Title: Guide for Submitting Research Outputs to the MUREX Portal
(updated 9 Feb 2024)

Introduction: The MUREX Portal, accommodates a diverse range of research outputs. From written documents to non-textual contributions, this guide provides detailed instructions on how to submit various types of research outputs.

Types of Research Outputs:

1. **Memorandum/Exposition** (Not currently active): This category is intended for formal statements or explanatory notes on specific topics.
2. **Chapter in Book/Report/Conference Proceeding**: For authors contributing parts of a work, such as a chapter. Required information includes the work's title, ISBN, and your contribution details.
3. **Book/Report**: For complete works authored by the researcher(s). Include the title, ISBN, and a summary of the content.
4. **Contribution to Specialist Publication**: For research outputs published in domain-specific journals. Describe the publication and its domain-specific significance.
5. **Patent**: For documents granting exclusive rights of work or invention. Provide patent details including the patent number and jurisdictions.
6. **Working Paper**: For early versions of publications. Include the title, abstract, and the purpose of the working paper.
7. **Contribution to Conference**: For articles, abstracts, or posters. Provide details of the conference and the nature of your contribution.
8. **Other Contribution**: For research outputs that do not fit into other categories. Clearly describe the output and its relevance to research.
9. **Contribution to Journal**: For journal articles. Include the journal name, ISSN number, and an abstract of the article.
10. **Non-textual Form**: For outputs focusing on audio, images, or other non-textual content. Describe the content and its research relevance.
11. **Types of Thesis** (Not currently active): Intended for various academic theses.

Submission Instructions:

1. **Select the Appropriate Template**: Navigate to the 'Add New' section and choose the template that best fits your research output type.
2. **Enter Detailed Information**: For each template, fill in all required fields, including titles, publication dates, and any identifiers (ISBN, ISSN, patent numbers).

3. **Attach Supporting Documents**: Where applicable, attach or link to supporting documents or media.
4. **Review and Submit**: Review your submission for accuracy before submitting. You can edit or modify roles and notes as necessary.
5. **Follow Up**: After submission, monitor your MUREX Portal profile for updates or requests for additional information.

Conclusion: By accurately categorizing and detailing your research outputs, you contribute to the comprehensive representation of research activities within the MUREX Portal. This guide aims to facilitate the submission process and ensure that all contributions are appropriately recognized and accessible.