THE UNIVERSITY *of* EDINBURGH
informatics
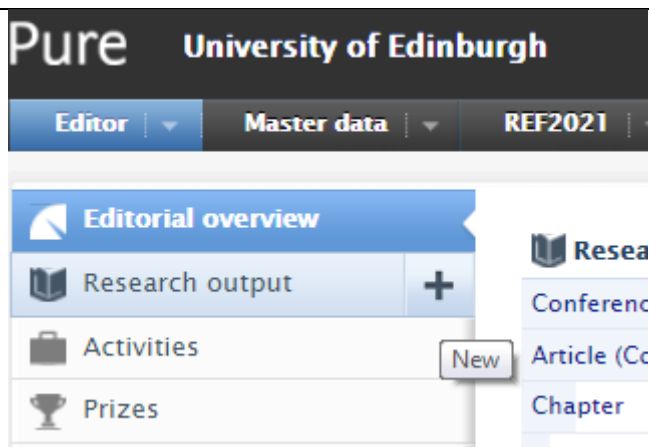
Research Data Management

Creating a PURE entry from template
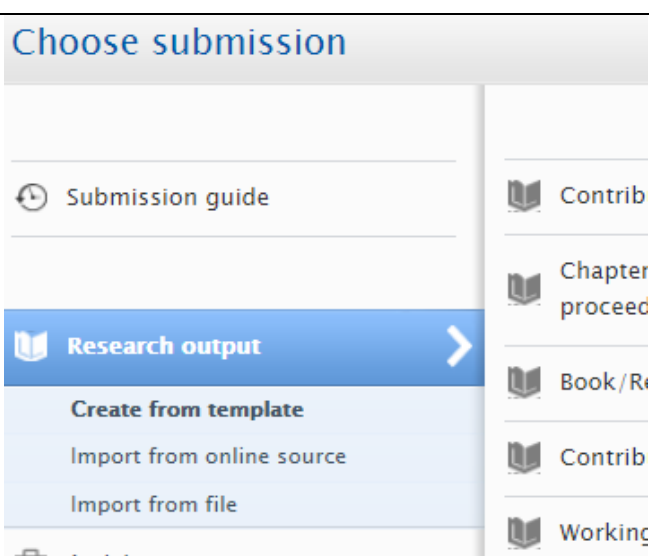
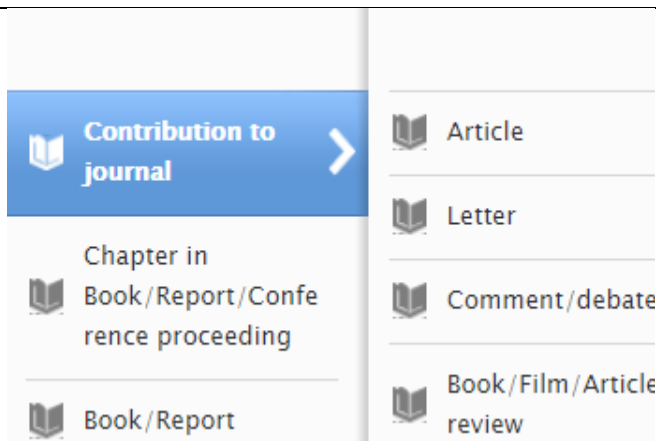| **Choosing your template**	
1	Log in to Pure.	https://www.pure.ed.ac.uk/
2	Hover over Research Output on the left-hand side panel, press the plus (**+**) that appears.	
3	In the new Choose Submission window, click **Create from template**	

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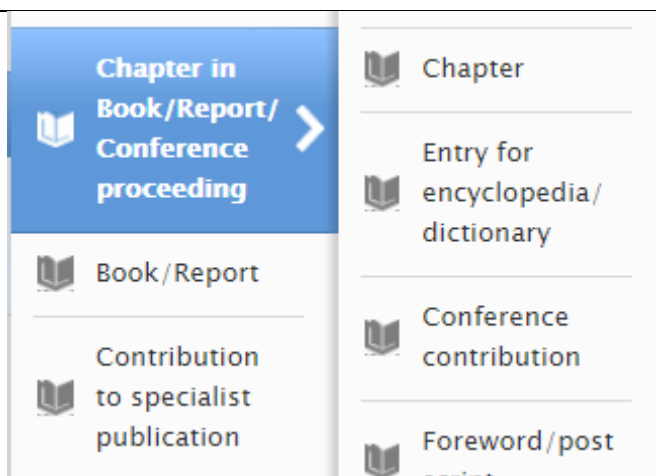
4c	For other types of outputs, please get in touch with the RDM team who will assist.	rdmpublications@inf.ed.ac.uk

