Pure user guide: Publication FAQ

How to delete publications?
If the record has not been validated by the library yet, then there will be a red X in the bottom right hand corner of the record, however if the record has been validated by the library, you need to email Richard Ingham, and you can do this by clicking on his email address in the bottom left hand corner of the record.

How do I remove a publication from my webpage?
To remove a publication from your webpage, you need to log into Pure and locate the item in your list of research outputs. Open up the record and change the visibility setting located at the bottom of the record to “Backend – restricted to Pure users”.

How to change the template type of a publication?
If the record has not been validated by the library yet, then there will be a “change template” button in the top right hand corner of the record, click this and choose the relevant template from the list. However if the record has been validated by the library, you need to email Richard Ingham, and you can do this by clicking on his email address in the bottom left hand corner of the record.

How do I disown a publication/add myself to a publication that is in Pure?
Please see the Claim/Disclaim user guide.

The information on one of my publications is incorrect - Am I able to edit it?
Yes, if you open the record up you will be able to amend the incorrect information. Please ensure you click save after completing the amendments.

How do I re-order my publications?
Both in Pure and on your portal webpage, there is a sort button at the top of the list of publications that allows you to reorder them. If you wish to reorder the publications in reverse order, please select the ordering again from the list e.g. If ordering by title, select “title” from the list, but if you wish to order them z-a, you need to click on “title” for a second time from the list.

Why does my publication say revalidate?
The Revalidate flag is just to show that you have edited something since it was last validated by the library, and it is just for the library to know that they do not need to validate the whole record again, but just the sections that have been changed/updated, so please ignore it.
How do I link my publication to one of the research centers I work in?
Please open the item and click edit next to your name. In the box that appears, click on the relevant centers that you are associated with and click update, followed by save.

How do I link an item (publication/project/activity etc) to another item?
Please see the Linking Pure Items user guide.

This User Guide is in addition to the videos, as well as the detailed help sections, that are located in Pure.

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