### Document History

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<td>Purpose</td>
<td>This guide is for all University of Newcastle staff and postgraduate students who publish and contains basic ‘getting started’ information on optimising NURO to capture publications from online databases.</td>
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Introduction

What is NURO?

NURO (Newcastle University Research Outputs) is UON’s research publications management system. NURO searches a range of databases including Scopus and Web of Science on a continuous basis harvesting potential publications for you based on your ORCID, Scopus ID and individual search settings.

When the system finds potential new publications it will either claim them automatically (based on ORCID or Scopus ID) or alert you via email when potential new publications are found for you. Once you login to NURO and claim your publications, they will appear on your online research profile within 24 - 48 hours.

You can also manually enter any publications or research outputs not found in the databases.

Login to NURO regularly to review your publications to ensure they are accurately and completely identified and to respond to requests from Library staff for additional information to enable inclusion of your Category 1 publications in the annual reporting collection. For more information about the publications assessment process, see the Reporting and Assessment of Publications guide.

Why use NURO?

✓ Keep your publications up to date in a publicly available research profile. NURO updates your UON Researcher web profile, promoting areas of expertise and enhancing reputations.

✓ Publications data from NURO is used for the Academic Promotions process and the Performance Review and Development (PRD) process as part of the Academic Performance Expectations Framework.

✓ You can export publication/output lists for CVs, grant and promotion applications

✓ NURO includes impact measures such as citation counts and Altmetrics and calculates your h-index (Based on data from Web of Science, Scopus and Europe PubMed Central)

Accessing NURO

NURO is available at nuro.newcastle.edu.au

All current University staff and Higher Degree Research students have a NURO account. If you are both a student and a staff member, you will have 2 NURO accounts. Choose one account only to maintain.

Login with your staff numberplate and password or student number and password.

E.g. Abc123 or c9999999

If you are a conjoint staff member and do not know your login, please contact the IT Service Desk

Optimise your NURO account

There are 3 key ways to ensure all possible publications are automatically identified and added to your NURO account.

1. Add your ORCID
2. Add your Scopus Author ID/s
3. Add name and institutional keywords so NURO can search the databases

Add your ORCID
Adding and connecting your ORCID to NURO will automatically add your publications to your NURO account where your ORCID is available within the publication metadata.

Login to NURO > under My Actions > click Add your ORCID:

> If you already have an ORCID you can sign in with your ORCID username and password OR
> click Register Now > follow the instructions

You will see a message in NURO indicating your ORCID connection has been established. Refresh your browser webpage and your ORCID should display on your NURO Homepage.

Add your Scopus ID
Scopus identifiers are automatically generated by Scopus. NURO will search Scopus and may present identifiers that match your last name, first initial. You will need to review each one and decide what action you want the system to take.
Review each one by clicking on the Scopus ID and decide what action you want NURO to take – YES, NO or IGNORE

Suggested Scopus IDs
From My Actions > click Add your Scopus IDs

You may see some suggested Scopus IDs - click each one to review if it is yours before choosing one of the following options.

Options for author identifiers
Click on the Yes, No or Ignore button beside each suggested identifier to tell NURO what it should do when it finds this identifier in a publication. If you are unsure whether an identifier is yours, click on the identifier’s link to check the identifier’s profile at its data source.

<table>
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<tr>
<th>Button</th>
<th>Option</th>
<th>When to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Auto claim</td>
<td>Choose this if an identifier definitely, always identifies you, and you want to claim all publications that contain it.</td>
</tr>
<tr>
<td></td>
<td>Auto suggest</td>
<td>Choose this if an identifier sometimes identifies you, or when it always identifies you but you want to manually select which publications to claim.</td>
</tr>
<tr>
<td>No or Ignore</td>
<td>Auto reject publications</td>
<td>Choose this if an identifier never identifies you; this option is useful if you are erroneously offered IDs belonging to other people with similar names, or IDs belonging to frequent collaborators.</td>
</tr>
<tr>
<td></td>
<td>Ignore this ID</td>
<td>Choose this if you want NURO to take no action when it finds the identifier in a publication. You may still be offered the publication if it matches your name-based search settings.</td>
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Note: you can access the ‘Auto reject’ and ‘Ignore’ options by clicking either the ‘No’ or ‘Ignore’ button. The difference between the two buttons is which option is offered as the default.

If there are no suggested Scopus IDs
Do I have a Scopus ID?
You can search the Scopus database > click Authors
From My Actions > click Add your Scopus IDs > Add Scopus IDs
Enter your Scopus ID and follow the prompts. Choose Auto-claim my publications if you want the publications added automatically to your NURO account.

About Scopus author IDs
Multiple Scopus author identifiers are created if you have published under different name formats or institutional affiliation. To maximise your research impact we recommend contacting Scopus to merge all identifiers – Use the Scopus Author Feedback Wizard https://www.scopus.com/feedback/author/home.uri

Scopus publication records are sometimes attributed to incorrect authors and it is recommended that you review your publications in NURO regularly and send any required corrections through to Scopus https://service.elsevier.com/app/answers/detail/a_id/14301/c/14662/supporthub/scopuscontent/

Optimise your search settings
1. Menu > Manage > click Search settings

Check and/or adjust your personal search settings to ensure the system is finding as many of your publications as possible. By default NURO will include your last name, first initial and the institutional keyword Newcastle.

2. Add any name variants or initials to reflect how your name appears on your publications (one per line, in the following format)
   
   e.g. Smith, R.
   
   Smith, R. S.

