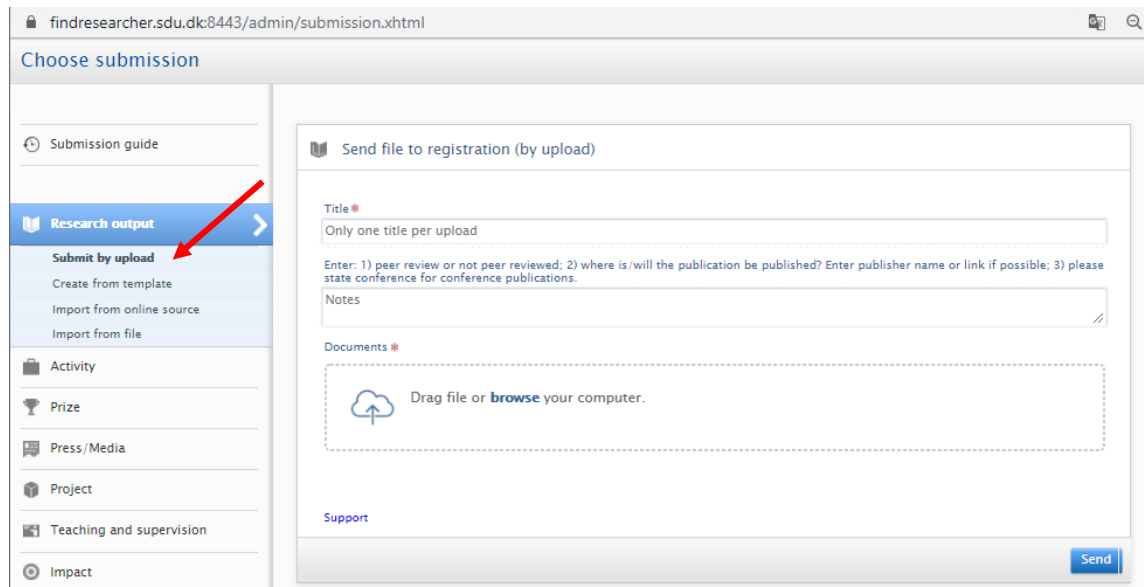


Guide to submit by upload – Send file to registration

This function is designed so you only need to enter the most basic information about the publication, as well as the information that the Pure Office can't see from the uploaded file.

Where to find this feature?

You'll find this feature 'submit by upload' by clicking +Add content



The screenshot shows a web browser window with the URL `findresearcher.sdu.dk:8443/admin/submission.xhtml`. The page title is "Choose submission". On the left sidebar, under "Research output", the "Submit by upload" option is highlighted with a red arrow. The main content area is titled "Send file to registration (by upload)". It contains a "Title" field with the instruction "Only one title per upload". Below the title field is a "Notes" field with the instruction: "Enter: 1) peer review or not peer reviewed; 2) where is/will the publication be published? Enter publisher name or link if possible; 3) please state conference for conference publications." There is also a "Documents" section with a dashed box containing a cloud icon and the text "Drag file or browse your computer." At the bottom right of the form is a "Send" button.

Which information should be included?

- The title of the publication
- In the note field please add the following information:
 1. whether the publication is peer reviewed or not
 2. Place of publication indicated by link or name of journal or publisher
 3. In case of conference publications - please state name and place of conference
- Upload the version of the publication which contains as much information as possible
- When you're done with the registration, press 'Send'.

If you want to register more publications, open a new 'Submit by upload' and repeat the process described above

What happens to the registration?

Once you've pressed 'Send' the Pure Office will create a registration based on your information and the uploaded file. It can take up to a week before it is fully registered and becomes visible on your profile as well as on the Research Portal.

We will get in contact with you if we need more information

The Pure Office, puresupport@bib.sdu.dk

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