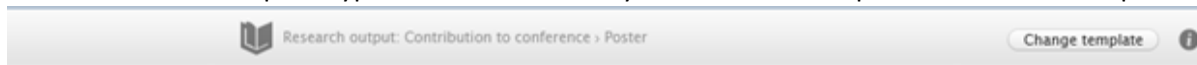


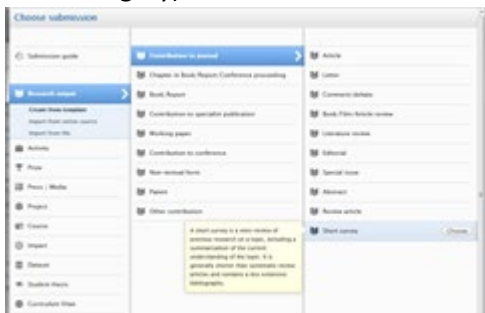
## Adding Research Outputs to Pure

### Creating content from scratch

**Tip:** If you think you have chosen the wrong template, click on change template button (top right of window) and select a different template type. Information already entered will be copied into the new template.

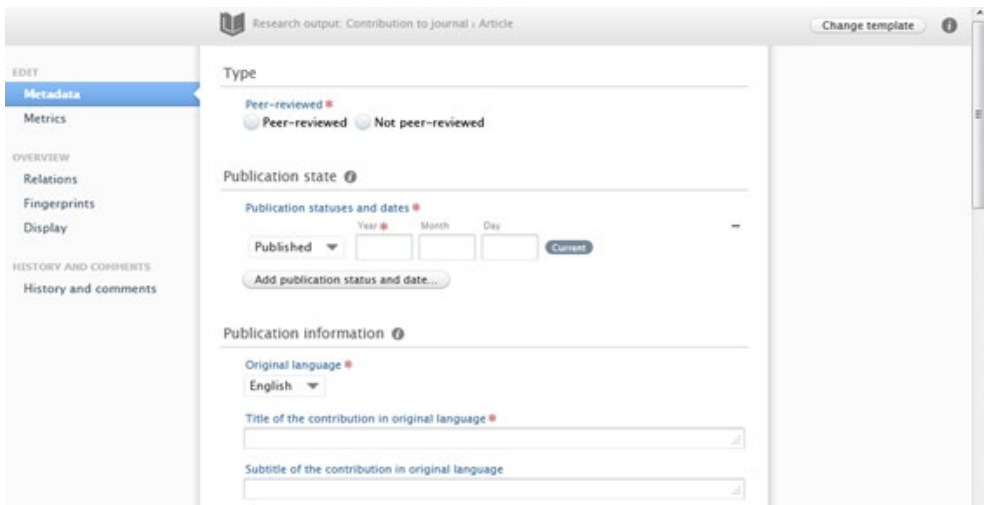


1. Click on the add new button in top right.
2. Choose submission window opens. Click on Research output in left navigation bar. Then select create from template from list of source options.
3. Select appropriate option from list. (If you hover cursor over menu items you can view explanatory text for each category).



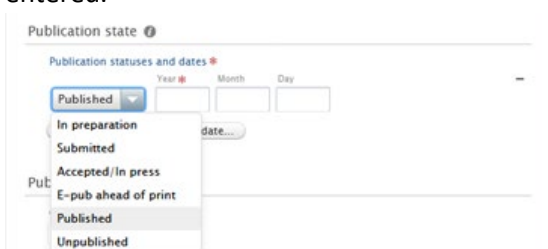
4. Once the type is selected (e.g., Contribution to journal) then you can select the sub-type (e.g., article).

The template will open allowing you to complete the necessary fields. All fields with a red \* are mandatory.



Required fields description:

- **Peer reviewed:** Information from journal should indicate if your work is peer reviewed, most journal articles are peer reviewed.
- **Publication state:** the most common state is 'Published' but we encourage you to include In Preparation, Submitted, Accepted/In Press, E-Pub ahead of Print and Unpublished where relevant. Click on button "**Add publication status and update**" to add additional statuses and dates. Ensure relevant publication dates are entered.



- **Original language:** this will default to English and can be changed via the drop-down menu.
- **Title of contribution in original language:** This should be entered in full and with accuracy. Alternatively, copy and paste this information from another source.
- **Authors, organisation, and placement:** Your name and organisation are listed already by default. Organisations can be Departments, Schools, etc. within the University and synchronised from HR data, as well as *ad hoc* Research Pools, Groups, or Centres. You can add additional **authors** by clicking on “**add person**” and search for internal persons or create external persons.

