Dataset Documentation Reference Guide for Pure Users

“Pure is the University's Current Research Information System (CRIS). Information held in Pure relates to research staff and their datasets, publications, projects and activities information. Pure allows for relationships and associations to be created between research inputs and outputs, providing a broad picture of research activity at the individual, research unit, School, College, and University levels. In addition to providing many of the University's current research management and reporting needs, data from Pure is also used to populate the Edinburgh Research Explorer, which provides a public view on the University's research activity.”

http://www.ed.ac.uk/pure

This document provides you with specific guidance to achieve the following for your research dataset(s):

• Use Pure to create a metadata record to describe your dataset
• Acquire a Digital Object Identifier (DOI) in DataShare and Pure to publish your dataset’s metadata record on the Edinburgh Research Explorer website
• Relations to other content: link your dataset to research output, or your research output to your dataset
• Save or delete your Pure metadata record
• Pure metadata record’s ‘History and comments’ page

Pure also holds metadata records for datasets uploaded to Edinburgh DataShare. The Research Data Support team, who run DataShare, use Pure to replicate metadata records created in DataShare for dataset deposits. A metadata record created in DataShare is automatically assigned a Digital Object Identifier (DOI), which is subsequently copied over to its Pure metadata record.

Edinburgh DataShare is an Information Services-hosted digital repository of research data produced at the University of Edinburgh. Edinburgh University researchers who have produced research data associated with an existing or forthcoming publication, or which has potential use for other researchers, are invited to upload their dataset for sharing and safekeeping. (http://datashare.ed.ac.uk/)

DataVault metadata is similarly replicated to Pure. DataVault is a University of Edinburgh service that provides researchers (PIs/data owners) with a long-term, safe storage solution for their data, which are no longer active, or not intended for publication.

Use Pure to create a metadata record to describe your dataset

1) Access your Pure account via Pure webpage and university login (aka EASE) at https://www.pure.ed.ac.uk
2) Click the green ‘Add new’ button in the top right hand corner of the webpage.

3) A new window opens. Click ‘Datasets’ in the left-hand menu.

4) This will open a Pure metadata form for you to use to enter information about your dataset and save as a metadata record to store in Pure. Metadata can be described as ‘data about data’.
5) The Pure metadata form has 11 sections with relevant elements that allow you to describe your data, and provide other relevant information associated with your data.

1. **Identification** *(Title, Description, Abstract, Data citation, Temporal coverage)*
2. **Geo location** *(Geographic Coverage, Geospatial Point or Polygon)*
3. **People** *(People)*
4. **Dataset managed by** *(Managing organisational unit)*
5. **Data availability** *(Publisher, DOI (Digital Object Identifier), Physical data links, Date made available)*
6. **Access to the dataset** *(Access options)*
7. **Access contact details** *(Contact person)*
8. **Legal/ethical** *(Is the data subject to any of the following constraints?)*
9. **Keywords** *(Dataset free keywords)*
10. **Relations to other content** *(Projects, Equipment, Student thesis, Publications, Activities, Impacts, Datasets)*
11. **Visibility** *(Visibility)*

There are a total of 25 elements; however, only five elements are mandatory, and these are listed below. A red asterisk also indicates which elements are mandatory.

1. **Title**
2. **People (Organisations)**
3. **Managing organisational unit**
4. **Publisher**
5. **Date made available**

Each of these elements must have information entered into its field; otherwise, Pure will not save your metadata record, and a window will open showing an error message which lists the mandatory elements that must be completed – see screenshot below.
Though there are only five mandatory elements, you are strongly encouraged to provide additional information about your data. A description of your data should be included, and if there are access constraints, please note these as well.

*If you want to read a basic description of an element, please click the information icon to open a help window.

6) The Pure metadata form includes text fields, tick boxes, drop-down lists, and filter lists fields for entering information about your dataset. Please note that if you are a personal user, then Pure will automatically add you as a person under the People section.
There are element fields with filter lists that appear when you start typing your text. Typing the text triggers an automatic search for similar terms stored in the Pure database. As you enter more text, the search becomes more refined, which then reduces the number of returned terms.

**Acquire a Digital Object Identifier (DOI) in DataShare and Pure**

DOI is a persistent identifier or handle used to uniquely identify objects. DOIs are in wide use mainly to identify academic, professional, and government information, such as journal articles, research reports, datasets and publications. They are also used to identify other types of information resources, such as commercial videos.

