
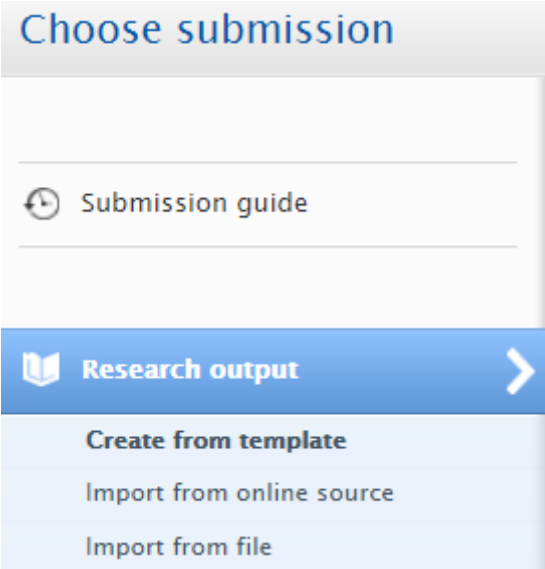


1. Log in to Pure with EASE at <https://www.pure.ed.ac.uk>




+ Add content

2. Click on **Add content** button at the top right of the window.



Choose submission

 Submission guide

 **Research output** >

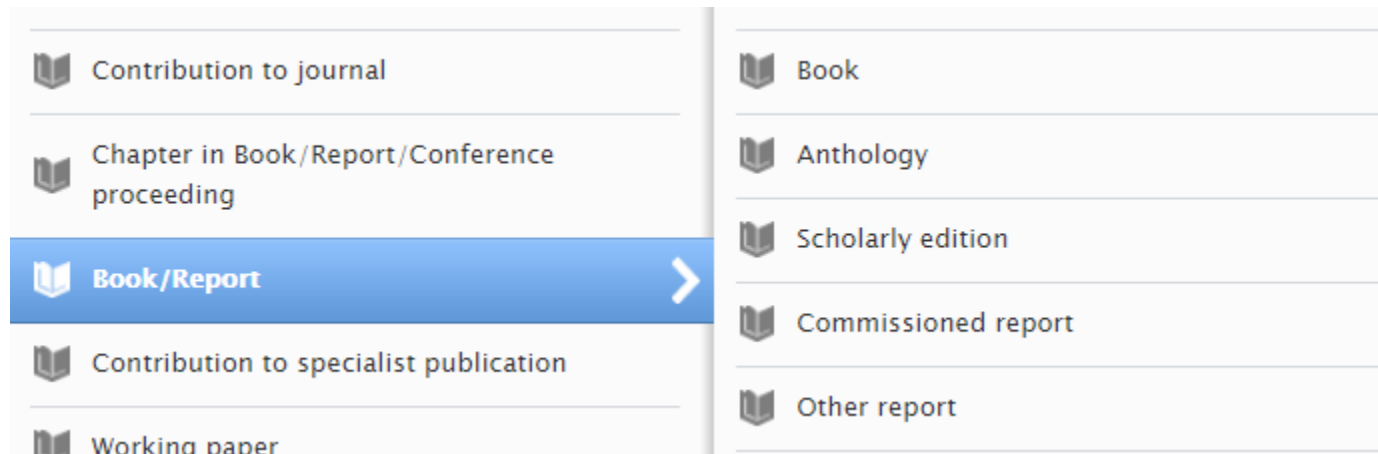
Create from template

Import from online source

Import from file

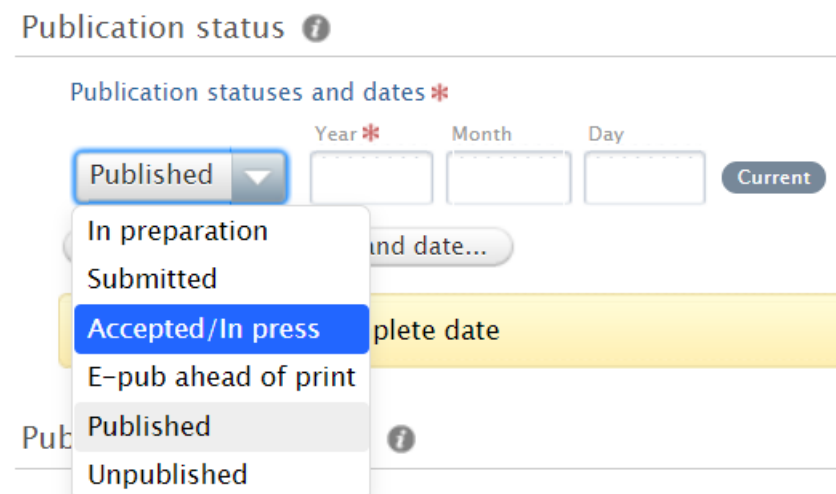
3. Click on **Research output** in the left column of the **Choose submission** window then click on **Create from template**.

4. Click on **Book/Report** and then click on the correct sub-type.



The screenshot shows a two-column list of publication sub-types. The left column contains: Contribution to journal, Chapter in Book/Report/Conference proceeding, **Book/Report** (highlighted in blue with a right-pointing arrow), Contribution to specialist publication, and Working paper. The right column contains: Book, Anthology, Scholarly edition, Commissioned report, and Other report.

