

### 3 Steps to Open Access compliance for the next REF for journal articles and conference proceedings published with an ISSN

Step	Action
1	<p><b>On acceptance, create a PURE record for your research output</b></p> <ul style="list-style-type: none"> <li>• Log into PURE</li> <li>• Click on 'Add new' button and select the output type</li> <li>• Add as much information as possible (the fields marked with an asterisk are compulsory)</li> <li>• Add create link to the project (if applicable)</li> </ul>
2	<p><b>Upload accepted author manuscript to PURE</b></p> <ul style="list-style-type: none"> <li>• Add document as Word or PDF to 'Access to electronic version'</li> <li>• Save the record as 'For Validation'</li> </ul>
3	<p><b>Forward acceptance email to <a href="mailto:repository@gcu.ac.uk">repository@gcu.ac.uk</a></b></p> <ul style="list-style-type: none"> <li>• Please include the PURE ID (top left of the record) in your email, so we know which research output it is.</li> </ul>

After you have completed these three actions, the library will review your research output and if necessary add and complete the PURE record. The library will contact you, if an exception needs to be applied or if we need more information to validate the record. This process may take some time and this will reflect when the research output will appear online.

If your research is funded by RCUK, please contact [repository@gcu.ac.uk](mailto:repository@gcu.ac.uk) for more information.

