

USING 'IMPORT FROM FILE' TO ADD A RESEARCH OUTPUT

While using the 'Create from template' method to add research outputs to Pure is necessary for non-published outputs, and probably some published outputs, it is much more efficient to import your published outputs, like journal articles, books and book chapters. Importing will automatically populate many of the details for you.

You can import published outputs from either :

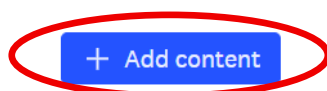
- a text file such as BibTex, RIS or OpenAIRE (covered in this guidance)
- an online source such as Web of Science, PubMed, etc. (see *Using 'Import from online source to add a research output' guidance*).

If your output is a published journal article, book or book chapter, there might be the option on the publisher site to create a file containing its bibliographic details, which can then be imported into Pure. Look on the relevant journal article, book or book chapter official publisher site, for options like 'citation formats', 'cite this article', 'how to cite', 'download citation' or similar, and if there are options for BibTex/RIS then you can use this method. N.B. This might not be an option for some published outputs.

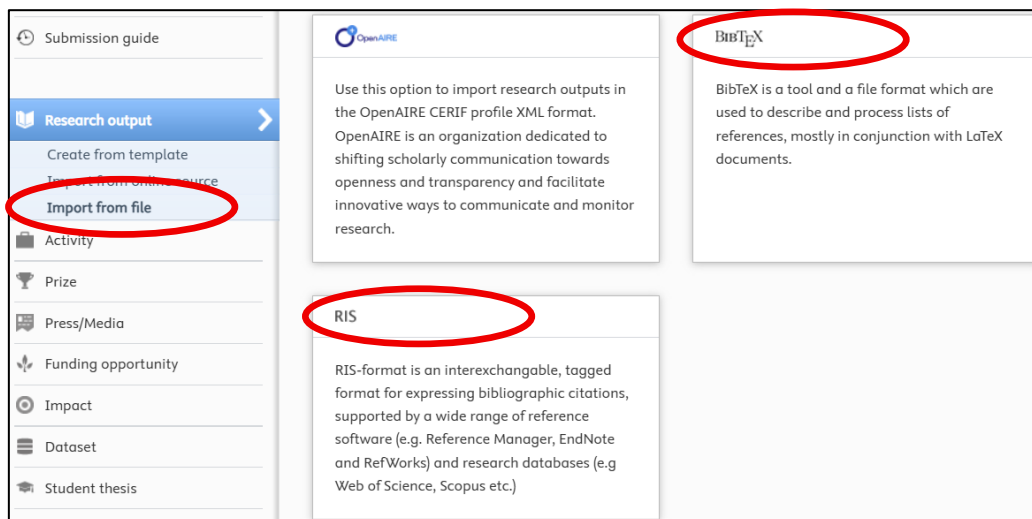


The screenshot shows a user interface for downloading a citation. On the left, there is a button labeled "Download citation" with a downward arrow icon. Below it, the text "Download Citation" is followed by instructions: "If you have the appropriate software installed, you can download article citation data to the citation manager of your choice. Simply select your manager software from the list below and click on download." There is a "Select format" dropdown menu currently set to "Plain text". In the center, there is a "CITE" button with a quote icon. On the right, there is a "Cite article" button with a Creative Commons icon. Below this, there is a "Copy to clipboard" section showing a citation preview: "Citation: Njei B and Al-Ajlouni YA (2026) Epigenetic reprogramming in metabolic dysfunction-associated steatotic liver disease: from metabolic memory to...". A "Copy citation" button is located below the preview.

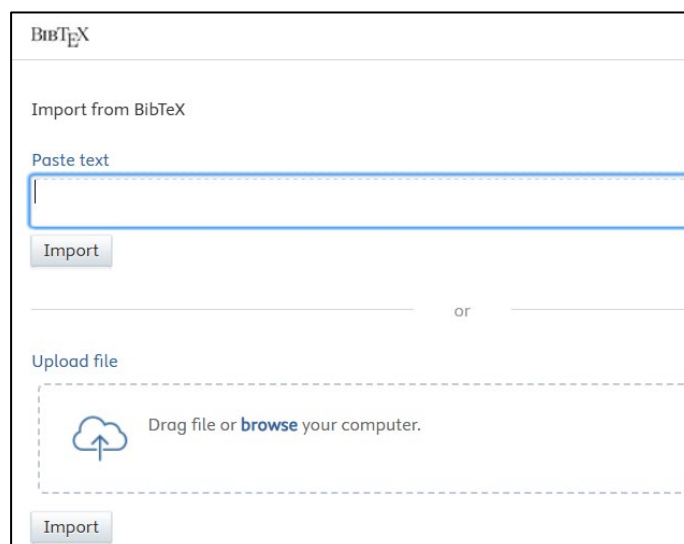
1. To add a new research output to Pure using the Import from file method, click on the blue Add content button in the top right corner.



2. Click Research output on the left hand menu and change the default option underneath from 'Create from template' to 'Import from file'. This brings up the file format options to import from e.g. OpenAIRE, BibTeX, RIS. BibTeX or RIS is recommended.