You can acquire a DOI for your dataset by depositing it in Edinburgh DataShare, and it will then be copied automatically to Pure for you. DataShare ([http://datashare.ed.ac.uk/](http://datashare.ed.ac.uk/)) allows the depositor to create a metadata record before uploading the files containing the data; the DOI is automatically assigned to the dataset and stored as part of the metadata record published on DataShare. It is displayed as 10.7488/ds/1735 in this metadata record for the ‘Archaeological Site Dataset for the Jazira Region of Syria’.

Pure allows users to enter a DOI into a metadata record if a DOI has been assigned to a dataset from another source such as a data repository where the dataset has been deposited, for example Dryad. The DOI element field can be found under **Data Availability** section of your Pure metadata record form. Click the **Add existing DOI** button. This will open the Create DOI window and here you can copy, then paste your existing DOI into the field. Please note that you should only include the DOI and not copy the [https://doi.org/](https://doi.org/) string that is included in the DOI. If a forward slash is introduced at the end of a DOI string e.g. 10.7488/ds/1735/, please remove this as well or your metadata record may not validate when it is saved in Pure.
When the Pure dataset administrator validates and saves your record, it will be published to Edinburgh Research Explorer (http://www.research.ed.ac.uk/portal/). Here, your metadata record will appear with the DOI.

Click the DOI and this action will transfer you to the webpage or repository where your dataset is being stored, and can be accessed and downloaded.

A DOI can be used to link your dataset with your research output such as journal articles, research reports and official publications, and conversely from your research output to your dataset, all of which can be published to the Edinburgh Research Explorer website using Pure to create records for all your research outputs, activities, projects, funding etc.

If you do not have a DOI for your dataset, and you wish to have your record validated and published to Edinburgh Research Explorer, then the Pure dataset administrator can assign a DOI to your record. The DataCite Metadata Store is used to create a DOI.
The Pure administrator can ascertain if you want your record validated and published to Edinburgh Research Explorer based on the list option you select under the **Visibility** section of your template. If you select ‘Public – No restriction’, then your dataset will receive a DOI and your record will validated and published to Edinburgh Research Explorer.

**Relations to other content: linking your dataset to research output, or linking your research output to your dataset**

It is possible to link your dataset with other Pure records that you have created to describe your other research-related activities e.g. research outputs such as publications.

Under the **Relations to other content** section of your Pure metadata record for your publication, please click the ‘Publication’ button and enter your name or the title of your publication. Typing the text triggers an automatic search for similar terms stored in the Pure database. As in the example below, once your dataset’s title appears, select it to enter into your record.

Your dataset will then appear with your publication under ‘Related research outputs’ on the Edinburgh Research Explorer website (see below).
You can also link the Pure record for your publication to your dataset. Under the **Relations to other content** section of your Pure metadata record for your publication, please click the ‘Dataset’ button and enter your name or the title of your dataset. Typing the text triggers an automatic search for similar terms stored in the Pure database. As in the example below, once your dataset’s title appears, select it to enter into your record.

Your dataset will then appear with your publication under ‘Related datasets’ on the Edinburgh Research Explorer website (see below).
Save or delete your Pure metadata record

Once you have completed your metadata record, you can save it. The Save button can be found at the bottom of your Pure metadata record.

Please note that if you fail to enter information in one of the mandatory element fields, an error message will appear that will identify which element needs to be addressed. Also, make certain you select the appropriate access option for your record under the Visibility section. If you select the ‘Public – No restriction’ option from the drop-down list, your record will be validated and published to Edinburgh Research Explorer. If you select ‘Backend – Restricted to Pure users’ or ‘Confidential – Restricted to associated users and editors’, your record will not be published to Edinburgh Research Explorer and will only be accessible in Pure via your university login.

If you decide to delete your Pure metadata record at a later date, there is a red X button that appears in the bottom grey panel at the bottom of your record. You can click this button to permanently delete your record. A warning window will appear to remind you that your action cannot be undone.
Pure metadata record’s ‘History and comments’ page

Changes you make to your Pure metadata record are recorded on its ‘History and comments’ page. Please click the ‘History and comments’ text in the left-hand column to access this page (see below). The History section provides the name of the person who modified the metadata record, the modification made, and date and time this was done. Click the ‘Metadata’ text in same column to return to your record.

You can also write and share comments about your metadata record. These comments can be sent to other contributors and to content editors as well. The comments field can provide suggestions (see below), or provide more detail about the modification made to the metadata record.

Support

The Research Data Service provides support for Pure users. Any queries should be emailed to the IS Helpline at IS.Helpline@ed.ac.uk or at data-support@ed.ac.uk.

Information about Research Data Management resources and services are available on the Research Data Service’s website at http://www.ed.ac.uk/information-services/research-support/research-data-service