1. Log on to PURE using your domain user name and password.
2. Click the **Add new** button at the top right hand side of the screen and choose the template that fits the publication type, such as article, conference proceeding and so on.



1. Add the available publication reference information to the record, including the DOI or alternative link if available.
* To add the early online date for an article, select the **Epub ahead of print** option.
* If the article or conference proceeding has not yet been published and is at the acceptance stage, select the **Accepted/In press** option.
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1. The author accepted manuscript (the version that has been through peer-review and has been accepted for publication) should be uploaded to PURE as required by the [open access policy for the next REF](https://www.gcu.ac.uk/library/servicesforstaff/openaccessatgcu/guidanceonopenaccessrequirementsforref2021/). Word files are the preferred file type for upload; if the Word version is not available please upload the PDF. To upload your accepted author manuscript file:
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* Use the browse function to select the relevant file from your computer and upload.
	+ Select the **Accepted author manuscript**option from the **Document version** drop-down.
	+ Select the **Open** option from the **Public access to file** menu (this is the default option and all files will be checked by Library staff for publisher permissions).
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* Your publication record will now be added to the validation queue for the library staff. The library will check, review and edit the record before it can be validated. If information is missing, the library will contact the author. The publication metadata will be displayed in ResearchOnline@GCU upon validation. Documents added to PURE will be made available for open access full text download according to publisher and funder requirements, and may be placed under a temporary embargo.
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For any questions on this process please contact the library team at: repository@gcu.ac.uk