

How to upload a research output to PIMS

A full guide

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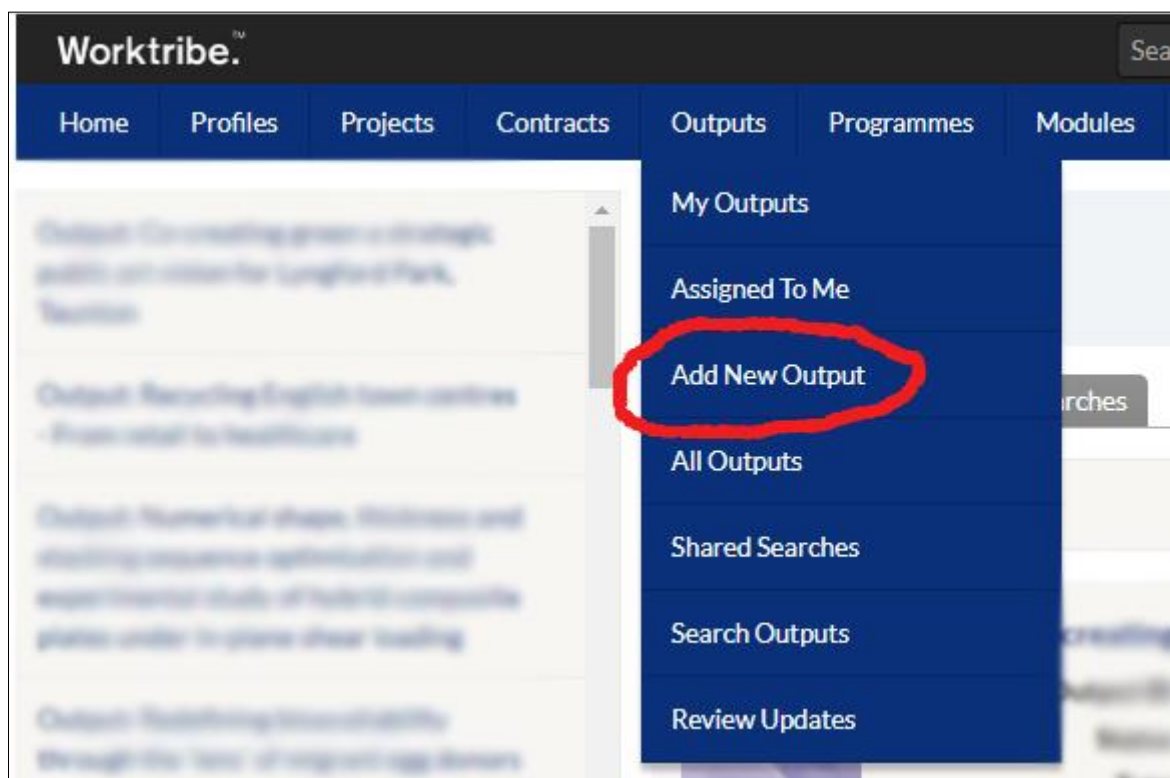
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This is a general guide for uploading different output types to PIMS. Please see [item type guidance](#) for specific information on uploading different item types.

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 – 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.
- 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 'In Press'. **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 'In Press'. 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 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.

You are not required to enter information for every field but please ensure you include relevant information for your output type. 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.

Output Authors: Add Multiple

Enter a list of names separated by comma, semicolon or newline

Format: First-Last

Authors: C.J. Cregg
Donna Moss
Charlie Young

Next

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:

First Name	Last Name	Linked Person	Linked Affiliations	Org Units	
Charley	Vaughton	Charlotte Vaughton ✖	UWE Bristol ✖	LCI Library Services ✖	✖

