1. Log in to Pure with EASE at 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 **Contribution to journal** and then click on the correct sub-type.
5. Select if the contribution to journal has been peer-reviewed.

6. 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 the contribution to journal 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.

7. 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.
8. 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**.

9. The Publication managed by section will be automatically populated with your School or College or Department.
10. Click on Add journal and then enter the journal title in the search bar. If the journal is in Pure, it will appear in the results list. Click on the journal title to add it to the record.

If the journal title does not appear in the results list, click on Create new. Enter the title of the journal and, if available, the ISSN of the journal.

11. If the contribution to journal was accepted after the 1st of April 2016, you should add the Accepted Author Manuscript of the contribution 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 contribution to journal has been published 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 contribution to journal.

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

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

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