Last updated: 26 October 2011

Adding new content

As a Personal User, you can create, edit, and/or view personal content – e.g. Research output, Activities, and Impacts. You can also create custom reports regarding your own content – see separate user guide **Creating and downloading lists of content**.

There are two main ways in which you can add new content to Pure:

- **All content types:** create content from scratch using a predefined template of your choice
- **Research output only:** import from an online source such as Web of Science, or from a file, e.g. Bibtex.

Create content from scratch

Pure provides you with useful templates so that you can quickly and easily create new content. In this example you will create a research output – a **Contribution to journal (Article)** – however, the process can be applied to most other types of content.

Tip: If, at any time while filling in a template, you think the template you have chosen is not the most appropriate one, you can click on the **Change template** button (top right of window) and select a different template type. Any information you have already typed in will be copied to the new template.

1. **Selecting a template**

    - From the **Personal overview** screen, click on the **Add new** button on the top right.

    - The **Choose submission** window opens.

      Tip: By hovering your cursor over menu items in this window, you can view explanatory text for each category. This text is displayed at the foot of the window, highlighted in yellow.
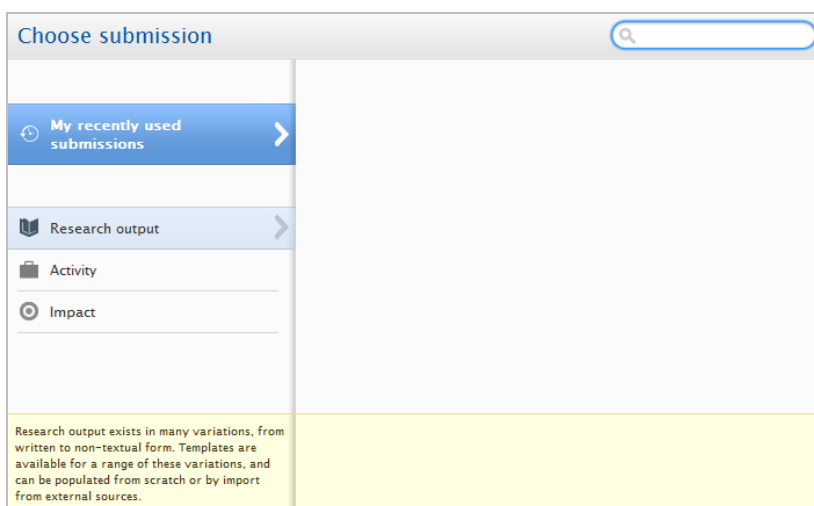

    - Click on **Research output**. Note that **Create from template** is already selected in the left hand navigation and that a list of template types is displayed on the right.

    - Click on **Contribution to journal** from the list of template types. You are presented with a list of further template types (in this case a list of journal contribution types) from which to choose.