3. If you click BibTeX or RIS then a popup box appears which gives you the ability to either i) paste text or ii) upload a file.



The screenshot shows a popup box titled 'BIBTEX' for importing research outputs. It has two main sections: 'Import from BibTeX' and 'Upload file'. The 'Import from BibTeX' section contains a text input field labeled 'Paste text' and an 'Import' button. The 'Upload file' section contains a dashed box with a cloud icon and the text 'Drag file or browse your computer.', followed by an 'Import' button. The word 'or' is centered between the two sections.

4. If you have been able to download the bibliographic details for your published output from the publisher site (via 'citation formats', 'how to cite', 'download citation' or similar) into BibTeX or RIS format, then you can either:

i) choose the first option to paste text you have copied from a BibTeX download. Do this by opening the file from your downloads, selecting all of the text and copying it, then pasting it into the 'paste text' box, and clicking import

ii) or choose the second option to upload a BibTeX or RIS file. Do this by dragging the file from your downloads into the 'upload file' box, or browsing your downloads for it and clicking import.

5. If successful, you will see an import candidate result.

1 result ▾

Profession-Related Accreditation Requirements in Australia Regarding Anatomy Teaching: A Web-Based Desktop Audit

Anita Zacharias, Daniel J. English, Jennifer Selkirk-Bell, Kelly Fielden, Bradley Halliday, Carol McKinstryvol.
n/a, issue n/a. Clinical Anatomy DOI.
Article

Import [Source data](#) Remove

6. If you click import, you will see an author match. Click Import and review.

Import from BibTeX

BibTeX

Profession-Related Accreditation Requirements in Australia Regarding Anatomy Teaching: A Web-Based Desktop Audit
Anita Zacharias, Daniel J. English, Jennifer Selkirk-Bell, Kelly Fielden, Bradley Halliday, Carol McKinstryvol. n/a, issue n/a. Clinical Anatomy DOI.

Language

Select original language of the contribution *

Undefined/Unknown ▾

Author match

Author in BibTeX	Author and affiliations in Pure
1. Zacharias, Anita	Not imported This item will not be imported due to the current import configuration.
2. English, Daniel J.	Match English, Daniel J. External person
3. Selkirk-Bell, Jennifer	Match Selkirk-Bell, Jennifer External person
4. Fielden, Kelly	Match Fielden, Kelly kelly.fielden@cumbria.ac.uk Occupational Therapy - Senior Lecturer in Occupational Therapy Person
	Occupational Therapy Institute of Health Organisational unit: Subject group

Import and review
Cancel

7. The bibliographic details for your output will be imported. A record will then open, with the majority of the information filled in for you. Review, amend, and add to the information as necessary (asterisked* fields are mandatory).

Type

Peer-reviewed*

Peer-reviewed Not peer-reviewed

Publication status ⓘ

Publication statuses and dates*

Published ▾ Year* Month Day

2026 2 5 Current

Add publication status and date...

Publication information ⓘ

Original language*

English ▾

Title of the contribution in original language*

A comparison of dynamic balance performance between non-dancers and amateur dancers across three distinct dance genres

Subtitle of the contribution in original language

A cross-sectional study

Abstract

There is controversy regarding whether dance training improves balance performance. This study aims to compare the dynamic balance performance of non-dancers and amateur dancers, as well as to examine whether differences in dynamic balance exist across various dance genres. Eighty-one participants,

8. Publication statuses and dates

You might need to add an accepted date if it has not been imported. You can add as many dates as necessary. Pure will order dates chronologically: submitted, accepted, published online, published. Accepted date is crucial for journal articles and conference proceedings (with an ISSN), for REF open access compliance purposes.

Publication status ⓘ

Publication statuses and dates*

Published ▾ Year* Month Day

 Current

Add publication status and date...

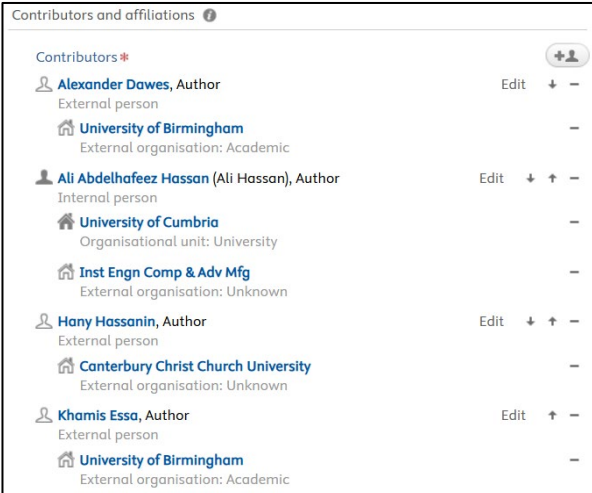
9. Contributors and affiliations

Check the author affiliations have been matched correctly and edit if necessary.

External co-authors might have some external affiliation data automatically matched.










