

ADD A RESEARCH OUTPUT BY 'IMPORT FROM ONLINE SOURCE'

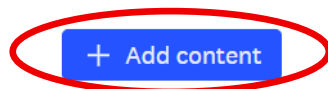
While using the 'Create from template' method to add research outputs to Pure is necessary for non-published outputs, and probably some published outputs, it is much more efficient to import your published outputs, like journal articles, books and book chapters. Importing will automatically populate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

You can import published outputs from either :

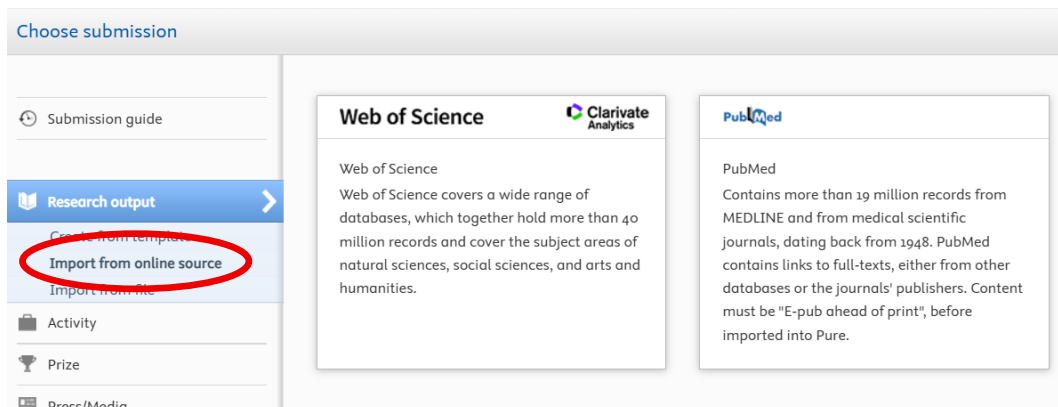
- an online source such as Web of Science, PubMed, etc. (covered in this guidance)
- a text file such as BibTex, RIS or OpenAIRE (see *Using 'Import from file' to add a research output* guidance).

Import from online source

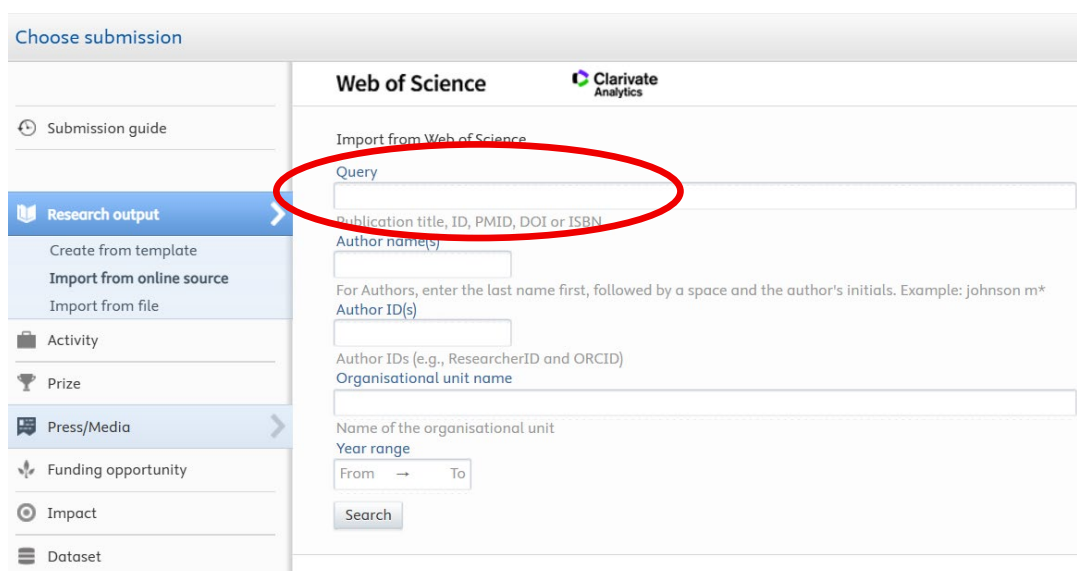
1. To add a new research output to Pure using the Import from online source method, click on the blue Add content button in the top right corner.




2. Click Research output on the left hand menu and change the default option underneath from 'Create from template' to 'Import from online source'. This brings up the online source options to import from e.g. Web of Science, PubMed.



- If you choose to import from Web of Science you will then see a query freetext box in which you can enter a publication title, ID, PubMed ID (PMID), DOI (string of numbers beginning 10.xxxx) or ISBN (for books) and click search. Use this to search for an individual output. (The other fields for author, organisation and year are to search for and import outputs in bulk; please see the separate guidance on this.)