- Click on the **Choose** button to the right of **Article**.
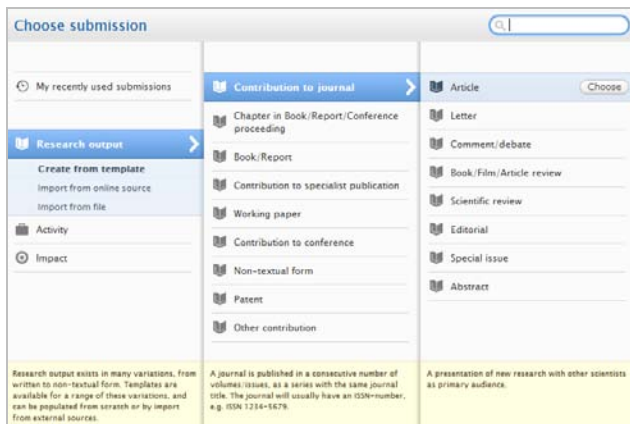
- A new window will open displaying the **Contribution to journal > Article** template.
  - o **Note that fields marked with a red asterisk (*) are required and must be filled out.**
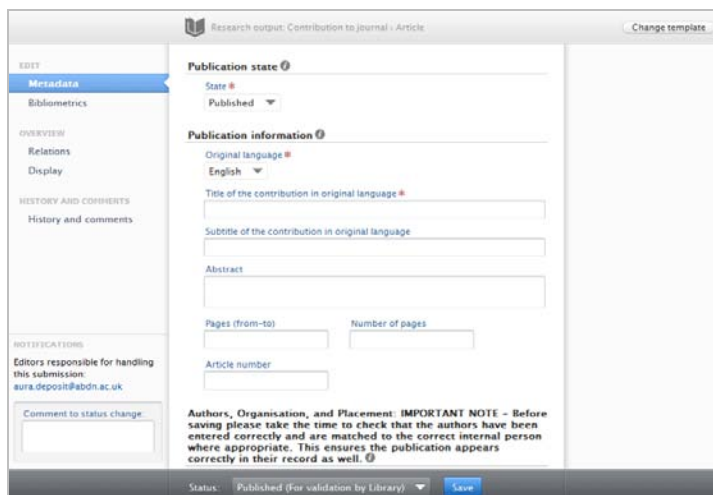
2. **Fill out Publication information**

   Ensure **Metadata** is selected from the menu on the left of the window.

   Tip: By hovering your cursor over the information icons 🛈 in this window, you can view explanatory text for some categories. This text is displayed on the right of the window, highlighted in yellow.

   Required fields (*)

   - The default **Publication state** is Published but you can change this if you wish.

   - The **Original language** will default to English. This can be changed, if required, via the drop-down list of language options.

   - Enter the **Title of the contribution** in full and as accurately as possible, or if you prefer, copy and paste from another source.

   - **Authors**, **Organisation**, and **Placement**.

   Note: organisations can be departments, Schools, Colleges, etc. within the University and synchronised from HR data, as well as *ad hoc* Research Pools/Centres.

- By default, **your** name and organisation is already listed.

- **Placement** is set by default to you and your organisation. You do not need to change this setting.

- You can add additional **Authors** by clicking on the **Add person** button and either searching for internal persons (as you start to type in the Search field, the results will be updated as you type), or creating external persons (type name in the text field).

  By adding an author you will ensure that the output will also appear in the co-author's records.
 **Tip:** Use the Quick Add button to quickly add *multiple* authors.

- To edit the role details of any author, click on the **Edit** button.

- To change the order in which Authors appear, click on the up or down arrows next to the names.

- To remove *any* entry, click on the minus symbol next to it.

- Add the **Journal** in which your article appears by clicking on the **Add journal** button. You can **Search** by starting to type the Journal name or ISSN – the search results will be updated as you type – or **Create new**.

- **Has this been Peer reviewed?** – Normally you should accept the default setting **Peer Review**.

- Add the **Publication dates** as appropriate – only the year is **required**.

- **Link funded research output to research projects**

  If your research output is funded (for example, EPSRC), you should link it to the relevant funded project within Pure.

  - Scroll down the window to **Relations** and click the **Add Project...** button.

  - Type the title (or part of the title) of your research output in the text box. Search results are populated as you type.

  - Select the relevant project from the list of results. If you can't find the project, contact Research Financial Services for help rfs@abdn.ac.uk.
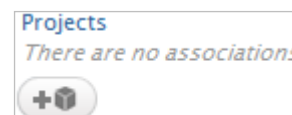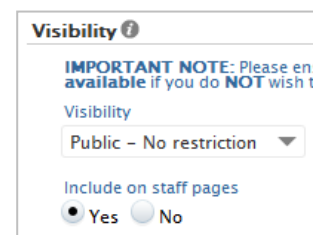
Optional fields

- Optional fields (e.g. Subtitle, Abstract, Pages, Number of pages, Group author, Volume, Issue number, User defined keywords, Documents, Links, Bibliographical note, Event, Relations, Visibility) can be filled in if desired.

