Creating a PURE Entry from a Template

First log into PURE at the address: https://www.pure.ed.ac.uk/

On the left hand side click on the Research output tab then click on the plus button. This will bring a new window Choose submission.
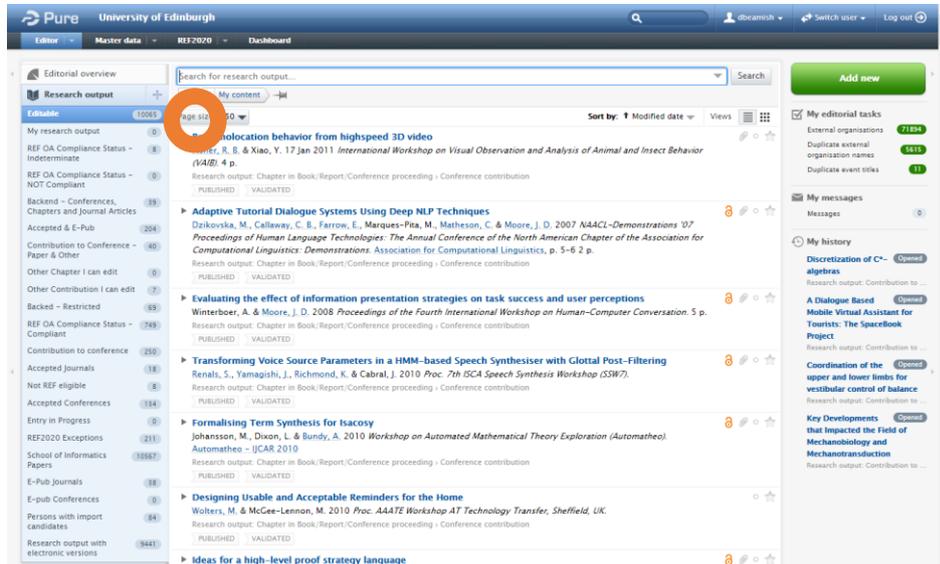
On the left hand side of the window, click *Create from template*. This is where you select the appropriate template.

- For contributions to journals click *Contribution to journal* then the appropriate option. For journal articles this is *article.*
- For papers to appear in conferences select *Chapter in Book/Report/Conference proceeding* then Conference contribution.
- For book chapters select *Chapter in Book/Report/Conference* proceeding then *Chapter*.
- For working papers select *Working paper* then *Working paper*.
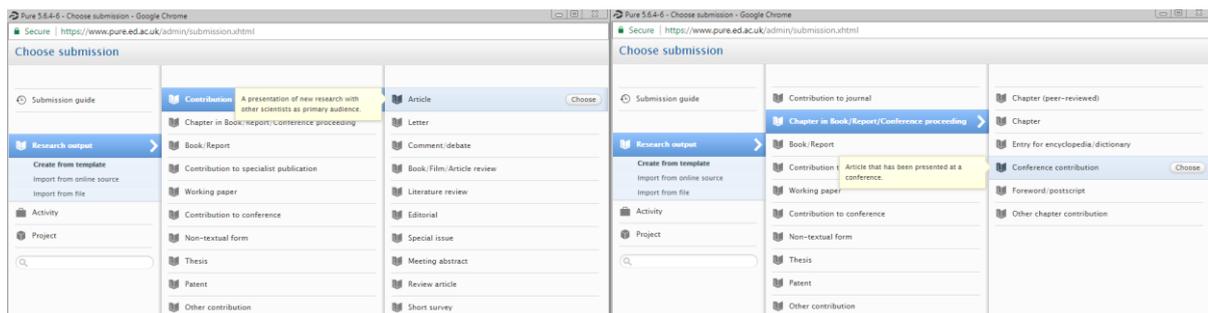
A new window will appear displaying the template selected. Now you need to fill in the data fields. The fields with a red asterix are mandatory.

Type

Select whether the research output is *peer-reviewed* or *not peer-reviewed*.

