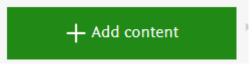




Manually importing publications from compatible online sources

1. Click on the Add Content button, near the top right of the screen.



- 2. Click on 'Research output' in the left-hand navigation then select 'Import from online source'. A list of source options is then displayed, including Scopus, PubMed, and Web of Science.
- 3. Select your preferred source from the list.
- 4. A search box is displayed: Enter the title of the publication, and/or the name of the author, and/or the year of publication range, and/or part of the Organisation name (e.g. Aberdeen), into the relevant search fields.



- 5. Click the Search button.
- 6. Browse through the search results to locate the relevant publication.
- 7. Click the Import button underneath the publication that you want to import.

First Report of Burosumab (Anti-FGF23 Monoclonal Antibody) for Rickets Complicating HRAS-Associated Cutaneous Skeletal Hypophosphatemia Syndrome

Pamela Smith, Susan Bayliss, Marwan Shinawi, William McAlister, Ana Maria Arbelaez, Gary Gottesman, Valerie Wollberg, Michael Whyte, Jeffrey Sugarman, 2019, vol. 34, p. 75–75. Journal of bone and mineral research Abstract



8. An 'Author match' screen will appear with a list of the publication's authors and possible matches of internal authors in Pure. The maximum number of displayed authors external to the University is 50. If there are more than 50 authors on a publication you will be prompted to enter a group author name. For displayed authors, a green 'Match' icon indicates a match has been found within Pure.

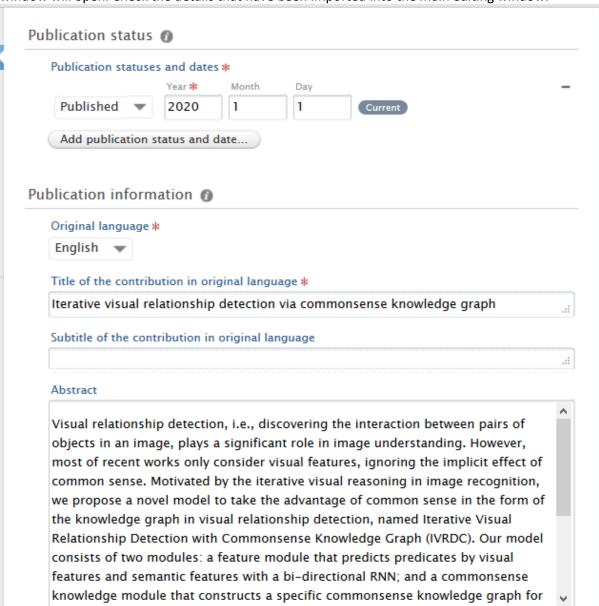






Check the author details and the affiliations, to make sure each author is displayed correctly. If necessary, click on the down arrows next to the authors to select the correct author or affiliation from the drop-down list. If a match is not found at this stage, it can be corrected in the Publication editor in the next steps.

9. Click the 'Import and review' button. The information will be imported, and the main editing window will open. Check the details that have been imported into the main editing window.

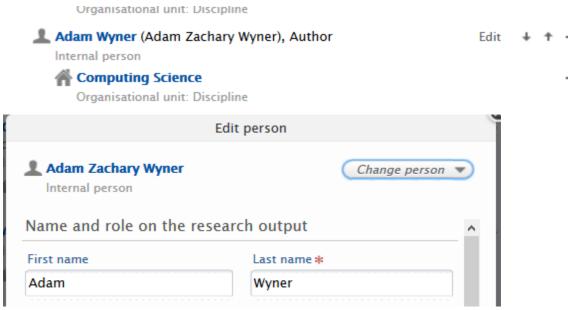


- 10. Check publication details: Use the 'Add publication statuses and date...' button to add any additional publication statuses and dates (e.g. accepted in press or early online dates).
- 11. Amend or update author listings: To replace an external author with an internal author, choose the 'Edit' button next to the author you wish to replace. An editing window will open.



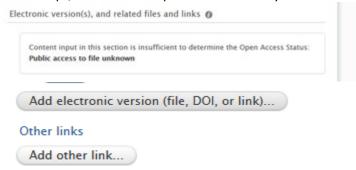


- 12. Select change person, then 'Replace' and use the search field to find the desired internal author. Click on the name of the persons and then click on Update to return to the main template.
- 13. To replace a listed internal author with an external author, choose the 'Edit' button next to the author you wish to replace. An editing window will open. Select change person then 'Make External'. Click on Update.



The edit button next to each author is also used to change the Author role (e.g. to indicate an editorial role), and to update affiliations (e.g. to add an additional external or internal affiliation).

14. Add files and links: In the section marked "Electronic version(s), and related files and links", use the 'Add electronic version (file, DOI or link)' button to add the accepted author manuscript, the DOI of the publication and any other links to the publication.



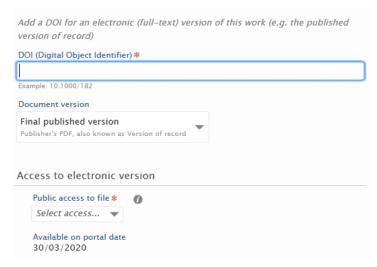
See Appendix A for more information on uploading documents.

15. An editing window will open allowing you to add links, DOIs or to upload files from your computer.









If you experience any difficulty uploading the author accepted manuscript, or adding links, continue updating the rest of the record and save, then email the files or details to pure-feedback@abdn.ac.uk and the record will be updated for you.

16. Link funded research projects to research outputs: Scroll down to the Relations section and click the + button under 'Projects'.



Type the reference number, or title, of your grant in the text box. Search results are populated as you type.

Select the relevant project/grant from the list of results.

Projects/grants are recorded on the Grants and Contracts database, assigned an RG number and imported into Pure overnight. If the project/grant is not listed on Pure, continue updating the record and save, then email pure-feedback@abdn.ac.uk with the details of the grant and any reference numbers, the record will then be updated for you.

17. Publication Visibility: Updating the visibility settings for your publication in Pure allows you to control the display of your publications on the Staff Directory and, the Public Research Portal.



Most publications will default to "Include on Staff pages" = Yes and 'Public – No restriction', edit this to meet the visibility settings that you require. More information on visibility settings can be found here.

18. Click save to store the changes and complete the addition of the publication to Pure. If you forget to save, all the information entered on the record will be lost.