Guide to adding publications to Pure

1. Log on to Pure using your domain user name and password.

Choose an appropriate template

- 2. Click the **+** Add content button at the top right hand side of the screen and choose the template that fits the publication type for example article or conference proceeding.
 - The **Submission guide** section displays the most common template types.

	Article Contribution to journal	Conference contribution Chapter in Book/Report/Confer.
Research output	A presentation of new research	Article that has been presented
Activity	audience.	at a conference.
Prize	<	
Impact	Paper Contribution to conference	Commissioned report Book/Report
Curriculum Vitae	Scientific text prepared in	A report with a pre-defined
	advance, for a conference. Made available at the conference or institutions own website, but	objective, requested by the institution in charge.

• To view the complete range of templates available, select the **Research output** section from the left hand side menu. Clicking on each section will display the range of template options for example **Contribution to journal**.

Ð	Submission guide	U	Contribution to journal	U	Article
		U	Chapter in Book/Report/Conference proceeding	U	Letter
U	Research output	U	Book/Report	U	Comment/debate
	Create from template	U	Contribution to specialist publication	U	Book/Film/Article review
	Import from online source				
	Import from file	U	Working paper		Literature review
	Activity	U	Contribution to conference	U	Editorial
Ŧ	Prize	U	Non-textual form		Special issue
0	Impact	U	Thesis	U	Meeting abstract
0	Curriculum Vitae	U	Patent		
٩		U	Other contribution		

Add metadata for your output

- 3. Add the available publication data to the record including the DOI or alternative link if available. Fields marked with an asterisk are the mandatory fields to be completed.
 - To add the early online date for an article, select the **Epub ahead of print** option from the **Publication status** field drop-down and complete the date.

Publication statuses and dates	*			
	Year 🛠	Month	Day	
E-pub ahead of print 💌				Current

• If the article or conference proceeding is at the acceptance stage and not yet published select the **Accepted/In press** option instead and complete the date.

Publication statuses and d	ates 🗱				
	Year 🗱	Month	Day		-
Accepted/In press 🔹				Current	
Add publication status as	nd date				
The full Acceptance da eligibility (if accepted			r to detern	nine this output's REF	

• To add co-authors select the Add person option from the Contributors field.

Contributors 🗱	
No persons or or	ganisational units associated

- Use the search box to find internal GCU authors. The author surname should appear in the search results to complete the entry and add to the record.
- External authors can be searched for in the same way. For external authors not found in the search results select **Create external person**.

	Search and add Person – or create External Person Search Create external person
٩	
	Start entering the person's name, job title or organisation. Search results will be updated while you type.

• Add the author name and select the **Country** from the drop-down list. Choose the relevant external affiliation for the author by clicking on the **Add organisational unit**.

	and add F	erson – or create External Person
(Search	Create external person
First name		Last name *
Role *		Туре
Author 🔻		External person 💌
Correspond	ling author	
Country		
Country		
\bigcirc	the resear	rch output
Country Affiliation on Organisational		rch output
Affiliation on	unit	`

• Use the search box to find existing external organisations. If no results are found choose **Create external organisation** for a new entry. Complete the **Name** and the **Country** fields within the popup window.

	A	Add organisational u	nit	
	Search	Create external or	ganisation)
Туре		Country		
Externa	lorganisatior	n typ	-	
Name *				
			Cancel	Create

• To add a DOI click on the Add electronic version (file, DOI or link) button

Electronic version(s), and related files and links () Electronic version(s) of this work Add electronic version (file, DOI, or link)...

• Select Add DOI of an electronic version to enter the DOI code and update the field.



• To add an alternative link such as a publisher or conference event website, select the **Add other link** button to open the field and insert the web address.



Upload a file

4. To upload a file choose the Add electronic version (file, DOI or link) and select Upload an electronic version.



- If uploading an accepted author manuscript Word files are the preferred format for Pure.
- Within the popup window use the browse option to select the file from your computer.

Upload an electronic version
Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)
File * Drag file or browse your computer.
File title

• Once the file is uploaded select the file version from the **Document version** drop-down for example **Accepted author manuscript**.

Accepted author manuscript Peer reviewed version	-
No value	
Submitted manuscript Early version, also known as pre-prin	τ
Accepted author manuscript Peer reviewed version	
Proof Version created as part of publicatio	n process; publisher's layout; not normally ma
Final published version Publisher's PDF, also known as Versi	on of record

• Leave the **Public access to file** field set to **Open**. This is the default option and all files will be checked by Library staff for publisher permissions.

Access to electronic version
Public access to file 🗱 👔
Open 💌

• Select **Create** to complete the document upload and then select **Accept licences** on the Pure storage licence pop-up window. This will take you back to the publication record which should now show the attached file.

Submit your output for validation

5. Once the metadata is complete and any files uploaded, check the record status is set to **For** validation and click the **Save** button at the end of the form.

Status:	For validation	-	Save

- Your publication record will now enter the validation queue with the library. The library will check, review and edit the record before it can be validated. If key information is missing library staff will contact you.
- The publication metadata will be displayed on the <u>research portal</u> upon validation.
- Publication files added to Pure will be made available for open access download according to publisher policies and may be placed under a temporary embargo in line with publisher repository permissions.
- If your publication metadata has already been validated by the Library, the record will be locked for further editing. Authors can request changes to records by contacting <u>libraryresearch@gcu.ac.uk</u> and the library will confirm when the record has been updated.

For any questions on this process please contact the library repository team at: <u>libraryresearch@gcu.ac.uk</u>.