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

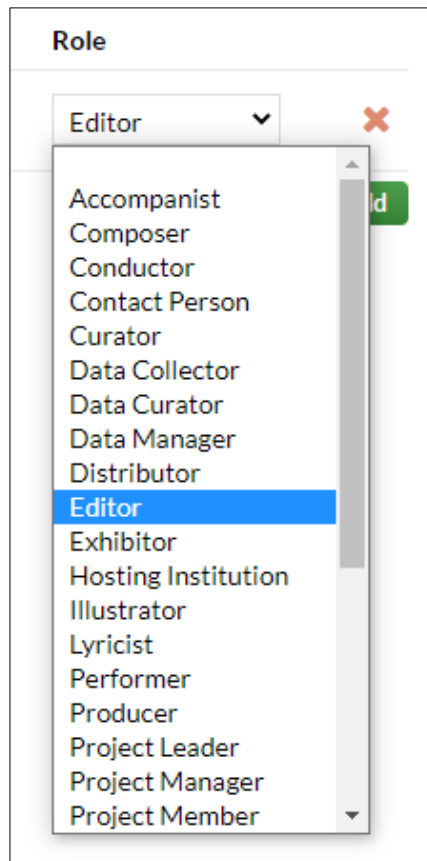
	First Name	Last Name
↕	Claire	Redfield
↕	Leon	Kennedy

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 that in the Funders section.

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

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

Output Funders

Please ensure there is at least one funder. If the output does not have an external funder, choose the University.

Funder	Has Linked Project	Linked Funder	Linked Project
	Yes		Exploring the impact of ...

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.

Output Funders

Please ensure there is at least one funder. If the output does not have an external funder, cho

Funder	Has Linked Project	Linked Funder
	No	<ul style="list-style-type: none"> Bat Conservation Trust Bayer BBSRC Biotechnology and Biological Sciences Research Council BCIS Building Cost Information Service BEIS Department for Business, Energy & Industrial Strategy

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

Output Funders				
Please ensure there is at least one funder. If the output does not have an external funder, choose the University.				
Funder	Has Linked Project	Linked Funder	Linked Project	Funder Award Reference
	No	Bat Conservation Trust		BAT228

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.

Linked Funder	Linked Project	Funder Award Reference
Other (please specify)		Cake Foundation

Click 'Next' to proceed. You will be presented with a summary of your output so far, but there is more to be done before you have completed the upload process.

Files

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

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.