About Visibility

Pure provides the facility to display your publications or activities on the **staff web pages** and, coming soon, the **Pure Portal**.

- To add a **publication** to your **staff pages**, ensure the **Yes** radio button is selected (note that this is selected by default).

  - In future, this will be the *only* way to add publications to staff web pages.

- To add a **publication** or **activity** to the **Pure Portal**, ensure **Public – No restriction** is selected from the dropdown **Visibility** menu (note that this is

selected by default). If you do not wish for your publication or activity to appear in the Pure Portal, select **Restricted to PURE users**.

- o Records marked as Publicly available will be displayed in the Pure Portal when it is launched.
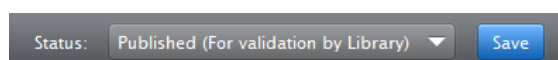
3. Uploading to AURA

Aberdeen University Research Archive (AURA) – http://aura.abdn.ac.uk/ – is an open access institutional repository for the University's research outputs.

The only way to add a document to AURA is through Pure. For detailed instructions on how to upload to Pure, see appendix on page 9.
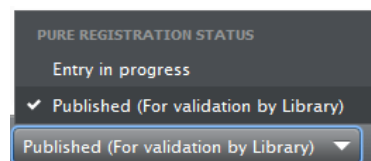
4. Saving and submitting content

Note: The options available via the workflow footer changed in March 2011. The 'status' of the publication, e.g. In Preparation, In Press, Published, Unpublished, has been removed from the workflow and is now a new field (**Publication state**) at the top of the template. The default is **Published** but you can change this if you wish.

Notice the workflow footer at the bottom of the window. When you add new content, the workflow **Status** defaults to **Published (for validation by Library)**, as shown below.

- You can change this to **Entry in progress** if you wish. The content will still be sent to the Library to check before it is validated.

- Click on the **Save** button.

- Provided you have completed all the required fields, you will be returned to the **Personal overview** screen. Note that this latest addition to your research output appears on the right of the screen under **My History**.

- Select **Research output** from the left navigation. The content you have just added will be listed in the central content area along with your other research output items.

About validation

- To help with quality assurance of data, the Library has responsibility for checking content of all Published research output for accuracy.

  The Library may return the content to you for amendment. If so, please read any comments carefully; displayed in an orange box, these will tell you why the content has been returned and what action, if any, you should take.

  If necessary, please respond to comments:

  - o Open the research output and select **History and comments** from the **EDIT** menu on the left. Type your response in the text box provided and tick the checkbox next to **All editors of this content**, then click **Save**.

  Note: The validation process does not prevent bibliographic data from being displayed or searched for in Pure.

Import from online sources

It is possible to use Pure to import publications data from a range of external databases, allowing you to fetch your existing publications from online sources: currently **PubMed**, **Web of Science**, **ArXiv**, and the **Library Catalogue**, or from a file, e.g. Bibtex.

For this example you will import a publication from **Web of Science**. The process can be applied to other online sources.

1. Import from Web of Science

- From the **Personal overview** screen, click on the **Add new** button on the top right.

- The **Choose submission** window opens.

    > **Tip:** By hovering your cursor over menu items in this window, you can view explanatory text for each category. This text is displayed at the foot of the window, highlighted in yellow.

