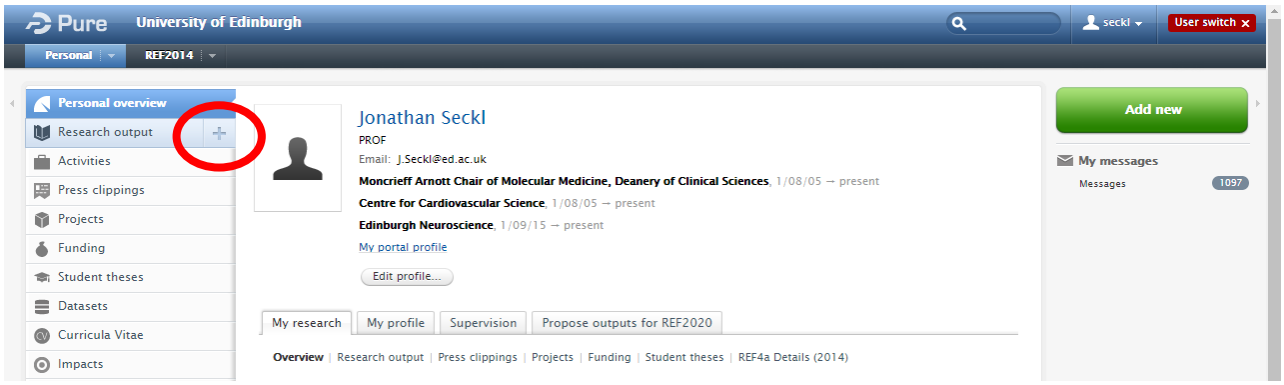
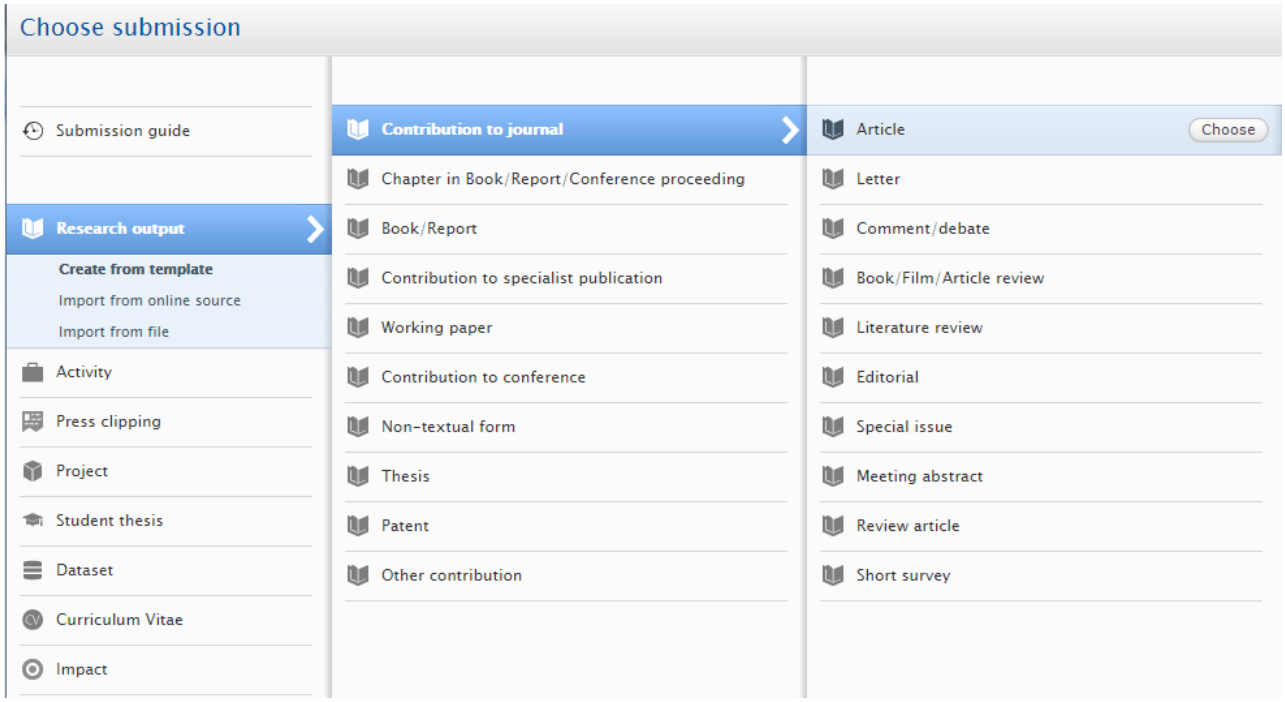
Adding Research Outputs

To add a new research output to PURE, log in, hover over the research output content menu and click the plus sign:



For the purposes of this guide, we will concentrate on **Contribution to journal – Article**.



