## Creating a PURE entry from template

### Choosing your template

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log in to Pure. <a href="https://www.pure.ed.ac.uk/">https://www.pure.ed.ac.uk/</a></td>
</tr>
<tr>
<td>2</td>
<td>Hover over Research Output on the left-hand side panel, press the plus (+) that appears.</td>
</tr>
<tr>
<td>3</td>
<td>In the new Choose Submission window, click Create from template</td>
</tr>
</tbody>
</table>
4a To add an article, click **Contribution to journal** and then **Article**

4b To add a conference contribution, click **Chapter in Book/Report/Conference proceeding** and then **Conference contribution**

4c For other types of outputs, please get in touch with the RDM team who will assist. rdmpublications@inf.ed.ac.uk

Completing your entry

5 Once you have selected a template, a new window will appear. Field marked with a red asterisk are mandatory.

6 Select the **Type** of publication, whether it is peer-reviewed or not (articles only).

```
Type

Peer-reviewed *
Not peer-reviewed
```
Complete the **Publication state**. To add details for different states, select **Add publication status and date**…

**NB:** Do NOT pre-emptively set the publication date if the paper has not yet been published.

Importantly, you must complete the details for **Accepted/In press**. This is the date of unconditional acceptance for publication or appearance at a conference. This date is a requirement for REF OA compliance.

For the **E-pub ahead of print** date, you should add the date of online publication.

For the **Published** date, you should add the date of final publication or publication in print.

Choose the **Original Language** of your output.
Enter the Title of your output – generally you will only capitalise the first word.

Enter the Subtitle if there is one. Pure will treat the break between boxes as a colon.

Enter the Abstract – make sure this is correctly formatted if copying and pasting. You can italicise etc. by pressing Formatting. Note this option only appears after pressing the Abstract box.

Enter page details, length and article number if available.

Add authors in the order they are listed in your original output. Click Add person to search and select authors. Repeat this step to add each author (see 12a for missing external authors).

For external authors that are not listed, click Create external person and complete their details.

Updated May 2018
13 Pure will automatically complete **Research output managed by** with the details of your School or Centre.

14a For article entries, you should complete the journal information. Click **Add journal** and search by title.
14b If no journal is listed in the above step (14a), click **Create new** and enter the journal information and click **Create**.

14c For conference proceeding entries, you should complete the host publication information. This is generally the name of the conference at which your output is presented. If the proceedings have been published, you can enter publisher and potential ISBN details.

15 To add versions of your output, click **Add access version (full text, DOI, or URL)** and then choose the type of version you wish to add.

15a (i) If you choose to upload a full text version, upload the file by dragging or pressing **browse**.
Next, set the **Document version**. This will most commonly be the **Accepted author manuscript** or the **Final published version** if depositing is allowed by the publisher. If you are uncertain, you can check at SHERPA/RoMEO or get in touch with the RDM team.

http://www.sherpa.ac.uk/romeo
rdmpublications@inf.ed.ac.uk

Next, set the **Public access to file**. This will be **Open**, **Closed** or **Embargoed** depending on the publisher’s policy. If you are uncertain, you can check Sherpa REF or get in touch with the RDM team. If you are adding an accepted manuscript that has not yet been published, set the file as embargoed without an end date. If you are adding an accepted manuscript for a conference that is yet to take place, set the embargo end date to the last day of the conference.

https://ref.sherpa.ac.uk/
rdmpublications@inf.ed.ac.uk

Finally, you can add a license to the file, e.g. CC-BY 4.0. For more information on Creative Commons, you can check the website or get in touch with the RDM team.

https://creativecommons.org
rdmpublications@inf.ed.ac.uk
15b (i) If you add DOI information, Pure sets the **Document version** to **Final published version** – this is correct.

15b (ii) For DOIs, you should not set the public access (Pure will allow this despite the red asterisk). You should also leave the **License** blank for DOIs.

15c (i) If you add URL information, this is likely a link to the final published version, i.e. the publisher’s website. If so, the document version should be set appropriately.

15c (ii) For URLs, set the public access to **Unknown** – users of ERE may not be subscribed to journals. You should also leave the **License** blank for URLs.

16 You can ignore the following fields:
- **Article Processing Charge (APC)**
- **Assessment**
- **Keywords**
- **Subject areas**
- **Bibliographical note**
**16a** Exceptions are managed by the RDM team. Please do **NOT** enter "No Exception" as this implies that the record is not REF compliant. Instead, leave as **No value**.

**17** If your output is linked to an event (e.g. a conference talk), then click **Add event** and then **Search** or **Create new** event and complete the details.

**18** Under **Relations**, you can affiliate your output with a project. Click **Projects** and then search by the project’s ID. If it does not appear, and you believe it should, please contact the RDM team.

**19** Under **Visibility**, the default is generally **Public – no restriction** which means the meta data will be publicly visible in Edinburgh Research Explorer. Use this default option unless in the rare circumstances where the record contains sensitive information that requires the option **Confidential – Restricted to associated users and editors**.

**20** Finally, make sure you press **Save** or all changes will be lost. Your entry status will be set to **For validation** and will appear in the RDM team’s workflow to be validated.

**Contact the RDM team on rdmpublications@inf.ed.ac.uk** with any questions.

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