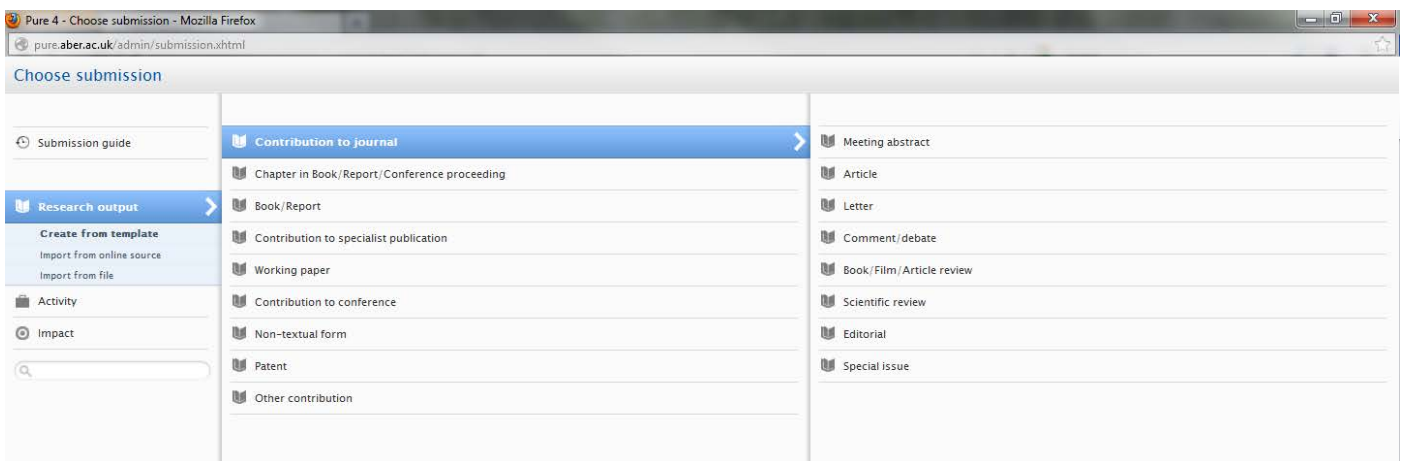


How-to: Adding a research output to PURE

You can add a new research output through the **‘Choose submission’** screen, opened either by clicking on the + icon to the right of ‘Research Output’ on the left-hand menu (1) or by clicking on the green ‘Add new’ button within the right-hand menu (2).



Option 1: Create from template



The default option for adding outputs is ‘create from template’. You will be presented with a menu of output type options. By clicking on one of these types, a menu of sub-options will appear to the right. In the example above ‘Contribution to journal’ has been selected as the primary output type. Once a secondary output type has been chosen, a blank input screen in which the bibliographic information of the output should be entered will open. Those fields highlighted with red asterisk must be completed.

Option 2: Import from online source

The second option available for adding outputs to PURE is to import output records from an online source. This is particularly useful for new staff looking to bring in details of previous research. The system is connected to a number of the bibliographic databases that the University has subscriptions to, such as Web of Knowledge.

- When a record is imported, the system will verify the listed authors as either ‘internal’ or ‘external’ to the University and will confirm that the record isn’t already in the system.
- The details of the output are transferred to the most appropriate output template.
- A check is run on the title of the output and a message will appear in the output form if the system finds a current record with the same title.
- If the output is joint authored, and the system matches the output to another internal author, a message will be sent to this individual notifying them that they have been added to an output.

It is worth setting up automatic searches within PURE within such bibliographic databases so that you are aware when new outputs become available. The system will then send you a weekly alert via e-mail whenever it finds new import candidates.

Another online source to note is **Cross Ref** which uses an item's DOI to retrieve its bibliographic information from the original publisher.

Option 3: Import from file

The final method for adding output records to PURE is to upload a list of output details from a BibTex or RIS format file (utilised by most referencing software such as RefWorks and EndNote and by some bibliographic databases).

