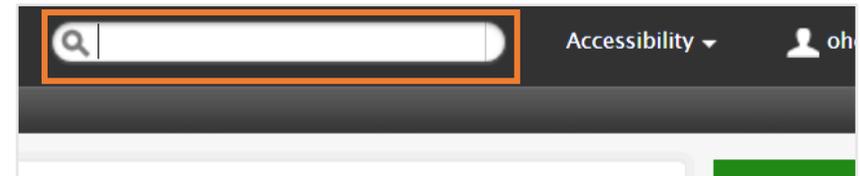


1. Log in to Pure with EASE at <https://www.pure.ed.ac.uk>
2. Search for and open the relevant record using the global search bar at the top right of the screen.



Contributors and affiliations 

Contributors * 

 Ioannis Konstantinidis , Author External person	Edit	↓	—
 Pål Sætrom , Author External person	Edit	↓	↑
 Robin Mjelle , Author External person	Edit	↓	↑
 Artem V. Nedoluzhko , Author External person	Edit	↓	↑
 Diego Robledo , Author Internal person	Edit	↓	↑
 Royal (Dick) School of Veterinary Studies Organisational unit: School			—
 Global Academy of Agriculture and Food Security Organisational unit: Research Group			—
 Jorge M O Fernandes , Author External person	Edit	↑	—

Total number of authors
6

3. Check for external person contributors.

Scroll down to the '**Contributors and affiliations**' section.

External persons contributors are indicated with the white person icon.

4. Add external persons affiliations to the contributors and affiliations list.

In the '**Contributors and affiliations**' section of the record, click on '**Add organisational unit**'.

Note: External persons affiliations do not need to be added to individual external persons on the record - external organisations can be added to the contributors and affiliations list. For research output records, this will still populate the research network map on the Pure portal.

Contributors and affiliations

Contributors * 

 Ioannis Konstantinidis , Author External person	Edit	↓	—
 Pål Sætrom , Author External person	Edit	↓	↑ —
 Robin Mjelle , Author External person	Edit	↓	↑ —
 Artem V. Nedoluzhko , Author External person	Edit	↓	↑ —
 Diego Robledo , Author Internal person	Edit	↓	↑ —
 Royal (Dick) School of Veterinary Studies Organisational unit: School			—
 Global Academy of Agriculture and Food Security Organisational unit: Research Group			—
 Jorge M O Fernandes , Author External person	Edit	↑	—

[Add person...](#) [Add organisational unit...](#)
[Add author collaboration...](#)

Total number of authors
6

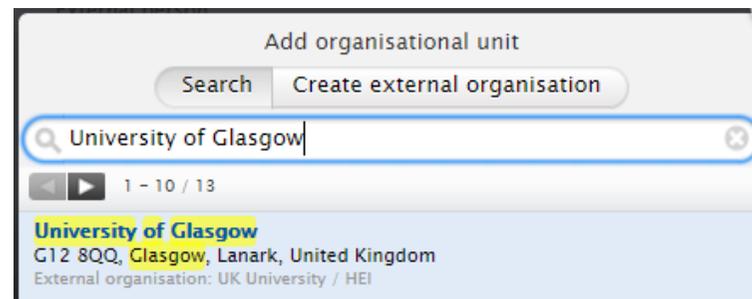
5. Search for the external organisation and click on the result.

Note: If multiple options appear, select the most complete version of the parent organisation and not the department/institute/branch name.

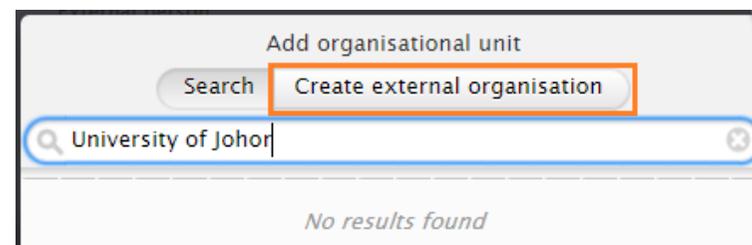
Click on 'Update'.