If you have published with previous institutions, include a keyword for these also (one per line)

   e.g.
   
   Monash
   Cambridge
   Curtin

Include a Start Date if you are retrieving older publications from a namesake.
3. Scroll down and click Save

*Senior Research Librarians* can assist with optimising your search settings.

**Test your search settings**

After you have edited your search settings you can prompt NURO to locate your publications.

1. Menu > Publications > Search Settings > Run my searches
2. Monitor the searches for each database in the Status box
3. Review and claim or reject any pending publications via Menu > Publications > click Pending tab

**Too many incorrect publications found?**

If NURO returns too many incorrect results, you can clear all pending publications at once.

1. Menu > Publications > Search settings > modify your search settings > click Save
2. Menu > Publications > click Pending tab > click ‘clear and recalculate the Pending list’
How to get your publications into NURO

There are 3 ways publications are added to NURO:

1. Records from online databases such as Scopus or Web of Science
2. Manual records (created by you or a UON co-author)
3. Import from EndNote or BibTex

The majority of publications enter NURO via Scopus, Crossref, PubMed, Europe Pubmed Central and Web of Science. These online databases are searched continuously to identify any publications that match one of your author IDs or are matched based on your name and institution keyword search settings.

Publication types less commonly found in the databases:

- Books
- Chapters
- Conference papers
- Reports
- Creative works

Claiming or rejecting publications

NURO sends an email alerting you to publications that may be yours.

Login to NURO and click Menu > My Publications > click Pending Tab > all pending publications are listed > review each one and Claim or Reject authorship by clicking the Claim or Reject button.

Claimed publications move into the Mine tab and will be listed on your UON Researcher web profile in 48 hours.

Rejected publications move to the Not Mine tab.

If there are too many incorrect publications listed see page 7 – you will need to adjust your search settings and clear the pending list.

Adding your ORCID and Scopus ID will automatically claim all associated publications.
Adding manual records to NURO

1. From NURO homepage > scroll to My Summary > click +add

2. Choose your publication type

3. Enter the details of your publication in the template provided ensuring you enter details for all mandatory fields marked with an asterisk * and ensure you add all co-authors

4. Indicate if this is a Category 1 publication by checking the Category 1 box. Library staff will review and label all Category 1 publications for inclusion in the annual reporting collection.

5. Save your record by scrolling to the bottom and clicking Save.

Which type of publication should I choose?

- Book - Use for single/jointly authored book, edited books, textbooks, revised/new editions of books, published translations, anthologies, handbooks, critical scholarly texts
- Chapter - Use for contribution of chapter length, consisting substantially of new material, to an edited compilation in which the material is subject to editorial scrutiny
- Journal Article – Use for articles, literature reviews, review protocols, book reviews, editorials, letters, notes, commentaries, case studies and other publications published in journals
- Conference – Use for published conference papers and abstracts that are fully published and publicly available (i.e. available beyond the conference)
• Creative Work – Major creative work including: commercially published novels, volumes of poetry, play or film scripts, scores of musical works, commercially distributed recordings of live music, theatre or dance performances, films, multimedia, sound productions, individual exhibitions of original art (curated exhibitions of substantial works by an individual artist exhibited for the first time in a recognised gallery or museum)

• *Review – Use journal article for review articles published in journals

• *Report – Use for reports that are the product of both applied research and outside consulting or contract work. Must be published and can be freely available or commercially confidential

• *Design – Use for major works in design disciplines such as architecture, creative arts and engineering

• *Software/Code - This refers to innovative computer software products of commercial quality and offered for sale or distributed as Shareware through a recognised publisher or distributor

• *Patent – Use for patents on specific products or processes granted for the first time

• *Thesis/Dissertation – Use for RHD, professional doctorate or Honours theses

• *Other – Use for miscellaneous publications/outputs

• *Figure – Use for diagrams or illustrative drawings

• *Fileset – Use for groups of files

• *Media – Use for newspaper/magazine articles

• *Presentation – Use for conference or other presentations with no published output other than slides

*Publication type cannot be nominated for UON Research Publications Collection

How to edit a manual record

NURO> Menu > My Publications > click Publication title > click Edit record > make changes > scroll down and click Save

Note: Library staff will lock a manual record once it has been assessed. Please contact publications@newcastle.edu.au if you need to edit a locked record.
How to nominate your Category 1 publications

To nominate your Category 1 publication in NURO, check the box *Is this a Category 1 publication?*

This will move the publication into the Library’s workflow for review.

Importing your publications from EndNote or BibTeX into NURO

**EndNote**

1. Export your publications in your EndNote library to an RIS file format .ris
2. The EndNote import functionality is accessible via Menu > Publications > Import
3. Click Choose File and locate your .ris file
4. Make sure that the Reference Manager/EndNote option is selected
5. Click Upload

**BibTeX**

1. The BibTeX import functionality is accessible via Menu > Publications > Import
2. Click Choose File...and locate your .bib file
3. Make sure that the BibTeX option is selected
4. Click Upload

Review your imported publications

Menu > My Account > Profile > View profile

If there are any details missing from the listed citations for your publications you can edit the records via Menu > Publications > select publication title > click Edit record > make required changes > scroll down and click Save

Exporting your publications from NURO

1. Menu > Publications > click Export

2. Choose the file format
Getting help with NURO
For assistance with using NURO, please contact your Senior Research Librarian or email publications@newcastle.edu.au

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If you are experiencing technical problems with the system, or require assistance accessing reports/publications data in NURO, please contact the Research Performance and Systems Unit rps@newcastle.edu.au