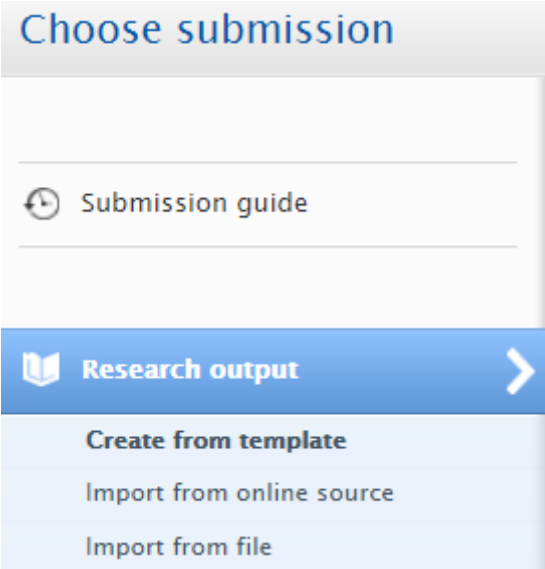


1. Log in to Pure with EASE at <https://www.pure.ed.ac.uk>




+ Add content

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



Choose submission

 Submission guide

 **Research output** >

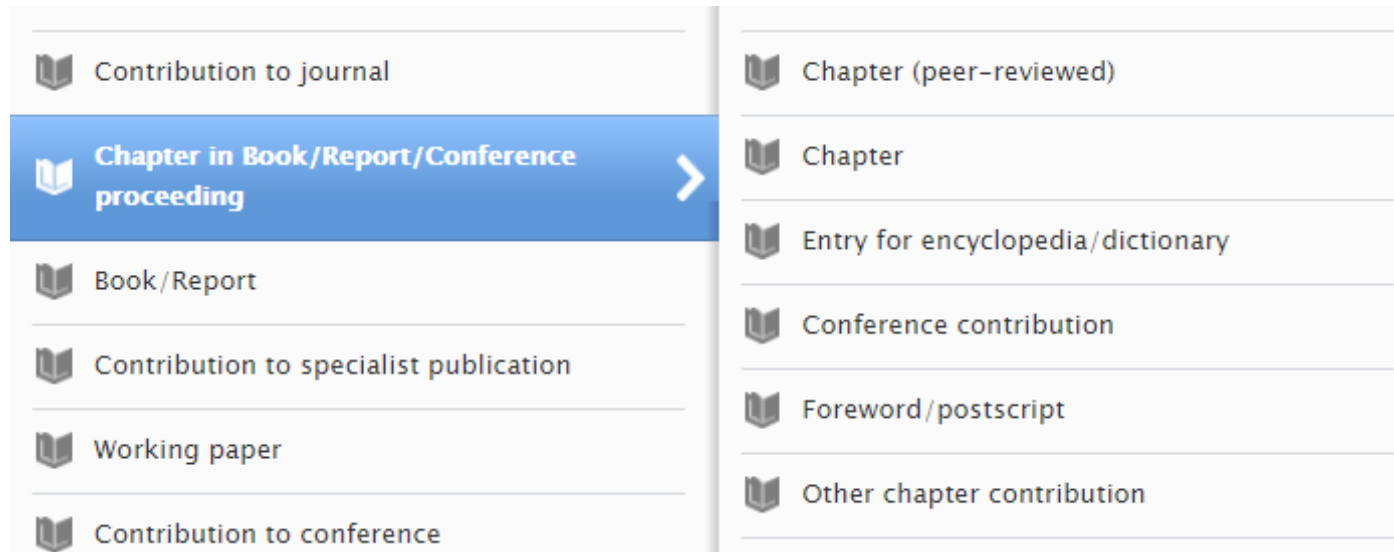
Create from template

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 **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.

Publication status ⓘ

Publication statuses and dates *

Year * Month Day

Published ▾

In preparation

Submitted

Accepted/In press

E-pub ahead of print

Published ⓘ


Unpublished




Complete date


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.


Contributors and affiliations


Contributors * 

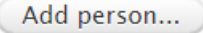
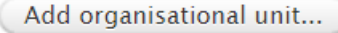
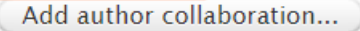
 **Damon Querry**, Author Edit  
Internal person

 **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


 


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



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

Search and add Person – or create External Person

First name

Last name *

Role *

Type

Country

Affiliation on the research output

Organisational unit


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 1st 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 access version of this item (Full text attachment, DOI or Link URL) 

Electronic version(s) of this work

[Add access version \(full text, DOI, or URL\)...](#)

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**.

Document version

Accepted author manuscript
Peer reviewed version

Access to electronic version

Public access to file * ⓘ

Closed

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

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**.

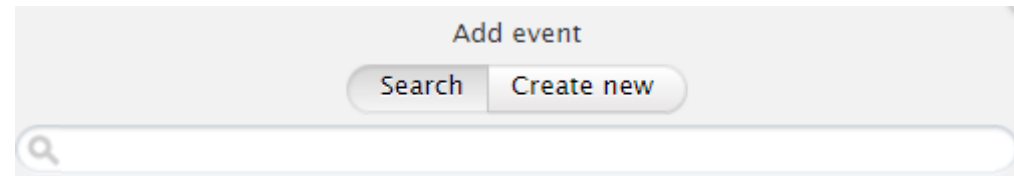
Click on **Create**.

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.

Visibility 

Ex

Public – No restriction

Public – No restriction

N/A – Not Used

Backend – Restricted to Pure users

Confidential – Restricted to associated users and editors

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

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

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Validated

Status: For validation

Save