Type

Peer-reviewed ✶
◯ Peer-reviewed   ◯ Not peer-reviewed

Publication state

This is where you record the publication state and dates. There are three main states to consider.

- *Accepted/In press* – Date of unconditional acceptance for publication or appearance at a conference.
- *E-pub ahead of print* – Date of online publication.
- *Published* – Date of final/inprint publication.

The other three states can be added but are not necessary.

Please record the full date for *Accepted/In press* and *Published* dates because this is needed to monitor REF OA compliance.

Publication state ⓘ

Publication statuses and dates ✶

	Year ✶	Month	Day	
Accepted/In press ▼				Current

Add publication status and date...

The full Acceptance date is required in order to determine this output's REF eligibility (if accepted after 1 Apr 2016)

Publication information

- Choose the appropriate original language from the drop down menu.
- Enter the title of the contribution in original language. Generally capitalise only the first word.
- Enter a subtitle if there is one. PURE treats the break between those boxes as a colon.
- Enter the abstract. Be aware of any inaccurate or distorted formatting from copying and pasting.
- Enter the number of pages, page numbers and article number if available.

Publication information ⓘ

Original language *

English ▼

Title of the contribution in original language *

[   ]

Subtitle of the contribution in original language

[   ]

Abstract

[   ]

Pages (from–to)   **Number of pages**

[   ]   [   ]

Article number

[   ]

Authors and affiliations

- To add authors click the add person button. First try searching to see if the person already exists within the system.
- If not click create external person and fill out their details.
- Make sure the appropriate boxes are ticked for the author's affiliations.
- Repeat the process to add each author.

Research output managed

- The managing organisational unit will be automatically populated with your School or Centre.

Search and add Person – or create External Person

    Search   Create external person

🔍 [   ]

Search by start entering person name, job title or organisation
Search results will be updated while you type

                                                    Cancel

Search and add Person – or create External Person

        Search   Create external person

First name   **Last name** *

[   ]   [   ]

Role *   **Type**

Author ▼   External person ▼

Country

[▼]

Affiliation on the research output

Organisational unit

Add organisational unit...

                              Cancel   Create

Journals

- Click the *add journal* button and search for a journal title your publication appears in and select the most correct and complete.
- If no journal is listed, click *create new* and add the relevant information then click create.
- Add volume and issue number if available.

Add access version…

- Under the electronic version(s) field click on the button to add either the full-text version of the article, its DOI or URL if available.
- Add each one by one if they are available.
- After choosing to upload the full-text version a pop-up window will appear:

- Either drag the file or click browse to select a file to upload.
- Choose one of five document versions from the drop down menu. The *accepted author manuscript* or *final published* version are most commonly used.
- Under *public access to file*, choose whether the document should be open, closed or embargoed with the relevant period. This will be to the publisher's communications and policy.
- Select *a license to document* or *rights statement* e.g. creative commons CC-BY 4.0.
- You can add another non-publisher related links or files by clicking add other supplementary link or file.

You can ignore the following fields:

- Article Processing Charge (APC).
- Library keywords.
- ASJC Scopus subject areas.
- Keywords: use to highlight questions/themes covered by the article. Avoid cramming multiple keywords into.
- AACSB classification: ignore unless you are at Business School – not in use by others.
- Bibliographical note

Event

If there is a related event Click on Add event and add the details.

Relations

Use this section to affiliate the research output with other types of content in PURE especially if the output is related to projects or impacts. Search for the title or code in the relevant box and add it if it appears. If it does not, it is likely not in PURE.

Visibility

This setting determines the visibility of the entry on Edinburgh Research Explorer specifically the metadata of the publication. Use the public option by default unless in the rare circumstance that there is sensitive information in which case select confidential.

Make sure to click save at the bottom of the entry otherwise all changes will be lost.

The entry's status will now be set to *for validation* and appear in a local editor's workflow to be validated.