1. Log in to Pure with EASE at [https://www.pure.ed.ac.uk](https://www.pure.ed.ac.uk)

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

3. Click on Research output in the left column of the Choose submission window then click on Create from template.
4. Click on **Chapter in Book/Report/Conference proceeding** and then click on the correct sub-type.
5. Choose the correct publication status and enter the date for the status. Note that you can add more than one publication statuses.

Please note, if you are adding a chapter in a conference proceeding that was accepted for publication after the 1st of April 2016, please make sure to add the **Accepted/In Press** status and add the full date for the status.

6. Enter as much information as you can in the **Publication Information** section. Note that if the item has not yet been published, page numbers or article number will not be available – leave these fields blank.
7. You will automatically be added to the Contributors list. 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.
Enter the name and organisational unit of your co-author and then click on **Create**.

![Search and add Person – or create External Person](image)

**8.** The Publication managed by section will be automatically populated with your School or College or Department.
9. Enter as much information as you have on the host publication, e.g. Title, Publisher, ISBN. The more accurate information you can provide the easier it will be for the record to be validated.

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 you are adding a chapter in a conference proceeding and it was accepted after the 1\textsuperscript{st} of April 2016, you should add the **Accepted Author Manuscript** of the chapter to the record to ensure the output is compliant with the REF2021 Open Access Policy. Click on **Add access version (full text, DOI, or URL)** and then on **Upload a full text version of the record**.
Add a file to the upload window and be sure to change Document version to Accepted Author Manuscript. Make 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.

12. If the chapter 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 chapter.

14. If you are adding a chapter in 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 they do not appear in the results list, click on Create new.

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