

Pure User Guide: Adding Research Outputs

Researchers are responsible for adding a record of all their research outputs to Pure.

There are three methods to add a research output:

- Using a template
- Importing from an online source
- Importing from a file (BibTeX, RIS or CERIF)

Using a template

Templates can be chosen by clicking on either 'Research output' on the left of the screen or 'Add new' on the right of the screen.

Personal overview		Chris Adams	Add new
Activities Prizes Press / Media	1	Technical, Research and Enterprise Services, Edit profile	

Select the correct template.

Submission guide	U Contribution to journal	🔰 Journal article
	U Contribution in Book/Report/Proceedings	🔰 Letter
🔰 Research output	Book/Report/Proceedings	Comment/debate
Create from template	U Contribution to specialist publication	Book/Film/Article review
Import from file	🔰 Working paper	U Literature review
Activity	U Contribution to conference	🔰 Editorial
T Prize	🔰 Non-textual form	🔰 Special issue
🛱 Press / Media	🔰 Thesis	Meeting abstract
O Impact	🔰 Patent	W Review article
Dataset	U Other contribution	M Short survey

 You will need to add the acceptance date by changing the drop-down menu in 'Publication State'. If you are UKRI funded you also need to add the submission date. The library will add further publication dates (early on-line, published) as they become available.

Further guidance can be found by clicking on the information button throughout the Pure templates.

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23/09/2022 1

pure.lancs.ac.uk/editor/dk/	Research output: Contribution to Journal Magazine > Journal article	Change template
		Change template
EDIT	Important Notice - Please complete yellow fields, and those boxes with *.	
Metadata Metrics	Once you have entered all of the information change the "status" to "for validation". This setting is located at the bottom of the form.	
WEDVIEW	The library will complete the rest, and request more information if necessary.	
Relations	It is the authors responsibility to ensure that the data entered is correct	
Display	If this output is the result of funded project you must link the Project in the relations section below.	
IISTORY AND COMMENTS		
History and comments	Peer-reviewed * Peer-reviewed Not peer-reviewed	
	Publication state – Full Dates Are Required (yyyy,mm,dd) 🕧	
OTIFICATIONS •	Publication statuses and dates – Please do not delete or edit these dates after validation: the Accepted date is needed and can be supplemented (not replaced) by E-pub ahead of print and Published dates. *	
itors responsible for handling	Year * Month Day -	
s submission: None	Accepted/in press V 2023 1 9 Current	
Comment on workflow step	Add publication status and date	
	The full Acceptance date is required in order to determine this output's REF	
	The full Acceptance date is required in order to determine this output's REF eligibility (if accepted after 1/04/2016)	

- 2. 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 your departmental affiliation in the Managing Organisational Unit section.
- 3. You will need to add the journal in which the publication has been accepted. Please ensure the journal name is written in full and is not abbreviated.

ournal *	
Add journal	
Volume	Issue number

4. For journal articles and conference papers, In the 'Access to electronic version section', you need to upload the Author Accepted Manuscript (AAM) in line with Open Access guidelines (if the article is gold open access the AAM is not required).



Access to electronic version of this research output (full text) 🕧

Access to electronic version (full text)

Access to electronic version (full text)...



Please only upload the final accepted version (also know as postprint) and label the Document Version as 'Accepted author manuscript'.

Upload an electronic version
Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript) File x
Drag file or browse your computer.
File title
Document version
Accepted author manuscript
Open
Available on portal date 09/01/2023
Access date 09/01/2023
Refresh access date
Cancel Create

A licence must be selected (use CC-BY or CC BY-NC depending on your funder's requirements) but this will be checked during the validation process.

Please <u>do not</u> <u>upload</u> the <u>publisher's</u> <u>version</u> of the manuscript as this is usually not allowed by the publisher and will be removed.



Select 'Open' from the dropdown menu under 'Public access to file'. The library will apply an embargo if this is required by the publisher and allowed by the funder. (Once an embargo has ended the document will automatically be visible.)

Once you have added your document and licence you will need to click the create button to save the document.

5. Please ignore the Assessment section – this monitors REF compliance and is for library use only.



6. The Open Access policy also means you need to relate your publication to a project. Under Keywords complete the section 'Is this output part of a funded project?'.

FDIT	Keywords 👩
Metadata	USER-DEFINED KEYWORDS
Metrics	
OVERVIEW	
Relations	IS THIS OUTPUT PART OF A FUNDED PROJECT?*
Display	There are no associations
HISTORY AND COMMENTS History and comments	Add <mark>Is this output part of a funded Project?<mark><font color="Red" face="C</td></mark></mark>
	DU TUU HAVE A DATA ACCESS STATEMENT? - FOR UKRI GRANTS UNLY There are no associations Add <mark>Do you have a Data Access Statement? - For UKRI Grants only<mark></mark></mark>
NOTIFICATIONS	KEYWORDS
Editors responsible for handling this submission: None	There are no associations
Comment on workflow step change:	ASJC SCOPUS SUBJECT AREAS There are no associations
	Status: For validation by the library team.

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Click on Add and three options appear:



If the answer is 'Yes' you will also need to complete the Projects field under 'Relations' (see step 8).

7. If you are UKRI funded then also complete the section 'Do you have a data access statement?'. Click on 'Add' and select the relevant answer:

Add <mark>Do you have a Data Access Statement? – For UKRI Grants only</mark>	
Q.	\supset
• Yes	
• No	
Can	cel

8. If your output is part of a funded project then add the appropriate project in the 'Relations' field.

Research Output			
There are no associations			
+0			
Projects			
There are no associations			
+0			
Activities			
There are no associations			
+			
Clippings			
There are no associations			
+厚			
Impact			
There are no associations			
+0			
Equipment			
There are no associations			
+0			
Datasets			
There are no associations			

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- 7. The publication should be viewable on the research portal so "Visibility" will be set to 'Public No restrictions'.
- 8. At the bottom of the record mark the record as 'For validation by the library team' and don't forget to click **Save**! This will alert the library who will ensure all the correct information is present on the research output and validate the publication. **Please note** that the Library requires 4 essential pieces of information: Acceptance Date, Submission Date (if UKRI funded), Author Accepted Manuscript (for journal articles and conference papers) and Project Code (for funded outputs). If **any** of these are missing the record cannot be validated and this will slow down the validation process as the library will need to follow up with the author. Once validated the record will appear in the Research Directory, and on departmental pages shortly after.



9. Other content can be added in the same way as above. Simply choose the correct type of research output or other content using the "add new" button and fill in the fields. Any with an * or yellow highlighted areas must be filled in before the record can be saved.