The impact template will appear. As with all PURE templates, the asterisked fields are mandatory and the record cannot be saved unless these are completed. In some cases the mandatory field will be a dropdown.

Type
Peer-reviewed/not peer-reviewed: please tick the relevant box

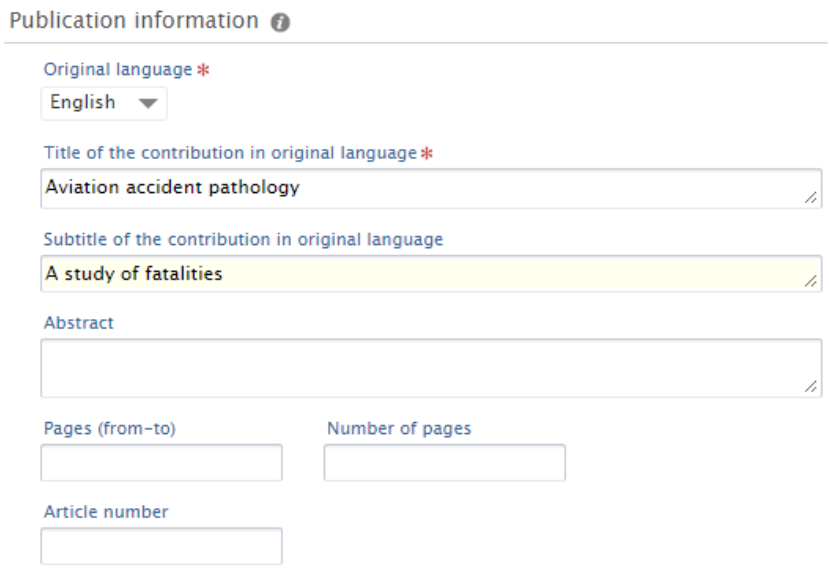
Publication state

Choose one of the 6 states available: you need to start recording a publication from its acceptance (*Accepted/In press* status), but if desired, the process can be started earlier (if so, use *In preparation* or *Submitted* statuses). If you are returning to an already-created record later to record a status change, please **do not** replace the data already in there – click 'Add publication status and date' button and add a new status. There is no back-up for PURE data, so any replaced data will be gone.

Please use the full date, rather than just the year – this is crucial for REF compliance, especially for *Accepted/In press* and *Published* outputs. Please also note this has to be a date in the present or past, not in the future.

Publication information

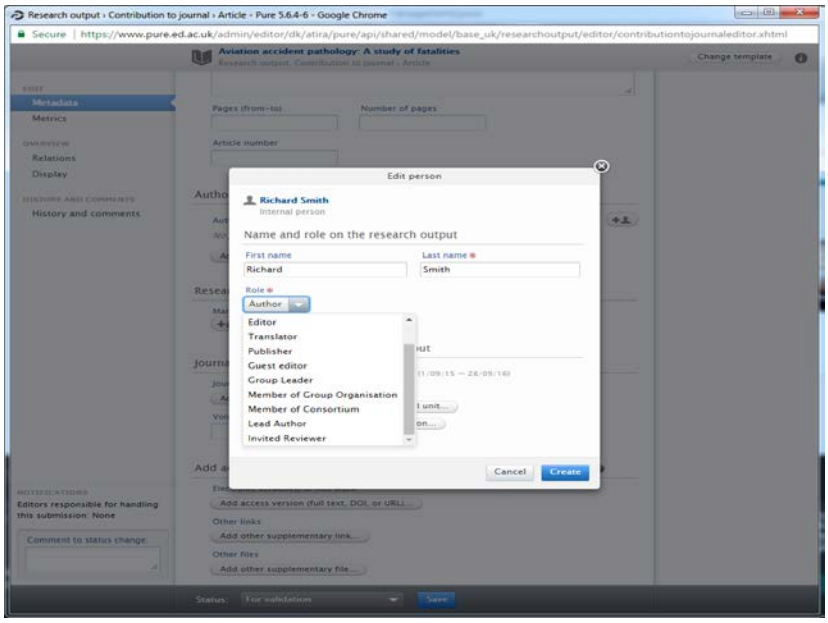
Original language: select one from the dropdown menu
Title: only the first letter of the first word should be capitalised as a rule. Only capitalise other words if they are proper nouns.
Subtitle: if your publication has a subtitle logically preceded by a colon, e.g. *Aviation accident pathology: a study of fatalities*, record both title and subtitle in the relevant boxes without the colon – PURE will treat the break between those boxes as a colon. Capitalisation should follow the same rules as title:



