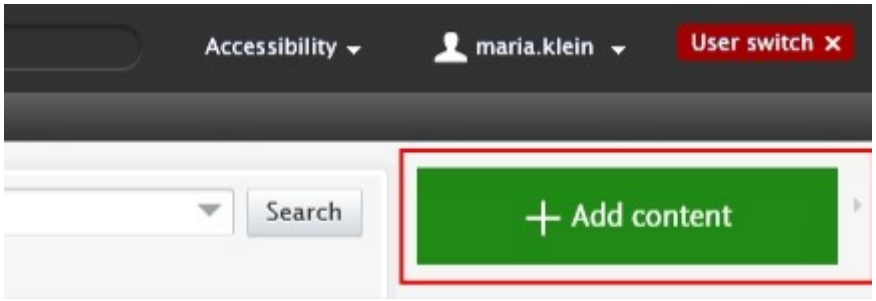
3.2.3. Create from Template

Please use this method only **if the two other methods** mentioned above are **not possible**. For instance, if you wish to add a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

To create a new research output from template:

1. Click on the Add content button:



Or click on *Editor* in the header, select *Research outputs*, and then click on the + button:

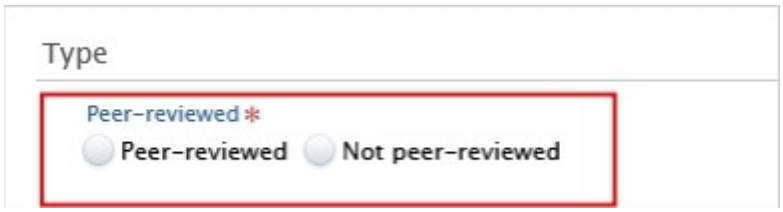


2. Select *Create from template*.

3. Scroll down until you locate the precise type of the item you want to add. In most cases it is a *Contribution to a journal/Original article*.

4. In the Research output editor window, you need to manage these fields:

    1. **Peer-reviewed**:
    Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:

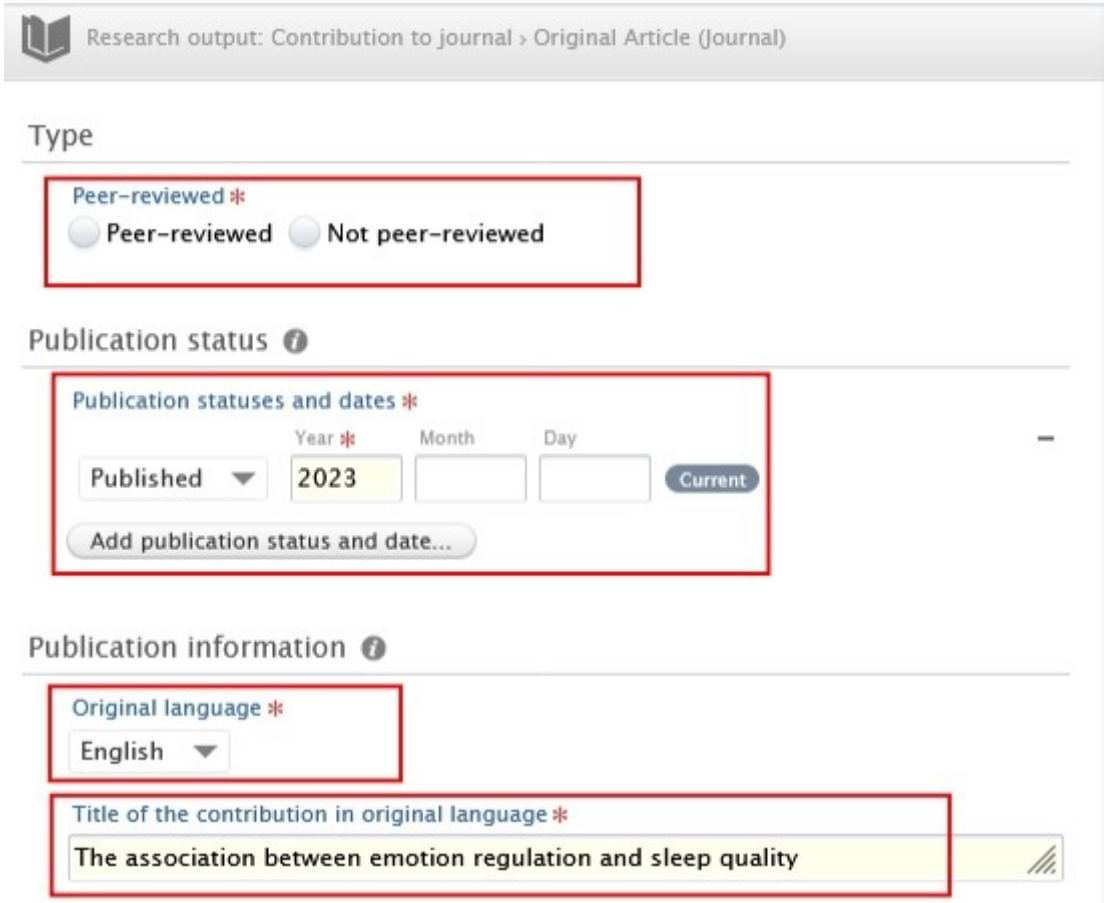


2. **Publication statuses and dates:**
   Fill in the information of the publication status and dates.

3. **Original language**:
   Choose the original language of the publication.

4. **Title of the contribution in original language**:

   Fill in the title of the contribution in the original language.



5. **Contributors and affiliations**:

You need to add **every contributor with their affiliations** to these fields. The **order** of the **authors** in Pure should **match** the order in the publication. You can change the order by clicking on the arrows. You can add additional contributors by clicking on the *Add person* button, and you can add internal and external organisations by clicking on the *Add Organization Unit* button. Don't forget to add your teaching hospital to the organisations units.



6. **Managing organisational unit**:
   Choose the **internal organisational unit**, which is responsible for managing the publication, no external organisations can be added in this field.
   The **corresponding author** manages the publication. Alternatively, the organisational unit of the **last, first, or co-author** can be chosen. In case of non-PMU publications select your organisational unit.

7. **Journal**:
   Click on *Add journal* then search for the name or the ISSN number of the journal.
   If you do not find the journal in the list, click on *Create new* and fill in the required information.

8. **Electronic versions of this work:**
   You can register a DOI or other links to your publication, but please **refrain from uploading the original publication** into Pure.



5. Set the workflow status *For validation* and then click on *Save*.



In the next step, the imported research output undergoes **validation** by the Research Management of PMU.

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