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

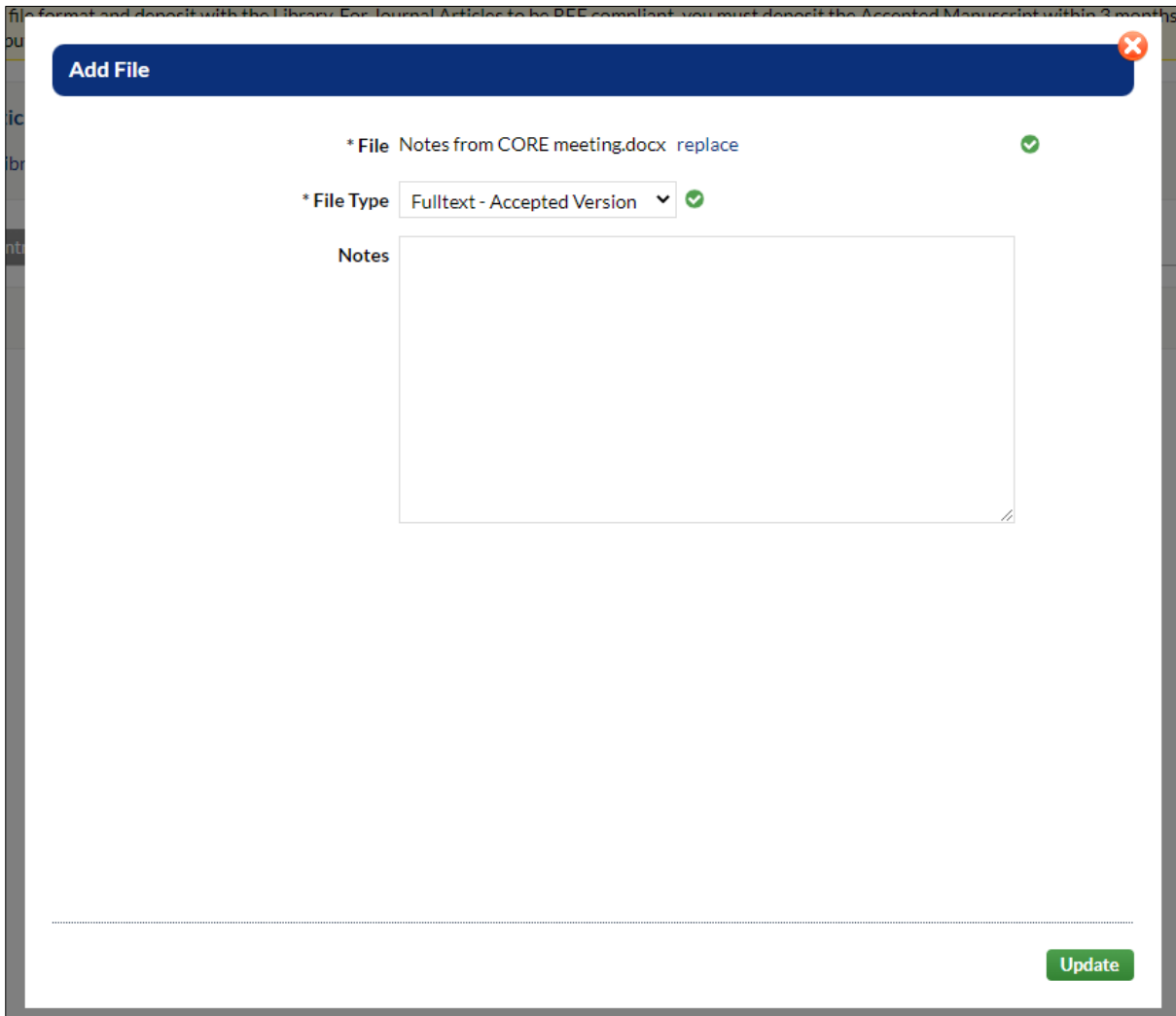
Uploading a file

To upload the full text go to the 'Files' tab and click 'Add File'.



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'



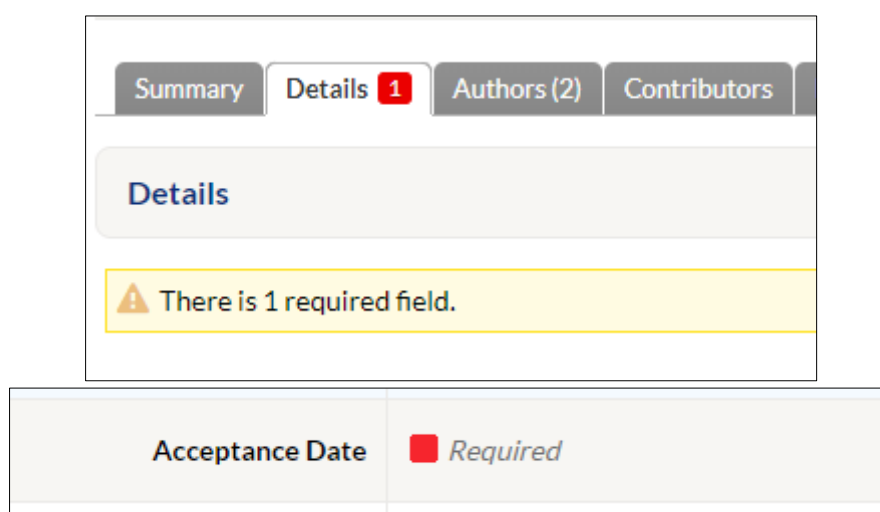
Several different file types are supported, and multiple files can be uploaded to the same record. If you are uploading a thesis, please ensure that it is in PDF format. For more information please see the [depositing FAQs](#).

Check your output

Before you send your output for review by the Repository Team, it is important to check over the record that you have created. Once you have deposited an output and the status has changed to 'In Review' you can only edit the 'Tags', 'Research Areas', 'Themes', and 'Research Centres/Groups' fields. You will need to send any other requests for changes to the Repository Team, who will edit the record on your behalf. If you wish to return to an output and make further changes before depositing it, then do not press the 'Send to Library' button.

On your record:

- Check if any mandatory fields have been missed – these will be highlighted with a red box.



- Ensure you have included your department and research centres in 'Org Unit' and 'Research Centres/Groups' respectively.
- Ensure you have added all UWE Bristol authors as a linked person in the 'Authors' tab.
- If you chose 'Previous Institution' or 'Other' as your funder, ensure that you have listed who the funder is in the 'Funders' tab.
- Ensure you have uploaded a file on the 'Files' tab. This is required for journal articles and some conference papers in order to be eligible for submission to the REF.

Send to library for review

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'.

