Pure user guide: Adding publications and other output

Any research output generated by your work can be added into Pure. Publications can be imported from online sources, and applications/projects should automatically be brought in once costed.

1. On your personal overview all your research output, applications/funding and other content can be viewed.

New research outputs can be added either by clicking on the green “add new” button on the right or the correct tab on the left.

If you wish to create a new publication from a template you will need to select the correct one from the list.
2. Any boxes highlighted in yellow and featuring a * must be filled in. Click on the little “i” for additional information about the section. The full date of acceptance needs to be filled in under the publication state category in order to comply with the Open Access Policy, and for the publication to be REF eligible.

   **Type**

   - Peer-reviewed
   - Not peer-reviewed

   **Publication state**

   - Accepted: in press
     - Year
     - Month
     - Day
     - Current

   The full Acceptance date is required in order to determine this output’s REF eligibility (if accepted after 1/05/2015)

   **Publication information**

   - Original language
     - English

   - Title of the contribution in original language

   - Subtitle of the contribution in original language

   - Abstract

   - Pages (from-to)
   - Number of pages
   - Article number

   The library will update the publication as further dates (early on-line, published) become available.

3. You only need to **add yourself** as an author when manually adding publications to Pure. The library will add all other authors during the validation process. Please make sure the record is affiliated to at least one departmental affiliation.

4. You now need to upload the document, in line with Open Access guidelines. Specific information can be found by clicking on the information button. Please use the Access to electronic version section to do this.

   Please upload the final accepted version of the document itself, and state which version this is. **Please do not upload the publisher’s version** of the manuscript as this is not allowed during the acceptance stage and will be removed.
A license must be selected, (use CC-BY and CC-BY-N) but this will be checked during the validation process.

If an embargo is necessary please add the **at least the end/release date** and Pure will automatically release the document once this has elapsed. If “embargoed” is selected and no end date is added Pure will assume the embargo is indefinite and never release the document.

Once you have added your document, license, visibility and embargo (if necessary) you will need to click the create button to save the document.
Once an embargo has elapsed and if the publication is openly available Pure will indicate the Open Access policy has been met.

5. Please ignore the Assessment section – this monitors REF 2020 compliance and is for library use only. If the publication cannot meet OA policy please discuss the exception with the library.

6. You will need to add the journal in which the publication has been accepted.

7. The Open Access policy also means you need to relate your publication to a project for it to be validated. If there is no funding associated to your publication please search for your departments name and use the generic department project i.e. Lancaster Environment Centre Project.
You can also associate other content to the publication at this stage.

Clicking the plus button will allow you to search for the content you want to relate to. Please see the User Guide for relating content for more guidance.

8. If you wish the publication to be viewable on the research portal, then please change the "Visibility", which is located at the bottom of the screen, to "Public – No restrictions". If you do not wish the publication to be viewable, please ensure it is set to the relevant access level, which is generally "Backend – Restricted to Pure Users".

9. Mark the record as "for validation" and click save. This will alert the library who will ensure all the correct information is present on the document and validate the publication. Once validated the record will appear on in Pure as such, and on the research portal shortly after.
10. Other content can be added in the same way as above, only without the validation stage. Simply choose the correct type of research output or other content using the “add new” button and fill in the fields. Any with an * must be filled in before the record can be saved.

This user guide is in addition to the videos and detailed help sections on Pure Support.

If you find any wrong or incomplete information in this guide do alert us so that we can update it. Please contact pure-support@lancs.ac.uk