

How do I deposit a research publication into CURATE?

Purpose: This handout summarises the steps researchers follow to deposit research publications into CURATE via Elements, Curtin's Publication Management System.

Overview

Once researchers have determined their [copyright obligations](#), the CURATE deposit process is completed via Elements, Curtin's Publication Management System. This ensures research outputs detailed in Curtin Staff Profiles are linked directly to the CURATE record.

Deposit steps

1. In Elements, you must claim, [import](#) or [ADD NEW](#) for your research output.

My pending scholarly & creative works

CLAIMED (89) **PENDING (16)** REJECTED (81)

How do I use the pending list?

We search external databases to find scholarly & creative works that may belong to you and put them in your pending list. Accepting a scholarly & creative work will add it to your claimed list. Rejecting a scholarly & creative work will record that it does not belong to you.

Seeing lots of pending items that do not belong to you? Or are some of your scholarly & creative works missing?

- Add name variants and affiliations by modifying your [name-based search settings](#) >
- Help us automatically find and claim or reject scholarly & creative works for you by adding your [research identifiers](#) >

showing 1 - 10 out of 16

view: 10 per page prev 1 2 next sort by: Reporting date (newest first) focus on: summary

☐ EXPORT CLAIM REJECT

☐ Test deposit for CURATE stage 24-April-2026 PERFORMANCE

PERFORMANCE (MUSIC, THEATRE, DANCE)  

[Aviso M. Haddow G](#)

Medium. Place of performance, 01 Apr 2026 - 01 Apr 2026

Reporting Dates: 01 Apr 2026 - 01 Apr 2026 

☐

SUMMARY METRICS (0) RELATIONSHIPS (3) SOURCES (2) HISTORY (3)

2. You can then go to your list of claimed publications and click on the black **deposit** button to the right of the record you wish to deposit.

My claimed scholarly & creative works

CLAIMED (1) PENDING (0) REJECTED (0)

showing 1 - 1 out of 1

view: 10 per page sort by: Reporting date (newest first) focus on: summary

☐ EXPORT REJECT

☐ Test article

JOURNAL ARTICLE  

[Taylor A. Wang P](#)

Test Journal 02 Aug 2026

Reporting Date: 02 Aug 2026 

SUMMARY METRICS (0) DEPOSITS (0) LABELS (0) RELATIONSHIPS (2) SOURCES (1) HISTORY (2)

3. In the Deposit publications screen, read the Deposit advice and ensure you are not depositing confidential or sensitive materials to the repository.
4. Prepare your deposit. Upload the [Author Accepted Manuscript \(AAM\)](#) by selecting **Choose file**. Click on **Use this file** to attach the file to the record.

Deposit scholarly & creative work: A comparison of the impacts of in-person and virtual conference attendance

You are about to deposit this journal article to CURATE

1. Prepare deposit (step 1 of 3)

Upload a file Add OA location

Choose a file from your local machine:

Choose file: **Choose File** CURATE_training...and_workflow.pdf

[Deposit Without Files](#) **Use this file**

[Leave without depositing](#)

Open Access option: If you published in an Open Access journal, you can deposit the link to the open access location by selecting the **Add OA location** tab. Paste the link and click **Save location**.

Deposit scholarly & creative work: A comparison of the impacts of in-person and virtual conference attendance

You are about to deposit this journal article to CURATE

1. Prepare deposit (step 1 of 3)

Upload a file **Add OA location**

If your publication is already available elsewhere in Open Access form, please enter the location here:

* OA location:

Save location

[Leave without depositing](#)

5. Select a reuse license. Complete the deposit by clicking on **Deposit**.

Deposit scholarly & creative work: A comparison of the impacts of in-person and virtual conference attendance

You are about to deposit this journal article to CURATE

1. Prepare deposit (step 1 of 3)

1 local file has been selected:

[+ Upload another file](#)

2. Add additional information (step 2 of 3)

I would like to specify an embargo: ☐

I would like to specify a reuse licence: ☒

Reuse licence*: **Choose a reuse licence**

Comment: **Choose a reuse licence**

3. Complete deposit

Select a reuse licence

Deposit

[Leave without depositing](#)

Managing publication records, such as [importing records](#) or [manually creating records](#) in Elements before depositing to CURATE, is covered in the [Elements guide](#).