Choose submission

Web of Science 

Import from Web of Science

Query

Publication title, ID, PMID, DOI or ISBN

Author name(s)

For Authors, enter the last name first, followed by a space and the author's initials. Example: johnson m*

Author ID(s)

Author IDs (e.g., ResearcherID and ORCID)

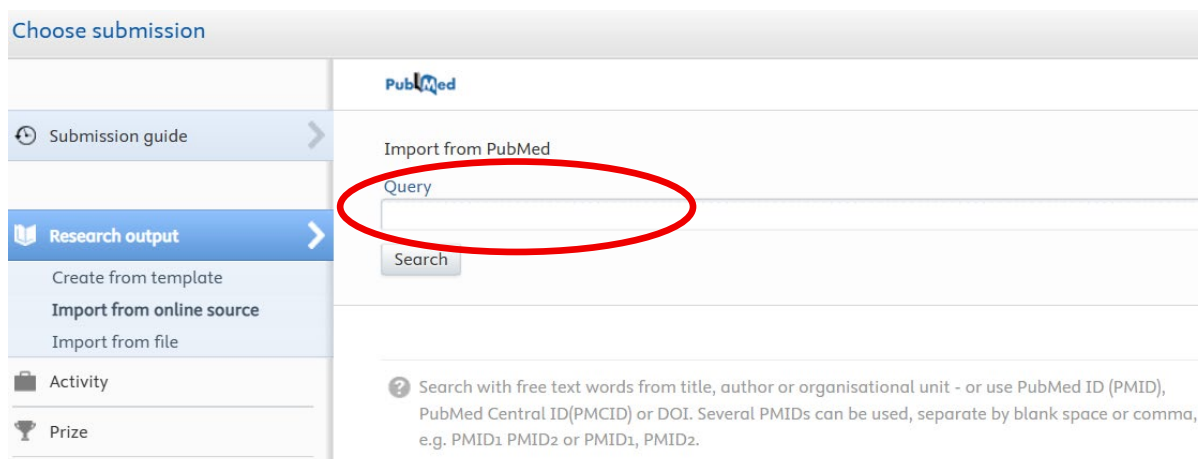
Organisational unit name

Name of the organisational unit

Year range

From To

- Choosing to import from PubMed brings up a similar query freetext box in which you can enter a publication title, PubMed ID (PMID), PubMed Central ID (PMCID) or DOI and click search. (Again, you can enter author and organisation details to search for and import outputs in bulk; please see the separate guidance on this.)




Choose submission

PubMed

Import from PubMed

Query

 Search with free text words from title, author or organisational unit - or use PubMed ID (PMID), PubMed Central ID (PMCID) or DOI. Several PMIDs can be used, separate by blank space or comma, e.g. PMID1 PMID2 or PMID1, PMID2.

- If successful, you will then see a suggested import candidate, which you can then choose to import (if correctly matched) or remove (if mismatched).

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

Ningyi Zhang, Sebastián Gómez-Lozano, Ross Armstrong, Hui Liu, Ce Guo, Alfonso Vargas-Macías, 2026, vol. 21, issue 2, 2026, p. e0340621. PLoS one DOI.

Article



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

Import from Web of Science

Author match

Author in source	Author and affiliations in Pure
1 Zhang, Ningyi	<p>Match</p> <p>Zhang, Ningyi External person</p>
Shanghai University of Sport	<p>Match</p> <p>Shanghai University of Sport External organisation: Unknown</p>
Universidad Catolica de Murcia	<p>No match</p> <p>Universidad Catolica de Murcia Will be created as a new external organisation</p>
2 Gomez-Lozano, Sebastian	<p>No match</p> <p>Gomez-Lozano, Sebastian Will be created as a new external author</p>
Universidad Catolica de Murcia	<p>No match</p> <p>Universidad Catolica de Murcia Will be created as a new external organisation</p>
3 Armstrong, Ross	<p>Match</p> <p>Armstrong, Ross ross.armstrong@cumbria.ac.uk Workforce Development - Associate Prof MSK & Population Health Person</p>
University of Cumbria	<p>2 matches</p> <p>University of Cumbria Organisational unit: University</p>
Inst Hlth	<p>2 matches</p> <p>Based Inst Hlth External organisation: Unknown</p>

Import and review Cancel

7. 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*

Year* Month Day

Published

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*

Year* Month Day

Published

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

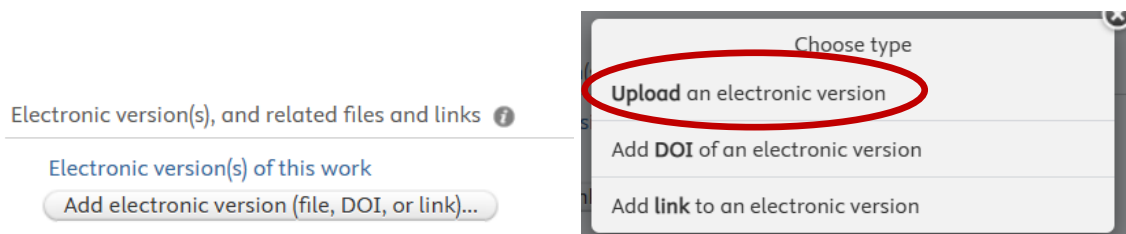
11. Author's accepted manuscripts (AAMs)

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.

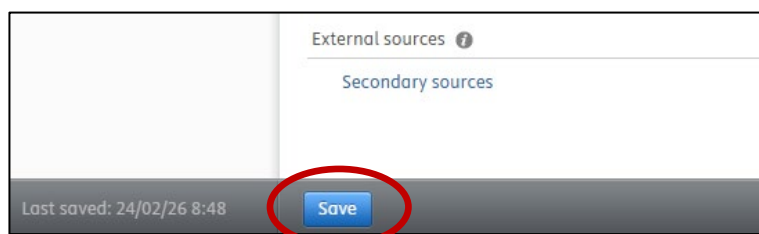
The AAM is the version incorporating changes made during peer review but not containing the publisher's typesetting/formatting and it can be uploaded to Pure upon acceptance.

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