Output record sections

Publication State

Publication state

Publication statuses and dates *

Year * Month Day -

Accepted/In press ▼ Current

Add publication status and date...

The full Acceptance date is required in order to determine this output's REF eligibility (if accepted after 01 Apr 2016)

Five publication states are available within the output record: In preparation; Submitted; Accepted/ In press; E-pub ahead of print; Published. More than one publication state and date can be entered against a record so as to create a timeline for the item. 'Accepted/ In press' can be used to describe any contracted books and accepted exhibition/ performance proposals. 'Published' denotes anything that has been completed and presented to its intended audience e.g. Conference paper delivered; Exhibition opened; Report submitted to sponsor.

For journal articles, a full accepted date YYYY/MM/DD needs to be added to the record to determine the REF Open Access eligibility of the item, as shown above.


Authors

Authors, Organisation, and Placement

Authors *

 **K. Ward (K.G. Ward)**, Author
External person

 **Martin Russell Jones**, Author
Internal person

 **Institute of Geography & Earth Sciences**
Organisation: Department

2 

1 Edit ↑ ↓ -

Edit ↑ ↓ -

Placement -

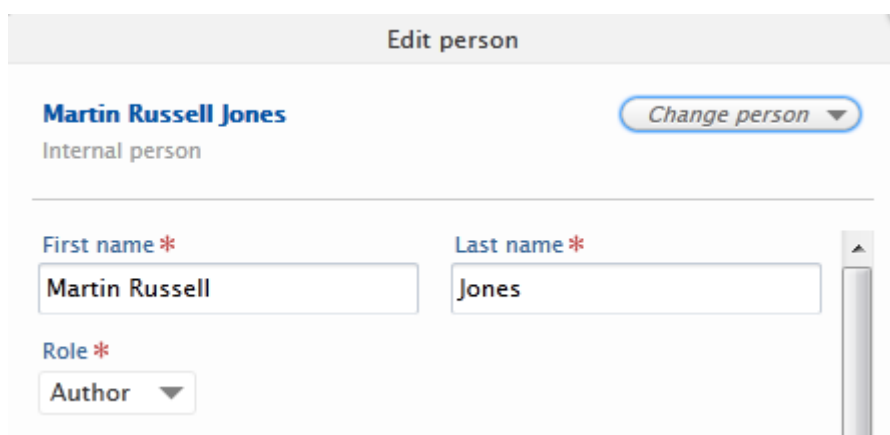
2

Add person...

Add organisation...

Add group author...

When you create a new record you will automatically be listed as one of its authors. The name used will be the full format one stored for you in the system. If you wish to reflect the format of your name on the publication (where this differs), you can choose to 'Edit'(1) the name.



As well as editing the way the name appears on the record, you can also assign the person listed with a relevant role. Persons can be listed as: Author; Illustrator; Editor; Translator; Publisher. The choice of roles offered is dependent on the output type being described, however.

You can add a person to the record by using either of the buttons highlighted (2). You will be prompted to search for a person name already in the system (both internal and external) or you can create a new external person.

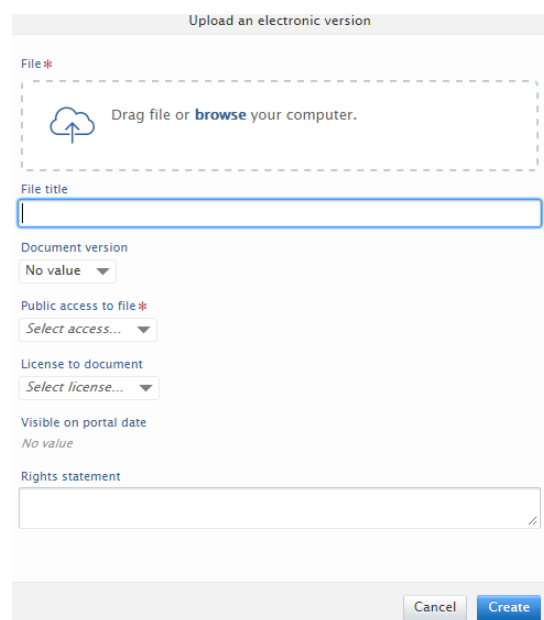
You can move person names up the list with the ↑ button or down the list with the ↓ button. Person names can be removed with the ‘ – ’ button.