5. Choose the correct publication status and enter the date for the status. Note that you can add more than one publication status.



The screenshot shows the 'Publication status' section of the form. It includes a dropdown menu for 'Publication status' with options: Published, In preparation, Submitted, **Accepted/In press** (highlighted in blue), E-pub ahead of print, Published, and Unpublished. To the right of the dropdown are input fields for 'Year *', 'Month', and 'Day', and a 'Current' button. Below these fields is a 'Complete date...' button. The 'Accepted/In press' option is highlighted in yellow.


6. Enter as much information as you can in the publication information section.

7. You will automatically be added to the Contributors list. Make sure your role, e.g. Author, Editor, is correct. To edit your role, click on Edit next to your name and select the correct role from the dropdown options for **Role**.

Contributors and affiliations

Contributors *



 **Damon Querry**, Author


Edit ↓ –

Internal person

 **Library and University Collections**


–

Organisational unit: Support Group Dept

 **A. Researcher** (Abel Researcher), Author

Edit ↑ –

Internal person

 **School of Informatics**

–

Organisational unit: School

 **Royal (Dick) School of Veterinary Studies**

–

Organisational unit: School

Add person...

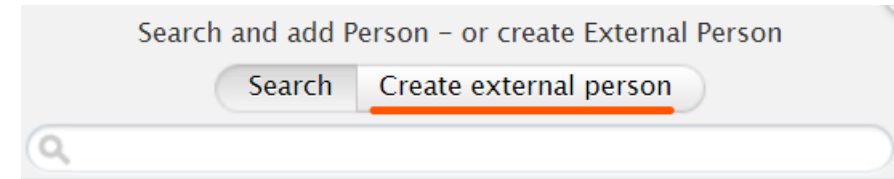
Add organisational unit...

Add author collaboration...

Add your co-authors, if any, to the list by clicking on the **Add person** button.

Enter your co-author's name in the search bar. If your co-author is in Pure, they will appear in the results list. Click on their name to add them to the record.

If they do not appear in the results list, click on **Create external person**.

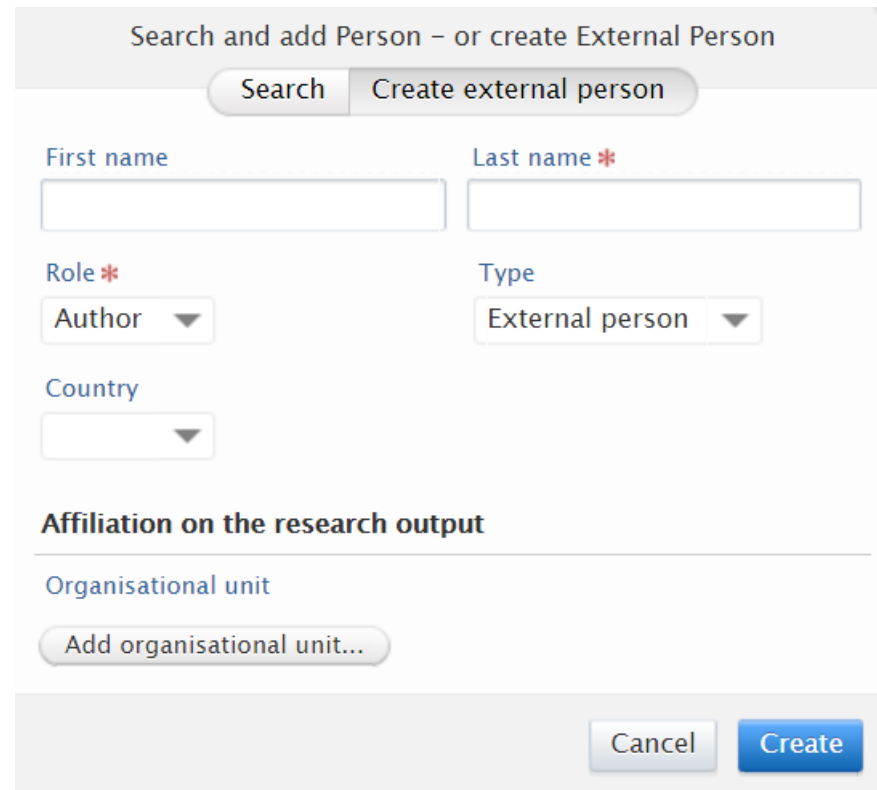


Search and add Person – or create External Person

Search Create external person

Search

Enter the name and organisational unit of your co-author and then click on **Create**.



Search and add Person – or create External Person

Search Create external person

First name

Last name *

Role * Author ▼

Type External person ▼

Country

Affiliation on the research output

Organisational unit

Add organisational unit...