- Click on **Research output** in the left hand navigation then select **Import from online source**. A list of source options is displayed on the right.
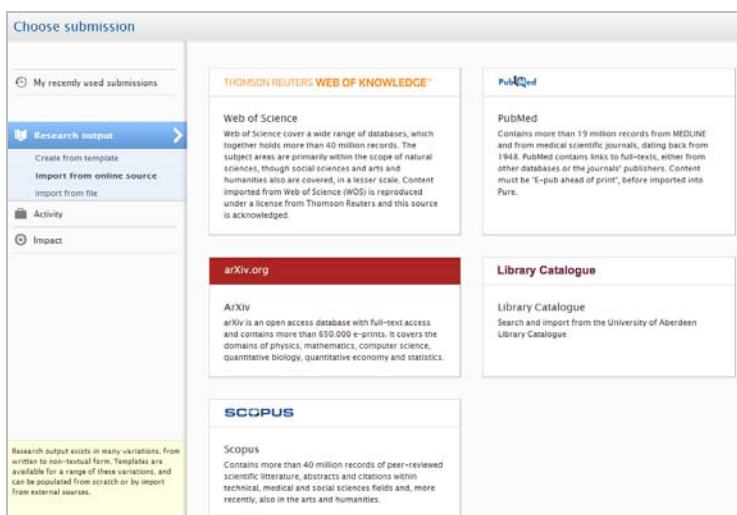
- Select **Web of Science** from the list of source options.

- A search box is displayed.

- Enter the title of the publication, *and/or* the name of the author, *and/or* the year of publication range, *and/or* part of the Organisation name (e.g. Aberdeen), as accurately as possible into the relevant search fields.

- Click the **Search** button.

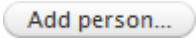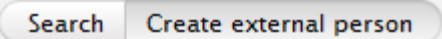- Browse through the search results to locate the relevant publication.

- Click the **Import** button next to the publication.

- A list of the publication's authors and possible matches of internal authors in Pure makes it possible to match the right authors to the current publication. A green **Match** icon indicates a match has been found.

    o Make sure that each author is displayed correctly. Internal authors with a Pure user account will display a University e-mail address alongside their name – this option should be selected. If necessary, click on the arrow to select the correct author from the drop-down list.

    o It is also possible to edit authors within the Publication once it is imported; so, if a match is not found at this stage you can correct it on the Publication.

- Click the **Import** button.

    o The information will be imported and, in most cases, the appropriate template will be applied automatically and the main editing window will open.

    o **Note:** If information about the publication type is missing, the template screen will open, prompting you to choose an appropriate template.
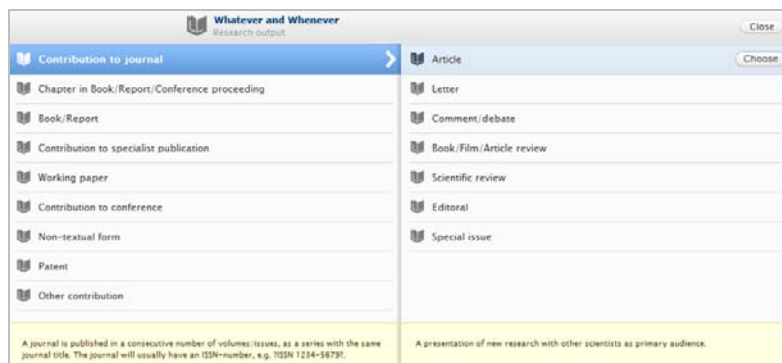
2. Check publication details

Check the details that have been imported into the main editing window.

Note that fields marked with a red asterisk (*) are required and must be filled out. The import process should complete these automatically. However, if necessary, you can edit the information that has been imported, or add to it.

- **To edit the author list:**

    o To replace a listed external author with an internal author:

        - Choose the **Edit** button next to the author you wish to replace

        - Select **Replace** and use the search field to find the desired internal author

        - Click on **Update**

    o To replace a listed internal author with an external author:

        - Remove author by clicking on the **–** button next to their entry

        - Click on **Add person**

        - Click on **Create external person**

        - Enter the external author's details, then click on **Create**

- **Link funded research output to research projects**

  If your research output is funded (for example, EPSRC), you should link it to the relevant funded project within Pure.

  o Scroll down the window to **Relations** and click the **Add Project...** button.

  o Type the title (or part of the title) of your research output in the text box. Search results are populated as you type.