Abstract: enter if available, pay attention to character distortion that often results from copying/pasting
Pages (from-to): enter once known, most commonly after the print version is published
Number of pages, Article number: ignore, not in use

Authors and affiliations

Authors: if you are one of the named authors on the paper you're adding, your name will be populated automatically. You can add co-authors by clicking the **Add Person** button and either searching for an author or creating a new one if the search doesn't return the correct name. Repeat the process for each author, internal or external to UoE. Select their role from the dropdown menu (11 types of role available – author, lead author etc.). Click **Create** to be taken back to the main record:

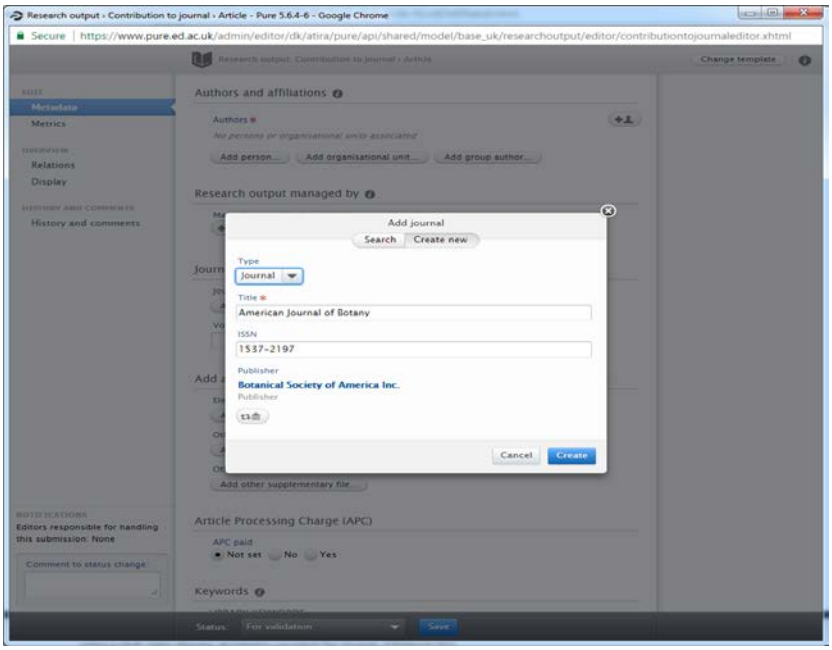


Research output managed by

Managing organisational unit: this will be automatically populated with your School/Centre. You do not need to add anything.

Journals

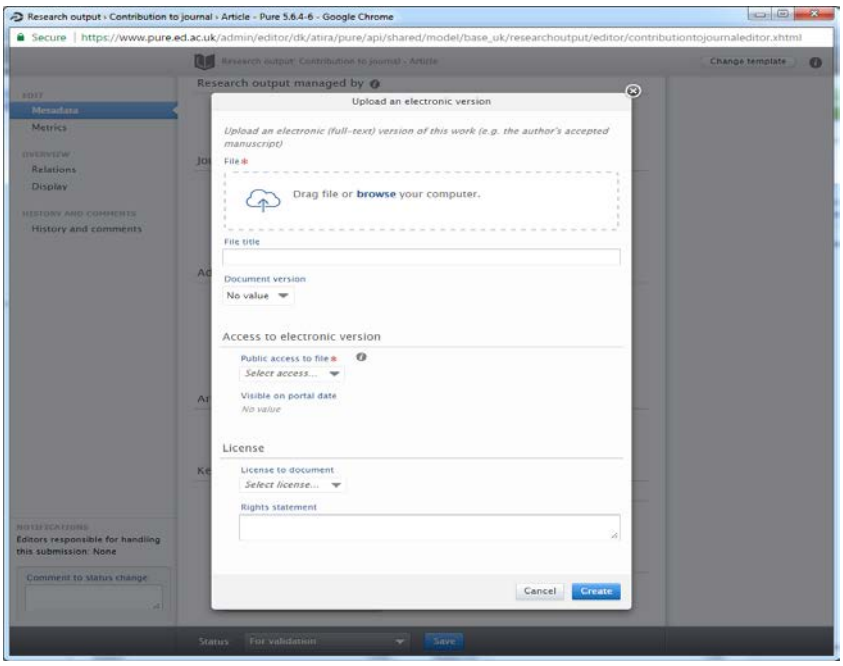
Journals: click the **Add journal** button and search for a journal title your publication appears in. If there are several variants for same title, please choose the fullest/most correct, e.g. *American Journal of Botany* and not *Am J Bot*. If the search doesn't return a match, click **Create new** and add the information requested. Please note every word in the journal title requires capitalisation. Click **Create** to be taken back to the main record:



