Pure user guide: Adding an electronic copy of a Doctoral thesis to Pure

Any PhD students registered from October 2011 must upload an electronic copy of their thesis into Pure on completion of their doctorate. Some access restrictions may apply due to copyrighted material, publication negotiations, confidentiality issues, etc., so in addition to this user guide please see the link to the Library webpage for guidance on electronic thesis deposit at the end of the document.

You can find and log into Pure (using your normal computer log in details) at https://pure.lancs.ac.uk.

**Masters by Research/Taught or other Postgraduate students:**
Only students on certain research courses have access to Pure. If you have been informed by your department that you need to make an electronic submission via Pure, but cannot log in, please email a pdf of your thesis/dissertation to r.ingham@lancaster.ac.uk or m.barnes@lancaster.ac.uk and request that a submission be made on your behalf. Please indicate that the reason for you being unable to access Pure is due to your course.

1. Users can add a thesis in one of two ways. Either using the “Research output” tab on left hand by clicking the “+” symbol, or via clicking the green “Add new” button on the right hand side.

2. Clicking the "Research output" tab on the left will bring up the “Create from template” pathway.

Select "Thesis" then either "Doctoral Thesis" or "Master's Thesis".
Clicking the “Add new” button on the right will open the “Submission guide” tab, which will display various popular template options. Navigate through the pages until you see “Doctoral thesis”. Click to open.

3. Users can edit the details about the thesis in this window. Fields with a * are mandatory and must be filled in. The “Publication state” should be set to ‘Published’, unless the thesis is under an embargo, in which case it should be set to ‘Unpublished’.

4. The author details are auto-populated from the LUSI system.

If needed, users can add additional departmental or organizational affiliations by clicking “Edit” next to your name.
Please remember to click "Update" to make your changes (and "Save" at the end).

5. The "Managing organisational unit" should be the department that users are registered to, (or where the greater percentage of your registration is to). If this is incorrect, users can always edit it using the "Change organisational unit" function.

6. Supervisors can be added under the supervisor section:

7. "Publication dates" are mandatory; however, it is only essential to add the year.

8. The publisher is Lancaster University, click to add a publisher and search for Lancaster University from the list provided.
9. Users can add “User defined keywords” and other information. Please type into the box and select from the dropdown list that appears, as this will reduce the number of spelling variants.

10. Unless the thesis is subject to any restrictions, such as confidentiality or commercial clauses, the thesis must be made available. This is a mandatory requirement for electronic thesis deposit for the University, and is part of the open access strategy, (See the Library webpage on Embargoes for more guidance).

Using the “Access to electronic version of this research output” section, you can add the final copy of your thesis.

Please note you must have full copyright agreements in place to reproduce any third party material if you wish to deposit the full-unedited version, without any restrictions.

Please select “Upload an electronic version”.

In the "Upload an electronic version" section there is also the option to attach a Creative Commons Licence to your thesis which details the circumstances under which your work can be used by others.

The Library recommends the most restrictive licence (CC-BY-NC-ND) although there are other licences available. Please see the Library webpage on Licences for further guidance.
In the Document version box select ‘Final published version’ from the drop down list.

If an embargo is necessary please add the “Embargo Start Date” and the “Embargo end date”, Pure will automatically release the document once this date has elapsed. If there access is set to “Embargoed” 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.

11. Links to electronic copies/DOI’s can also be added in this section. If you would like to add details of any embargo, or useful details of the submission in general then please add them in the bibliography note section.

12. Any publications or other research output related to your PhD, can be added to the submission via the “Relations” tab.
13. Information about your thesis i.e. supervisors can be added in the next section. The awarding institute can be searched for and selected from the dropdown menu.

14. The “Visibility” should always be set to “Public-no restriction”, even if you have copyrighted material present in your thesis and could not gain approval to use it. If this is the case, please consult with the library for advice.

If you have an embargo on your thesis, the document will remain hidden until the embargo has past. Metadata (title etc.) will be visible once validated.

15. “Save” the submission. It will then be sent to the library for Validation.
Additional information is available via the Library webpages - Please note:

Other information.


http://www.lancaster.ac.uk/library/information-for/researchers/disseminating-research/submitting-your-thesis

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 rso-systems@lancs.ac.uk.