  o Select the relevant project from the list of results. If you can't find the project, contact Research Financial Services for help rfs@abdn.ac.uk.
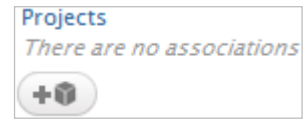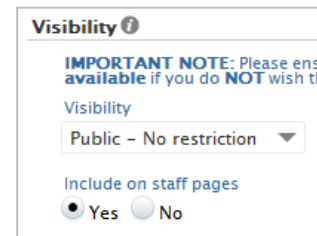
Optional fields

Empty **Optional fields** (e.g. Subtitle, Abstract, Pages, Number of pages, Group author, Volume Issue number, User defined keywords, Documents, Links, Bibliographical note, Event, Relations, Visibility) can be filled in if desired.

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- To add a **publication** to your **staff pages**, ensure the **Yes** radio button is selected (note that this is selected by default).

  o In future, this will be the *only* way to add publications to staff web pages.

- To add a **publication** or **activity** to the **Pure Portal**, ensure **Publicly – No restriction** is selected from the dropdown **Visibility** menu (note that this is selected by default). If you do not wish for your publication or activity to appear in the Pure Portal, select **Restricted to PURE users**.

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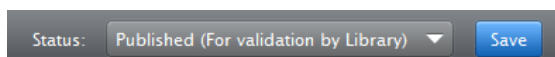
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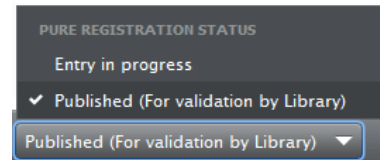
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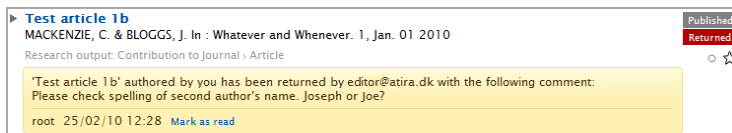
- You can change this to **Entry in progress** if you wish. The content will still be sent to the Library to check before it is validated.

- Click on the **Save** button.

- Provided you have completed all the required fields, you will be returned to the **Personal overview** screen. Note that this latest addition to your research output appears on the right of the screen under **My History**.

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  If necessary, please respond to comments:

  - Open the research output and select **History and comments** from the **EDIT** menu on the left. Type your response in the text box provided and tick the checkbox next to **All editors of this content**, then click **Save**.

  Note: The validation process does not prevent bibliographic data from being displayed or searched for in Pure.

Appendix: Publish to AURA via Pure

How do I publish to AURA?

The only way to add a document to AURA is through Pure. AURA is fully integrated with Pure so there is a single workflow for creating a publication and adding the full text.
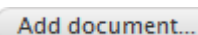
Documents added to Pure will appear in AURA once they have been copyright cleared by the Library (note this can take up to 7 days) and any publisher embargo has passed.

How do I upload via Pure?

You can add a full text document to AURA while adding a new publication in Pure. Simply follow steps 1 and 2 for **Create content from scratch** or **Import from online sources**, as detailed above, then before saving:
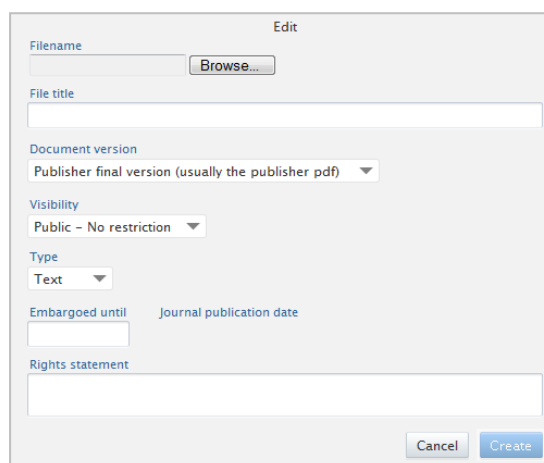
- Scroll down the editing window to the **Documents** section.