Add volume and issue number, if available (if the output is yet to be published, this is something to add once it is).

Add access version…
Electronic version(s): click on the button to add either the full-text version of the article, its DOI or URL (the latter two only relevant if the article is published). You can add all three one by one if all three types of data are available at the same time, or return to add DOI/URL later.

If you have chosen to upload the full-text version, a pop-up window will appear:



Upload the file from your PC (its name will automatically appear in the File title box – it makes sense to give the file a simple and self-evident name, e.g. *2015 Brown et al. – MEPS*). Choose one of 5 available document versions from the drop down menu (*Accepted author manuscript* or *final published version* will be the most common choices). In Public access to file, choose 'Closed' – whether the file can be changed to open, is subject to an embargo or should remain closed will be determined by validator of your record based on their communications with the publisher and relevant policy. Ignore **License to document** and **Rights statement** unless applicable. Click **Create** to return to the main record.

Note: Please consult your local PURE/Open Access support if unclear about the difference between versions, which to upload and when, and whether the visibility should be public.

Other links: add any relevant non-publisher links (publisher ones should be recorded under the option above) by clicking the button, entering web address and specifying link type.
Other files: add other documents (e.g. supplement data for an article) here if desired, by clicking the button and uploading document(s) from your PC, specifying access and license (latter if applicable).

Article Processing Charge (APC)
APC paid: please ignore – this is for SCT use only

Keywords
Library keywords: ignore, not in use
ASJC Scopus subject areas: ignore, not in use
Keywords: use to highlight questions/themes covered by the article. Avoid cramming multiple keywords into the same box – once you start typing, a new box will appear.

Subject areas
AACSB classification: ignore unless you are at Business School – not in use by others.

Bibliographical note
Bibliographical note: ignore, not in use

Event
Use this section to 'tie' the article to an event, if relevant. Click on **Add event** and start typing the title, then choose from returned matches.

Relations
Use this section to 'tie' the article to other types of PURE content, if applicable. Projects and Impacts are particularly important to mention – project data is used for funder reporting. To tie to a particular type, click the corresponding icon and search for the project in question, then select the relevant result. If no matches are returned after typing a part of the title chances are the project is not yet in PURE.

Visibility
This setting applies to the overall visibility of the record (metadata), rather than visibility of the uploaded full-text document. By default, this is set to **Public**. The overall **Public** visibility does not override the **Closed** visibility you set earlier for the uploaded full-text document, so there is usually no need to set the overall visibility to **Backend**, unless all information about your article is highly sensitive (in which rare case, please use **Confidential** visibility setting here.

External publication IDs
Additional source IDs: not in use unless the journal article record was imported into PURE from an external source (Scopus, WoK, etc.), in which case the IDs will automatically appear here.

WARNING Please don't forget to **Save** at the bottom of the page to ensure the information entered is stored correctly. Otherwise, you will lose any changes you made.

Status (dropdown menu on the grey bar where Save button is placed):

By default this is set to *For validation* which means that after your saving the file it will go to the local validator's queue who will check it further for Open Access compliance etc. You will not be able to make further changes to the record until it is validated.

You can change the status to *Entry in progress* which will save the record to your own tasklist in PURE, so you will be able to make any updates to it before it goes to validation stage.