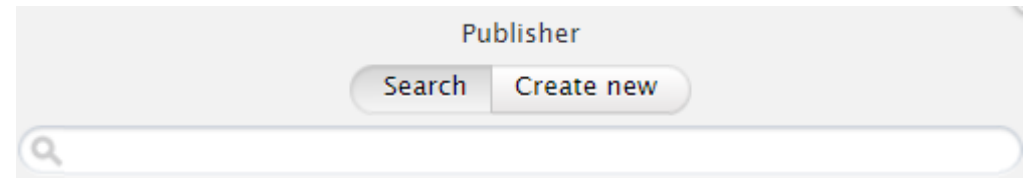
Cancel Create

8. The Publication managed by section will be automatically populated with your School or College or Department.

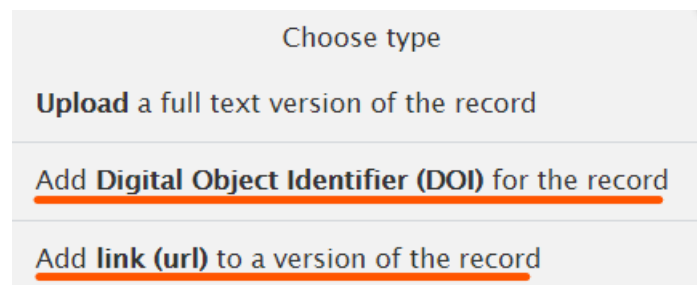
9. Click on **Add Publisher** to add information about the publisher of the output.

Enter the Publisher's name in the search bar. If the Publisher is in Pure, they will appear in the results list. Click on their name to add them to the record.

If they do not appear in the results list, click on **Create new**.



10. If the book/report/conference proceeding is part of a series, enter as much information as you can in the **Series information** section.



11. If the book/report has been published online and you have the DOI or a link to the published version, click on **Add access version (full text, DOI, or URL)** and then click on **Add Digital Object Identifier (DOI) for the record**.

Add the DOI or URL to the final published version and be sure to set the **Public access to file** to either **Closed** or **Unknown**. Please do not set the **Public access to file** to **Open**.

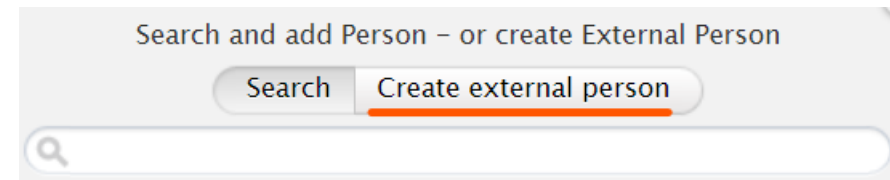
Click on **Create**.

13. Add any keywords that you think are relevant to the book/report.

14. If you are adding a conference proceeding, you can add information about the conference by clicking on **Add Event** in the **Event** section.

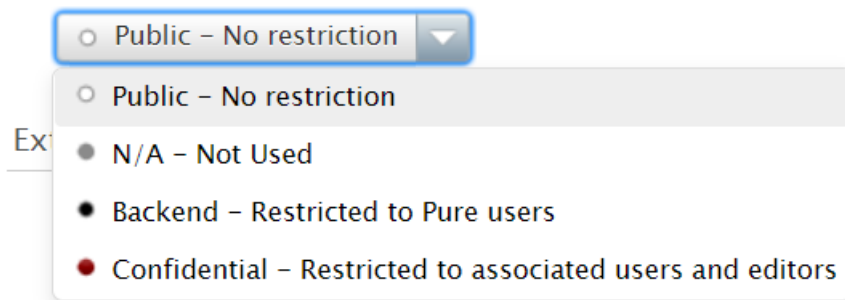
Enter the conference title/name in the search bar. If the conference is in Pure, it will appear in the results list. Click on its title/name to add it to the record.

If it does not appear in the results list, click on **Create new**.



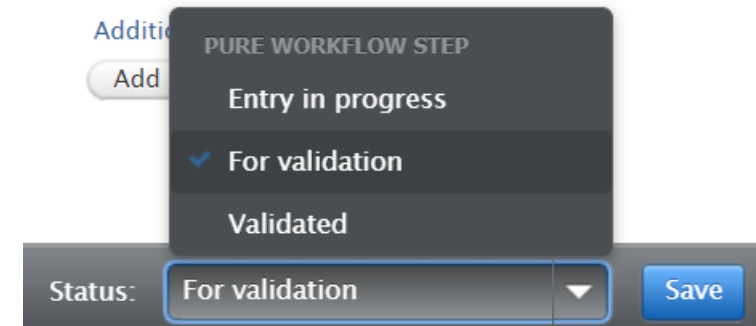
15. If the book/report is linked to other content in Pure, e.g. Projects, Activities or other research outputs, add these items in the **Relations** section.

Visibility 



16. You can choose whether the item is to be displayed on Edinburgh Research Explorer by selecting the relevant **Visibility** setting.

17. Make sure the **Status** is set to **For validation** and then click on **Save**.



The screenshot shows a dropdown menu for the 'PURE WORKFLOW STEP' field. The menu is open, displaying three options: 'Entry in progress', 'For validation' (which is selected and has a blue checkmark), and 'Validated'. Below the dropdown, the 'Status:' label is visible, followed by a text box containing 'For validation' and a small downward arrow icon. To the right of the text box is a blue 'Save' button.