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	Type Peer-reviewed * ○ Peer-reviewed ○ Not peer-reviewed

7	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.	Publication state ⓘ Publication statuses and dates * Published ▾ − Year * Month Day [ ] [ ] [ ] Current Add publication status and date...
7a	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.	Publication statuses and dates * Accepted/In press ▾ − Year * Month Day [ ] [ ] [ ] 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)
7b	For the **E-pub ahead of print** date, you should add the date of online publication.	Publication statuses and dates * E-pub ahead of print ▾ − Year * Month Day [ ] [ ] [ ] Current Add publication status and date...
7c	For the **Published** date, you should add the date of final publication or publication in print.	Publication statuses and dates * Published ▾ − Year * Month Day [ ] [ ] [ ] Current Add publication status and date...
8	Choose the **Original Language** of your output.	Publication information ⓘ Original language * English ▾

9	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.	Title of the contribution in original language ∗ Subtitle of the contribution in original language
10	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.	Abstract Symbols Formatting
11	Enter page details, length and article number if available.	Pages (from–to) Number of pages Article number
12	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).	Authors and affiliations ⓘ Authors ∗ +👤 *No persons or organisational units associated* Add person... Add organisational unit... Add group author...
12a	For external authors that are not listed, click **Create external person** and complete their details.	Search and add Person - or create External Person Search Create external person ıme Last name ∗ Type

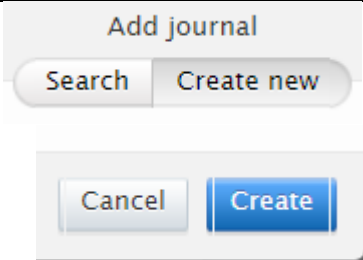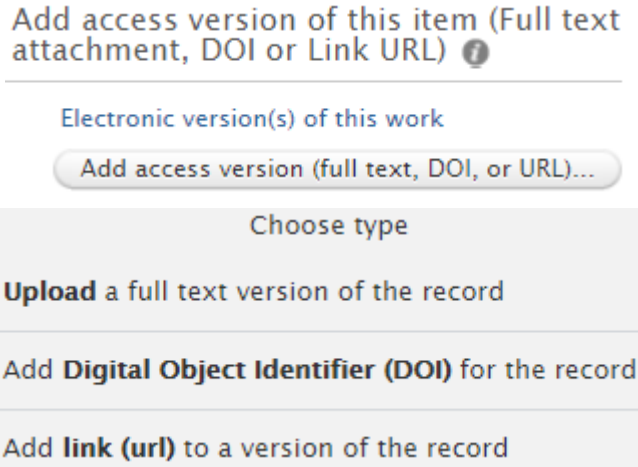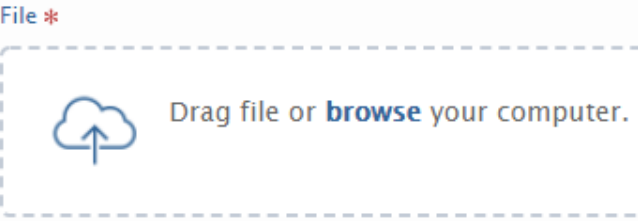| 13	Pure will automatically complete **Research output managed by** with the details of your School or Centre.	Research output managed by 🛈 Managing organisational unit * [+🏠]
14a	For article entries, you should complete the journal information. Click **Add journal** and search by title.	Journals Journal * [Add journal...] Volume [ ] Issue number [ ]

14b	If no journal is listed in the above step (14a), click **Create new** and enter the journal information and click **Create.**	Add journal Search Create new Cancel 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.	**Host publication** Title of the host publication in original language * Publisher Add publisher... ISBN (Print) ISBN (Electronic)
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.	Add access version of this item (Full text attachment, DOI or Link URL) ⓘ Electronic version(s) of this work Add access version (full text, DOI, or URL)... Choose type **Upload** a full text version of the record Add **Digital Object Identifier (DOI)** for the record Add **link (url)** to a version of the record
15a (i)	If you choose to upload a full text version, upload the file by dragging or pressing **browse**.	File * Drag file or **browse** your computer.