6. If there is no result for the search, click on 'Create external organisation'.

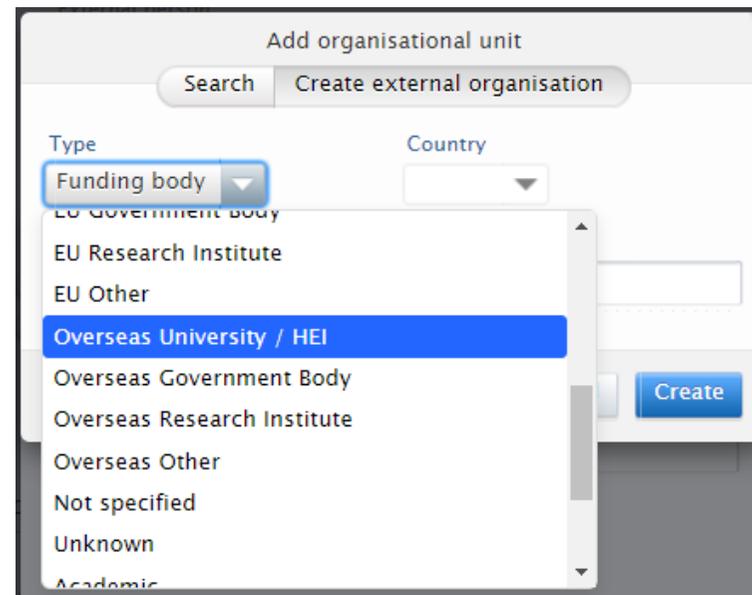
7. Select the correct **Type** for the external organisation.



The screenshot shows the 'Add organisational unit' form. At the top, there are two buttons: 'Search' and 'Create external organisation'. Below them is a search input field containing 'University of Glasgow'. A pagination indicator shows '1 - 10 / 13'. A search result is displayed for 'University of Glasgow' with the address 'G12 8QQ, Glasgow, Lanark, United Kingdom' and the external organisation type 'UK University / HEI'.

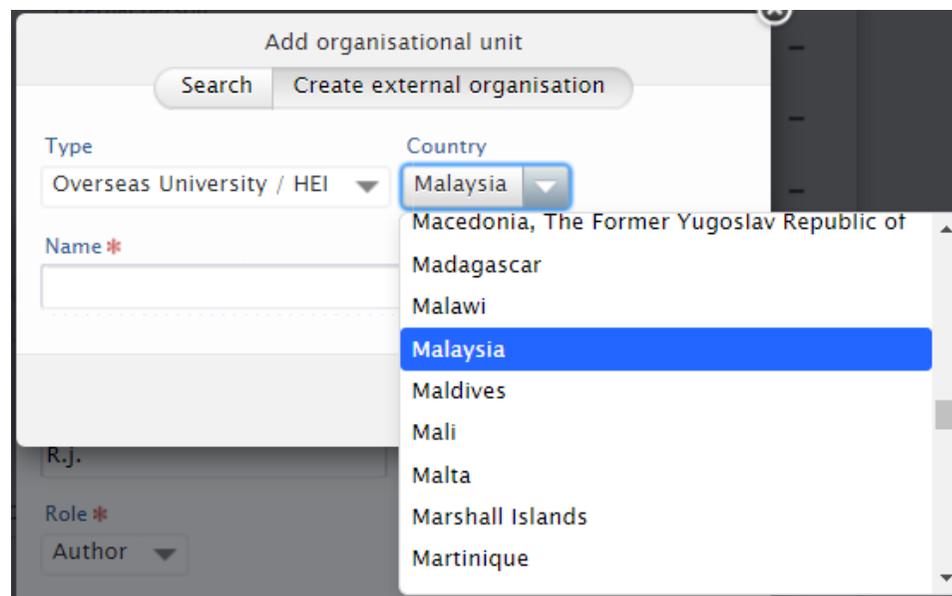


The screenshot shows the 'Add organisational unit' form. At the top, there are two buttons: 'Search' and 'Create external organisation'. Below them is a search input field containing 'University of Johor'. The text 'No results found' is displayed below the search field.