Attaching an electronic version

Within the record, under the “Electronic version(s), and related files and links” section, select “Add electronic version” and then “Upload an electronic version”. You should then see the box to the right appear, within which you can upload your article, select your document version, set access to the file and select the appropriate license if known. IS will confirm your selections on validation of the record.

Fulfilling Open Access Policy: Uploading documents

To fulfil the University’s and HEFCE’s Open Access (OA) policy, a ‘green’ version of all journal contributions should be uploaded into the research output record. If an article has had an APC paid for it to be available through Gold Open Access you can upload the publisher’s PDF.



Please note: For REF2021, a post-print version must be attached to a record within 3 months of acceptance irrespective of whether it is that version that the publisher allows to be made open access. For more information about post-prints, see: <https://www.aber.ac.uk/en/research/good-practice/open-access/when/>.

Licence information

Upon deposit of the electronic version, you will be required to accept the End User License which states the terms and conditions of public use of the item once available via the Aberystwyth Research Portal. Unless otherwise stated, items made available in the Portal are currently accessible under a CC BY-NC-ND licence. We do however, encourage staff to use licences that allow a wider range of re-use and re-purposing. This is a requirement for most externally funded research.

Further information on available licenses is available via the Creative Commons site: <http://creativecommons.org/licenses/>. Please also contact openaccess@aber.ac.uk with any queries.

Embargoes

If the publisher stipulates an embargo period, please enter 31/12/2099 as the embargo end date. The Library team will change this to the correct date once the item is published.

Relations

You can link the output record to other content records within PURE such as related outputs e.g. a chapter within a book, or projects, if the output is derived from funded project research.

Visibility

The default option for all outputs is 'Public- No restriction'. It is advised that no other option is selected, unless the output is known to be commercially sensitive or confidential. Then the 'Confidential- Restricted to associated user or editors' should be selected.

Status

The final option that can be selected on the form before it is saved is the status of the entry of the output record. It is suggested that those outputs which are still 'In preparation' be saved as 'Entry in progress', so that it is only the relevant personal user/ submitter of the item that can continue to edit the bibliographic details of the output record. Once an item has been accepted it can be set to the 'For Validation' state. This will mean that the Library staff will be able to review and finally 'Validate' an output's bibliographic details, and finalise the record. Once validated, the item will appear on your University webpage and within the Aberystwyth Research Portal on the next working day (after 9:30am).

Saving

Once a record is completed, press 'Save' and **wait for the window to close**.

Points to note

Conference Proceedings and participation

Conference participation can be recorded in PURE as either a research output or as an activity. The differences between the options are noted below:

Research outputs	Chapter in Book/ Report/ Conference proceeding> Conference Proceeding (Non-Journal Item)	For full conference papers published in a series edition or book with an ISBN e.g. 978-1234567890. Contribution to journal> Article, should be used if the paper is selected to appear in a journal edition or other publication with an ISSN.
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	Contribution to conference >Paper >Poster >Abstract	For delivered but non-published papers/ presentations, and all other conference output contributions such as abstract or poster submissions.
Activities	Participating in or organising an event> Participation in conference	Attendance at a conference, especially as an invited speaker or Keynote; active involvement in the conference such as session Chair or organiser/ organising committee member.

Theses

Please use the 'Thesis' research output type for theses and dissertations that were produced outside of AU that you wish to appear within your outputs' list. Theses produced by AU students will be added within the 'Student theses' module by library staff.