Updated May 2018

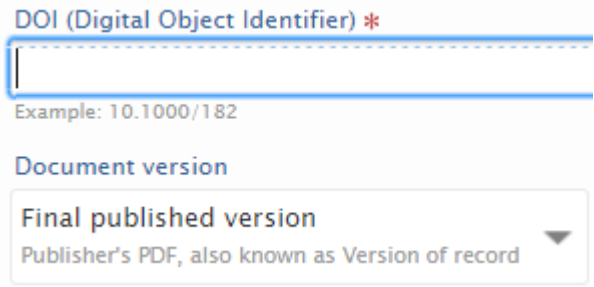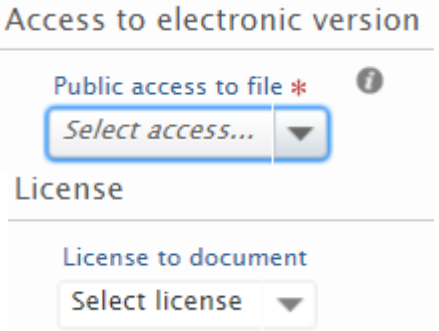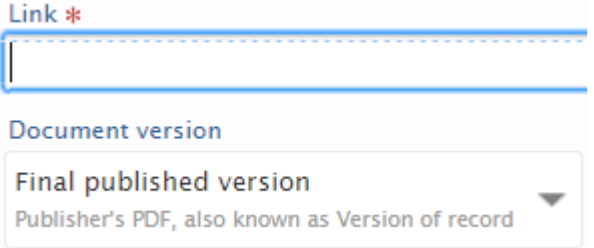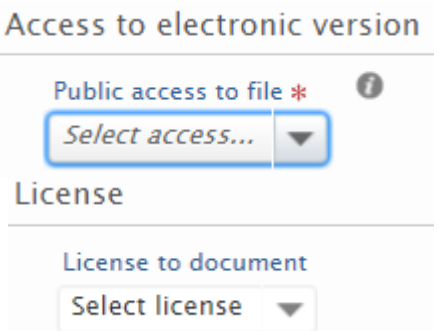|		
15a (ii)	Next, set the **Document version**. This will most commonly be the **Accepted author manuscript** or the **Final published version** if depositing is allowed by the publisher. If you are uncertain, you can check at SHERPA/RoMEO or get in touch with the RDM team.	Document version No value No value Submitted manuscript Early version, also known as pre-print Accepted author manuscript Peer reviewed version Proof Version created as part of publication process; pul Final published version Publisher's PDF, also known as Version of record http://www.sherpa.ac.uk/romeo rdmpublications@inf.ed.ac.uk
15a (iii)	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 and 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.	Access to electronic version Public access to file * Select access... Open Embargoed Restricted Closed Unknown https://ref.sherpa.ac.uk/ rdmpublications@inf.ed.ac.uk
15a (iv)	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.	License to document Select license Select license Creative Commons: Attribution (CC-BY) Creative Commons: Attribution Non-Cor https://creativecommons.org rdmpublications@inf.ed.ac.uk
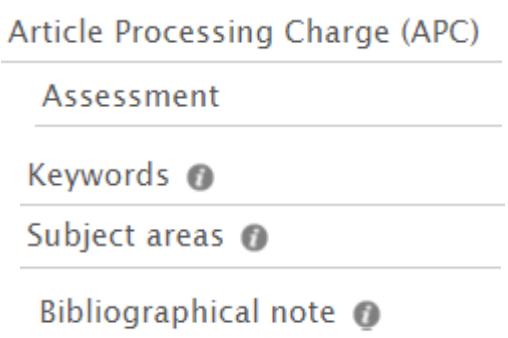
15b (i)	If you add DOI information, Pure sets the **Document version** to **Final published version** – this is correct.	DOI (Digital Object Identifier) * Example: 10.1000/182 Document version Final published version Publisher's PDF, also known as Version of record
15b (ii)	For DOIs, you should not set the public access (Pure will allow this despite the red asterisk). You should also leave the **License** blank for DOIs.	Access to electronic version Public access to file * ℹ Select access... License License to document Select license
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.	Link * Document version Final published version Publisher's PDF, also known as Version of record
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.	Access to electronic version Public access to file * ℹ Select access... License License to document Select license
16	You can ignore the following fields: **Article Processing Charge (APC)** **Assessment** **Keywords** **Subject areas** **Bibliographical note**	Article Processing Charge (APC) Assessment Keywords ℹ Subject areas ℹ Bibliographical note ℹ

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**.	REF2021 exception 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.	Event Event Add event... Add event Search Create new
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.	Relations ⓘ Projects +📦 rdmpublications@inf.ed.ac.uk
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**	Visibility ⓘ ○ Public – No restriction ▼ ○ Public – No restriction ▼ ○ Public – No restriction ● N/A – Not Used ● Backend – Restricted to Pure users ● 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.	Status: For validation ▼ Save

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

Updated May 2018