The screenshot shows the 'Add organisational unit' form. At the top, there are two buttons: 'Search' and 'Create external organisation'. Below them is a search input field containing 'University of Johor'. The 'Type' dropdown menu is open, showing a list of options: 'Funding body', 'EU Government body', 'EU Research Institute', 'EU Other', 'Overseas University / HEI', 'Overseas Government Body', 'Overseas Research Institute', 'Overseas Other', 'Not specified', 'Unknown', and 'Academic'. The 'Overseas University / HEI' option is selected. A 'Country' dropdown menu is also visible, and a 'Create' button is at the bottom right.

8. Select the correct **Country** for the external organisation.

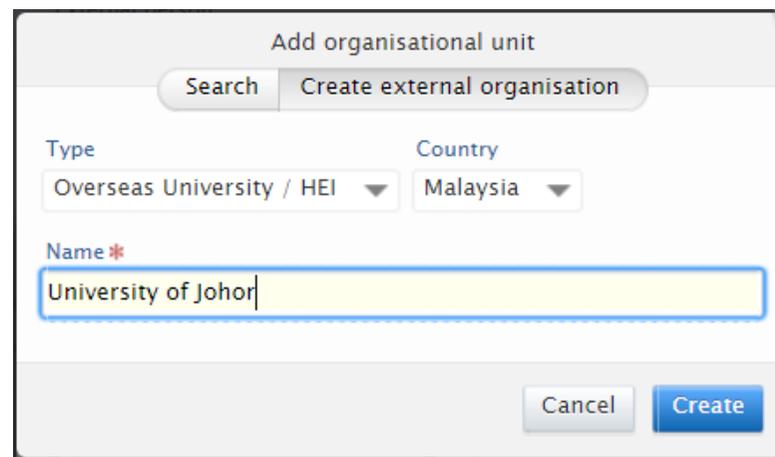


The screenshot shows the 'Add organisational unit' form. The 'Type' dropdown is set to 'Overseas University / HEI'. The 'Country' dropdown is open, showing a list of countries including Macedonia, Madagascar, Malawi, Malaysia (highlighted), Maldives, Mali, Malta, Marshall Islands, and Martinique. The 'Name' field is empty. The 'Role' dropdown is set to 'Author'.

9. Enter the **Name** of the external organisation.

Note: Enter the parent organisation and not the department/institute/branch name. For example, enter **University of Glasgow** and not Department of Chemistry, University of Glasgow.

Click on '**Create**'.



The screenshot shows the 'Add organisational unit' form. The 'Type' dropdown is set to 'Overseas University / HEI'. The 'Country' dropdown is set to 'Malaysia'. The 'Name' field contains the text 'University of Johor'. The 'Role' dropdown is set to 'Author'. The 'Create' button is highlighted in blue.

10. The external affiliation should be displayed in the **Contributors and affiliations** list below the names of all authors.

Add all the external organisations that are listed in the final published version of the item.

Note: If an internal person already has an affiliation to an external organisation, this will not appear in the Contributors and affiliations list if added in the above way.

Contributors and affiliations

Contributors * 

 Ioannis Konstantinidis , Author External person	Edit	↓	—
 Pål Sætrom , Author External person	Edit	↓	↑
 Robin Mjelle , Author External person	Edit	↓	↑
 Artem V. Nedoluzhko , Author External person	Edit	↓	↑
 Diego Robledo , Author Internal person	Edit	↓	↑
 Royal (Dick) School of Veterinary Studies Organisational unit: School			—
 Global Academy of Agriculture and Food Security Organisational unit: Research Group			—
 Jorge M O Fernandes , Author External person	Edit	↑	—
 University of Johor External organisation: Overseas University / HEI			—

11. Remember to Save the research output record.

Status: Validated  