


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