Pure reuses information on Authors and Affiliations in several ways, so it is important that authors and their affiliations are added to each publication correctly. Affiliations should be kept at the organisation level (i.e. Gold Coast University Hospital but not the department or Griffith University but not the faculty).

An “internal person” in Pure is someone who has been at Bond and is in the system. They are easily identifiable by the shading of the person icon:

- **Internal Person**
- **External Person**

An “internal organisation” is a Faculty, Centre or Department within Bond University and is easily identifiable by the shading of the house:

- **Internal Organisation**
- **External Organisation**

An internal person can be affiliated to an internal or external organisation. They might be current or past staff members. An external person can only be affiliated to external organisations.

### Add Internal Person with Internal Affiliation

An internal person who is affiliated to Bond on this publication.

- **Click Add person**
  - **Authors and affiliations**

- **Search by starting to type the name of the author and select the appropriate person.**

- **The current affiliations will appear, to remove any click (-) minus button. Only one internal affiliation should appear for each author.**

### Add Internal Person with External Affiliation

An internal person (Bond researcher) who has been at Bond but is not affiliated to Bond for this publication.

- **Click Add person.**
- **Search by starting to type the name of the author and select the appropriate person.**

- **The current affiliations will appear, to remove any click (-) minus button. Only one internal affiliation should appear for each author.**

### Add External Person with External Affiliation

An external person who has never been with Bond.

- **Click Add person.**
- **Search by starting to type the name of the author and select the appropriate person.**

- **Click Affiliate to an external organisation.**
- **Enter the organisation name and select.**

### QUICK TIP!

Many Australian organisations have acronyms, which makes it quicker to search.
Create External Person with External Affiliation

Creating an External Person is for those external authors who are not yet in Pure. Always search first!

- Click Add person.

- Check they don’t appear in the search results and click Create external person.

- Enter author and affiliation details, click Create.

Create External Organisation for Person

Many external organisations are already in Pure, however there are some that will need to be created.

- Click Edit.

- Click Affiliate to an external organisation.

- Search to check it does not already exist and click Create external organisation.

- Enter the Name, Type and Country. Click Create.

Make External Person Internal

When importing a publication, if the system does not recognise an internal person they will appear as external.

- Click Edit.

- Click Replace.

- Select the appropriate internal person.

- Select the appropriate affiliation.

- Click Update.

Make Internal Person External

When importing a publication record, the system may incorrectly suggest an external person is internal.

- Click Edit.

- Click Change Person > Make external

- Add Affiliations, and Update.