
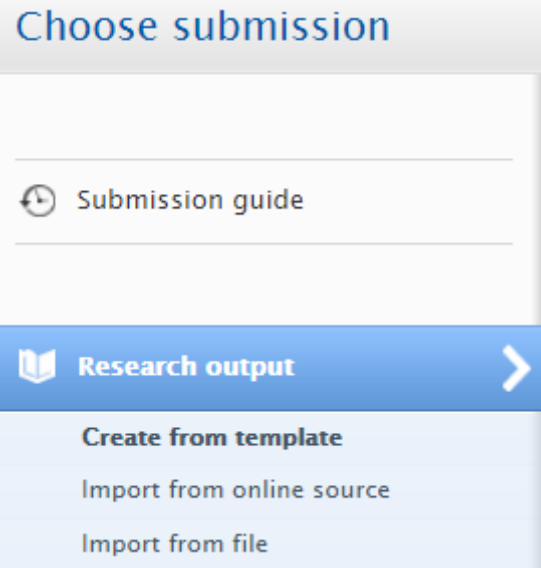


1. Log in to Pure with EASE at <https://www.pure.ed.ac.uk>




+ Add content

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



Choose submission

 Submission guide

 **Research output** >

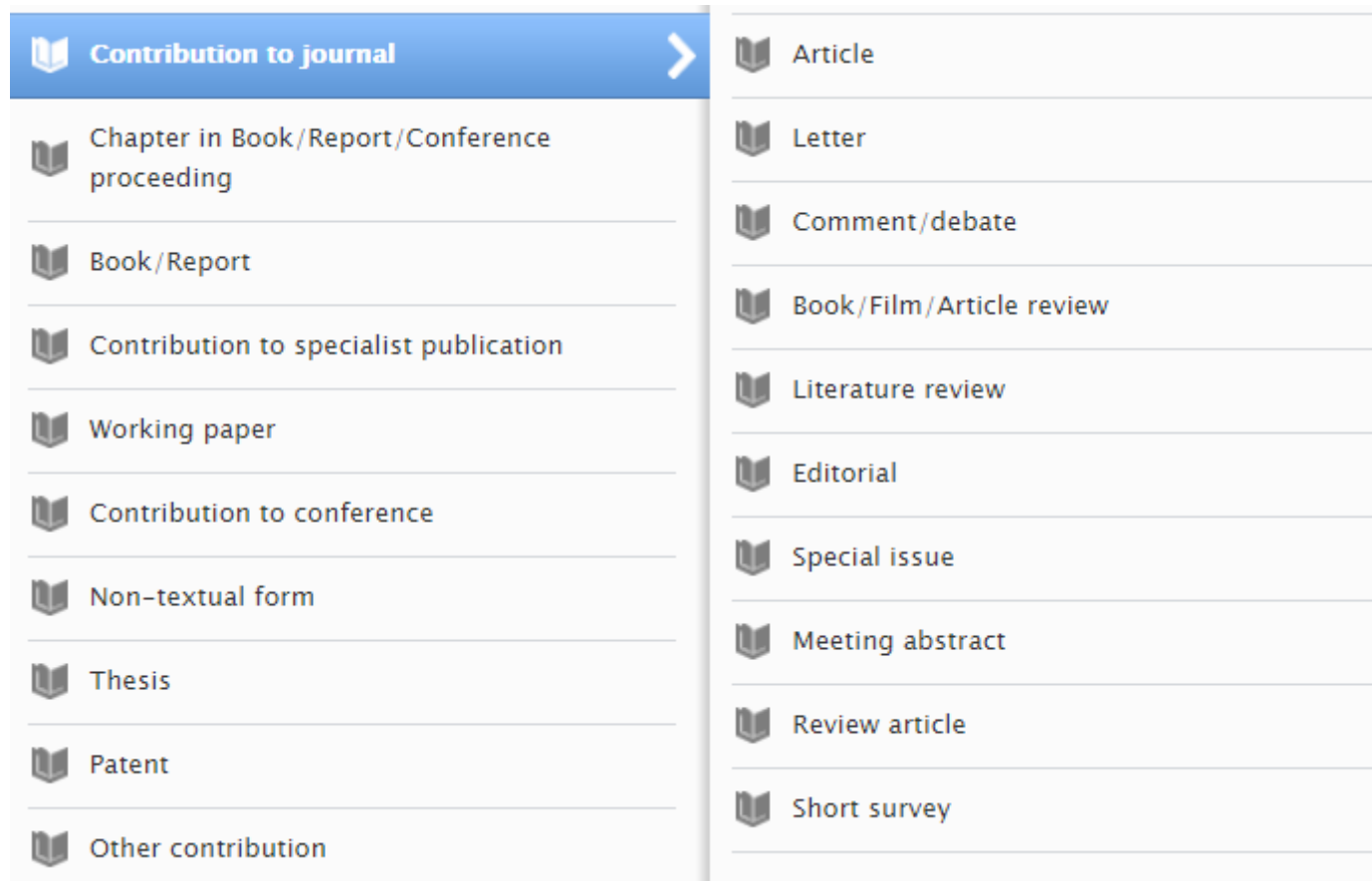
Create from template

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 **Contribution to journal** and then click on the correct sub-type.



The screenshot shows a dropdown menu for 'Contribution to journal'. The menu is divided into two columns. The left column lists the following sub-types: Chapter in Book/Report/Conference proceeding, Book/Report, Contribution to specialist publication, Working paper, Contribution to conference, Non-textual form, Thesis, Patent, and Other contribution. The right column lists the following sub-types: Article, Letter, Comment/debate, Book/Film/Article review, Literature review, Editorial, Special issue, Meeting abstract, Review article, and Short survey. The 'Contribution to journal' header is highlighted in blue with a white right-pointing arrow.

Sub-type	Sub-type
Contribution to journal	Article
Chapter in Book/Report/Conference proceeding	Letter
Book/Report	Comment/debate
Contribution to specialist publication	Book/Film/Article review
Working paper	Literature review
Contribution to conference	Editorial
Non-textual form	Special issue
Thesis	Meeting abstract
Patent	Review article
Other contribution	Short survey

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.

Publication status ⓘ

Publication statuses and dates *

Published Year * Month Day

In preparation and date...

Submitted complete date

E-pub ahead of print


Published ⓘ


Unpublished


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.


Contributors and affiliations


Contributors * 

 **Damon Query**, 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...

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

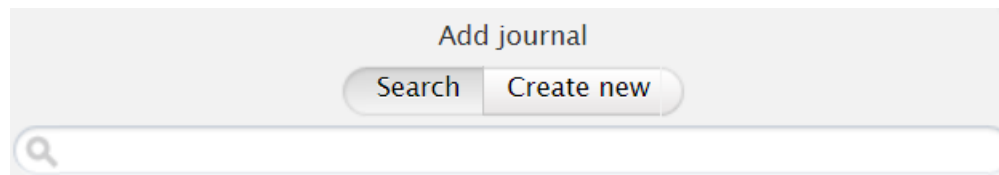
Country

Affiliation on the research output

Organisational unit

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.



Journal

Journal *

[Add journal...](#)


Volume

Issue number

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 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 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.

Visibility

Ex

Public – No restriction

Public – No restriction

N/A – Not Used

Backend – Restricted to Pure users

Confidential – Restricted to associated users and editors

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**.


Additional
Add

PURE WORKFLOW STEP

Entry in progress

For validation

Validated

Status: For validation 

Save