



THE UNIVERSITY
of ADELAIDE

Quick Start Guide

Manual Entry of Publications

Manual entry of publications

You can always add publications manually if they are not found via the online database search by Aurora.

Select **+ add** from the **Home** page.

There is automatic checking to confirm you do not create a duplicate of a publication which is already in Aurora. Enter the **Title** or **DOI** to do a search across the Aurora system. If found, Aurora will prompt you to add the relevant publication to your Aurora account. If not found, follow to prompts to add the publication manually in Aurora.

For some outputs such as Books you can use the assisted entry tools in Aurora to retrieve details from CrossRef or Google Books. Enter a title, DOI or ISBN. If found, data will be auto-populate the manual entry form to hopefully save you some time entering the details.

You can **Skip** to continue to the next step.

Aurora blogs on [Publications](#)

Add journal article

Let's get started Tell us more

Enter your journal article title or DOI

Your journal article may already exist in **Aurora**, so to save time you can search for it here and claim it. Titles returned may contain **any** of your search words.

Title or DOI

Skip Search

Cancel

Manual entry of publications

For some output types, you have no option but to fill in all the details manually.

Mandatory fields are marked with a red asterisk. All other fields are optional.

Guidance and help text will display for fields where you see a large ?. Hover over the question mark to see.

Don't forget to **Save** at the bottom of the page, Then follow the prompts to view your publication.

The screenshot shows a web form for manual entry of publications. At the top, a mandatory field is labeled with a red asterisk: "*What is your relationship with this book?". Below this are four checkboxes: "Author of", "Editor of", "Translator of", and "Contributor to". The "Essential Information" section contains a "Publication status:" dropdown menu with "[None]" selected. Below that is a mandatory field for the "Title:" containing the text "beagle". A red box highlights the "Title:" label. To the right of the form, a large blue question mark icon is visible, and a tooltip box is open, providing instructions: "Title should be as published including punctuation, as well as any notations, accents, symbols that are present in the published output. Title should be in sentence case for all types". Below the main title field is an "Alternative title:" field.

Add or edit a manual record

Each publication in Aurora can have multiple data records attached. For example, Aurora might find a publication data record on Scopus (record 1), then another on Web of Science (record 2), then another on CrossRef (record 3). Rather than showing as 3 publications, Aurora combines these records into one publication (avoiding the creation of duplicates).

It is also possible to add a manual record in Aurora by using the **Add manual record** function when in the **Detailed View** of a publication. You might want to do that if a piece of information missing is on that publication. By selecting **Add manual record**, you are able to add additional information about that publication in Aurora, resulting in manual record (record 4).

Aurora will auto-populate the manual entry form initially with information already stored about the publication, however Aurora will allow you to over-write these fields if you need to.

You can complete the form with as much detail as desired, noting that those with a red asterisk are mandatory fields. Once completed remember to **Save** at the bottom of the page.

If you need to change something, go back and use the **Edit manual record** function which will appear after a manual record has been created.

Home > Menu > Research Admin > System Admin

Selections from The Formation of Vegetable Mould, Through the Action of Worms, With Observations on The

< Return to the publications page

Journal article

Darwin.C
ORGANIZATION & ENVIRONMENT 22(3):351-356 01 Sep 2009
[Author URL DOI](#)
[DOI](#)

Labels
1503 Business And Management * 1608 Sociology *
2203 Philosophy * Sociology * Science & Technology
* Social Sciences [and 5 more](#)

Journal Rankings

Organization and Environment			
SNIP	SJR	ERA2010	Impact Factor
1.281	1.036	C	2.6500

Citations

Scopus WoS Europe PMC

Altmetrics

?

Adelaide Research & Scholarship Not deposited

Files:
There are no files for this item in the repository.

[Go to the deposit page](#)

Data sources

[Add manual record](#)

Web of Science
ID: [WOS:000269343400006](#)
Publication status Published
Title Selections from The Formation of Vegetable Mould, Through the Action of Worms, With Observations on Their Habits
Authors [Darwin, Charles](#)

Further help

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