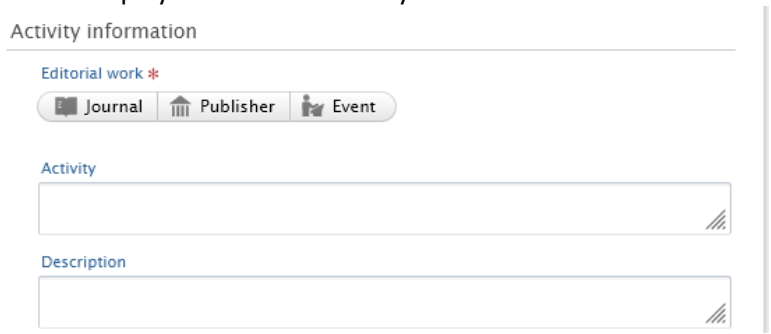
Publication Peer-Review and Editor Work

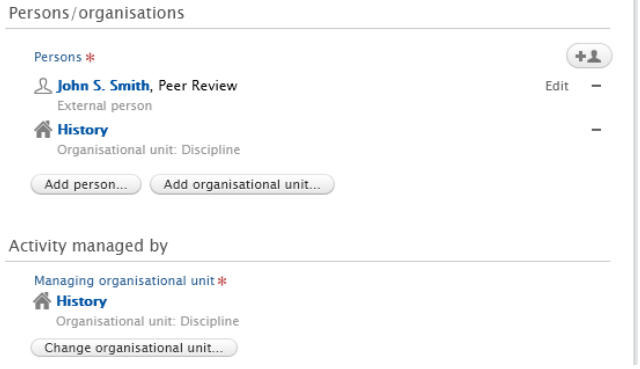
1. Log into Pure with your University of Aberdeen Login at https://pure.abdn.ac.uk/admin/login.xhtml.
2. Click on the add content button and then select activities, publication peer-review and editorial work, then the best sub-type for the activity.

3. Add a journal, publisher, or event by searching and if this is not listed, create a new one.
4. Use the activity box to provide a title or short summary of the activity, then use the description box to describe your contribution to the activity – if the record is set to public, content added to these boxes will be displayed on the University's Research Portal.

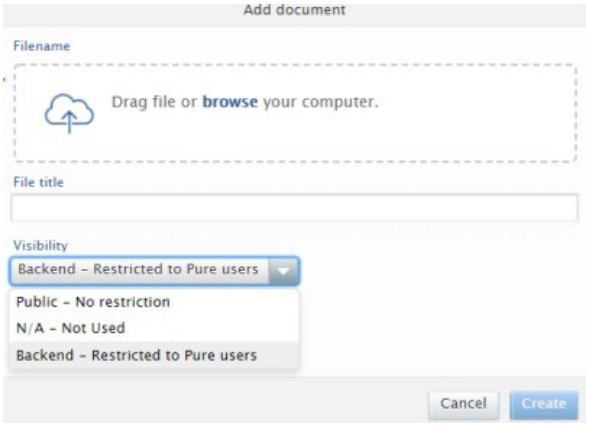


5. Enter a date or time period for the activity.
6. Select the degree of recognition that fits this activity best.

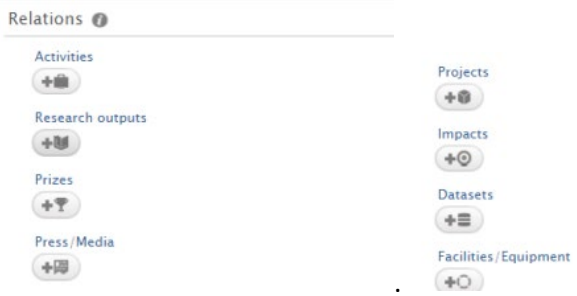
7. Add any internal or external people who also participated in the activity.
8. Click on Edit to change role(s) or organisational unit(s).



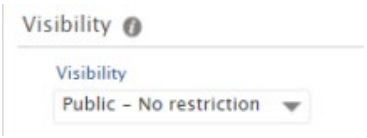
9. Attach documents or web links. You can add different file types such as PDF and PNG. Ensure that you are authorised to upload these files. Put the visibility as **backend – restricted to Pure users** if the files should not be seen by the public on the University's Research Portal. Please note that the main record can be public even if added files are restricted.
   Ensure any web links added are archived and active.



10. Relate the activity to other content types such as a journal article to showcase the different parts of your research and network.



11. Choose the option '**public – no restriction'** for the visibility if you want the record to be displayed on the Research Portal.



12. Ensure you click on **Save** when you have added all the information to the record. Any changes or updates made will be lost if you do not use the save button.