Click edit next to your name and those of other UoC co-authors, to check the correct affiliation (Institute/department) is ticked, relevant to this particular research output. These affiliation(s) are automatically fed from the University's HR system. Some might be old affiliations that are not relevant, in which case you can untick them.

'Role' defaults to Author and might need amending to Editor (for books).



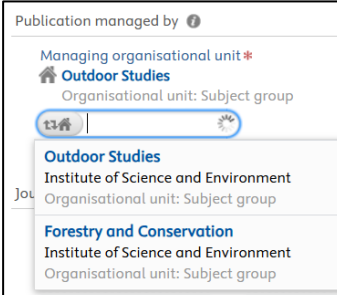
Contributors and affiliations ⓘ

Contributors *

<p> Alexander Dawes, Author External person</p> <p> University of Birmingham External organisation: Academic</p>	<p>Edit + -</p> <p>-</p>
<p> Ali Abdelhafeez Hassan (Ali Hassan), Author Internal person</p> <p> University of Cumbria Organisational unit: University</p> <p> Inst Engn Comp & Adv Mfg External organisation: Unknown</p>	<p>Edit + + -</p> <p>-</p> <p>-</p>
<p> Hany Hassanin, Author External person</p> <p> Canterbury Christ Church University External organisation: Unknown</p>	<p>Edit + + -</p> <p>-</p>
<p> Khamis Essa, Author External person</p> <p> University of Birmingham External organisation: Academic</p>	<p>Edit + -</p> <p>-</p>


10. Managing organisational unit


Tick the appropriate UoC Department relating to the specific research output; options feed through from the contributor's ticked affiliations (or can be manually entered).




Publication managed by ⓘ

Managing organisational unit *

 **Outdoor Studies**
Organisational unit: Subject group

 **Outdoor Studies**
Institute of Science and Environment
Organisational unit: Subject group

 **Forestry and Conservation**
Institute of Science and Environment
Organisational unit: Subject group

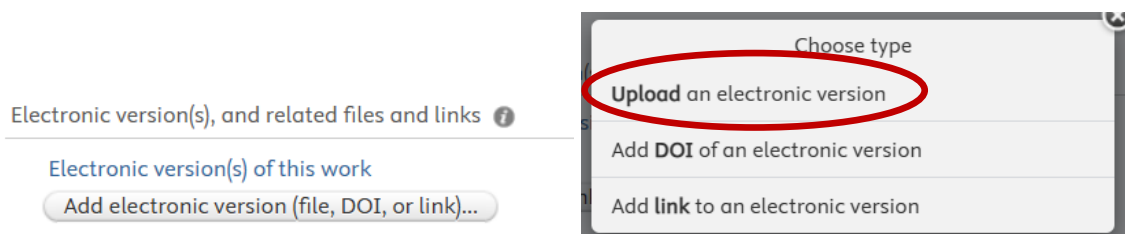
11. Author's accepted manuscripts (AAMs)

Regardless of which of the three methods you use to add your research outputs (create from template, import from online source, import from file), you need to add a full text file of your AAM (also known as a post-print) for journal articles and published conference proceedings (with ISSN) in the *Electronic version(s), and related files and links* section.

This green route to open access ensures you comply with UK REF 2029 and many funders' open access requirements. It ensures permanent records, increases research visibility (improves discoverability and boosts citations), and allows you to retain rights to your work.

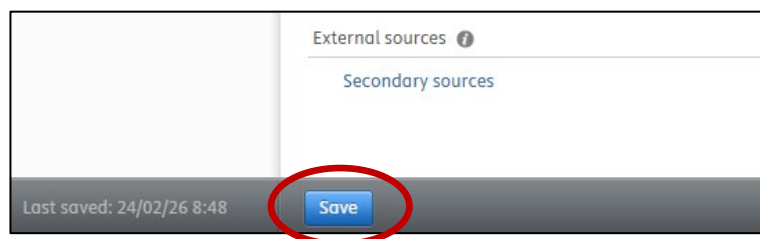
The AAM is the version incorporating changes made during peer review but not containing the publisher's typesetting/formatting and it can be uploaded to Pure upon acceptance.

Click on *Add electronic version* then *Upload an electronic version* (preferably as a PDF). This is where you can also add a DOI and URL link to your output.

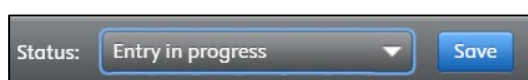


12. Validation process

When you have finished making changes, please remember to click "Save" at the bottom.



Your output will be saved with the default status *For validation* and will go into a queue to be reviewed and validated by repository staff (after which it will be displayed publicly on the research portal). Repository staff check the details of all outputs, so there's no need to worry about breaching copyright agreements. If you want to save your item as a work in progress and return to it later, you can set the status to *Entry in progress*.



13. Amending existing outputs

Find your existing research output in Pure and click on its title. The record will open in a pop-up box. You can edit the details and upload full-text documents. The publication will be temporarily removed from public view until it has been validated by repository staff.

If you have any questions about adding research outputs to Pure that are not answered here, or you find any errors in this user guide, please contact: researchrepository@cumbria.ac.uk