- Click on **Add document...**

- The **Edit** dialog opens.

- Click on **Browse...** and locate and select the file you want to upload then click **Open**.

- Enter an appropriate title for the file, e.g. the name of the publication, in the **File title** text box.

- Under **Document version**, click on the arrow and select a version type from the drop down list.

  - **Note:** In order to avoid potential copyright infringement, it is not advisable to select **Publisher final version** unless you are certain there are no copyright restrictions on the publication – if in doubt, check the publisher's agreement.

- Under **Visibility**, click on the arrow and select a visibility option from the drop down list.

  - In most cases we recommend selecting **Public – No restriction** as this will ensure that your research is available to as wide an audience as possible.

- Under **Type**, click on the arrow and select a type option from the drop down list.

 - In most cases, this will be **Text**.

  - Other options include Audiovisual, Software, Data set/Datafile/Database, Printed or manuscript music, Cartographic/Map material, and Other.

- If you know the publisher has imposed an embargo date, click on the text box under **Embargoed until** to open the calendar interface and select the appropriate date.

  - **Note:** Use the double headed arrows on either side of the month to move forward or backward by **year**. Use the single headed arrows to move forward or backward by **month**.
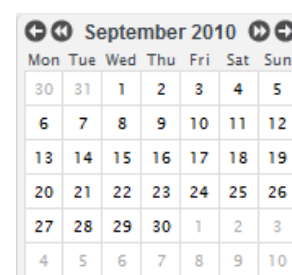
- The **Rights statement** relates to any requirement, as specified by your publisher, for making full text available for open access via AURA. In many cases, the statement you need to add will be included in the copyright transfer agreement made at the time of submitting research output to your publisher.

- Click **Create** to upload your document.

- You will be presented with licence agreement dialog. Read the agreement carefully then click on **Accept licences**.

  - You will only be asked to do this once for each publication you upload to AURA.

- Your document will be displayed in the **Documents** section of the editing window.

  - Add further documents if you wish, for example images, music manuscripts, cartographic material, media files, etc., by clicking on **Add document...** and following the steps as detailed above.

- From the **Documents and links** section, you can also:

  - Click **Edit** to make any changes

  - Click ⊖ to delete.

  - Click **Show** to view.

  - Change the order in which documents are displayed, if you have uploaded more than one document.
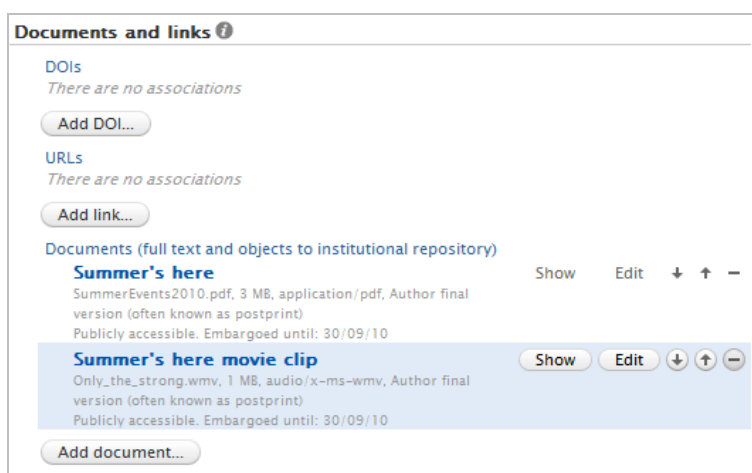
- **Save** and submit content as detailed in our user guides **Add new content** and **Managing content** (see www.abdn.ac.uk/staff/pure.php).

When will my publication appear in AURA?

Documents added to Pure will appear in AURA once they have been copyright cleared (note this can take up to 7 days) and the publisher's embargo has passed.