Authors, Organisation, and Placement: IMPORTANT NOTE - Before saving please take the time to check that the authors have been entered correctly and are matched to the correct internal person where appropriate. This ensures the publication appears correctly in their record as well. ⓘ

Authors \* +1

No persons or organisational units associated

- **Journal:** add the **journal** where the article appears by clicking on **add journal**. You can search by typing the journal name or ISSN (search results update as type) or **create new**.

Journals

Journal \* +1

Volume

Issue number

### Visibility

Update the visibility settings for your publication in Pure to control the display of your publications on the [staff directory](#) and the [Public Research Portal](#).

- To **add a publication or activity to the Public Research Portal**, ensure **public – no restriction** is selected from the drop-down menu (this is selected by default). If you do not wish for your activity to be seen in the **Public Research Portal**, select **Backend-Restricted to PURE users**.

After inputting the information, you will have a selection of options to select the status of your record before saving it. Select **for approval** to send to the library for validation. If you are still working on the record and want to save it for updating later you should change the status to **Entry in progress**.

### Importing content through RIS and BibTeX files from your previous institution

When new staff join the University of Aberdeen, we encourage them to add research outputs from their previous institution(s) to Pure.

If you have access to your previous institutions research management system then you can download a RIS or BibTeX file by following the steps below. If your previous institution ran research systems other than Pure, then you should email the Research support team at their institution to get a RIS or BibTeX file. Furthermore, if your previous institution does not have access to these files, you should provide us with your ORCID or Scopus Researcher ID.

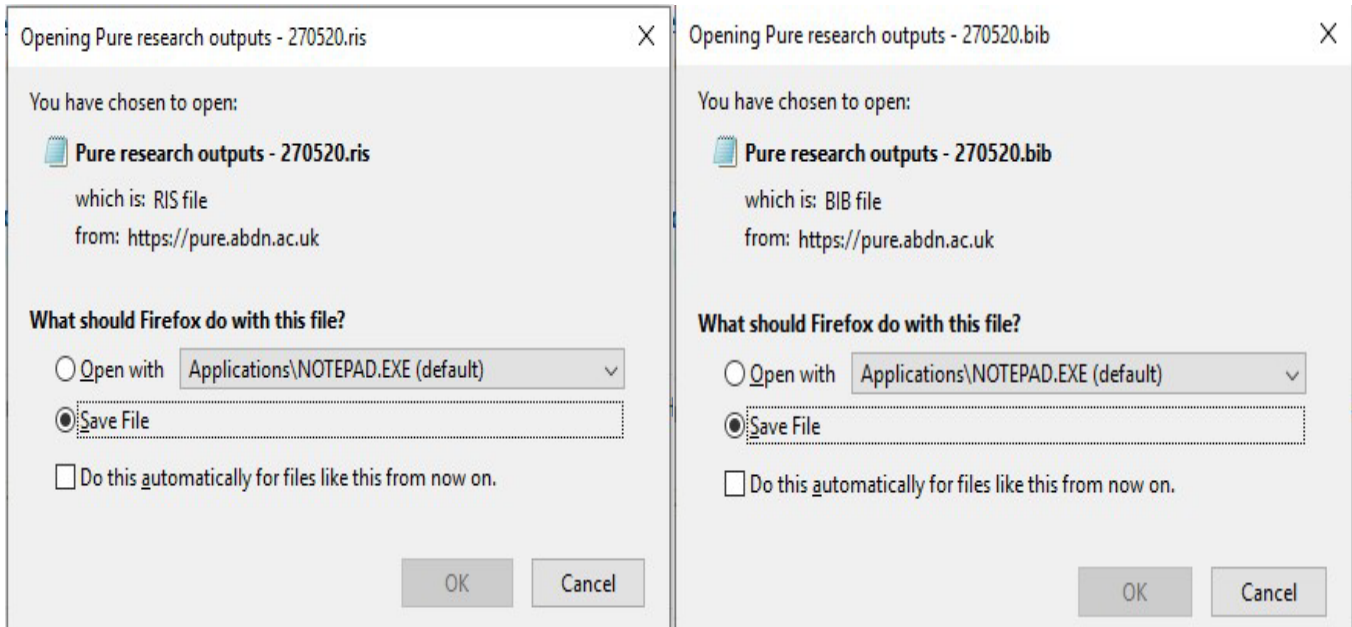
**Step 1:** log into your Pure account.

**Step 2:** navigate to the Research Outputs section and make sure that all publications are listed.

**Step 3:** select RIS or BibTeX from the download options at the bottom of the page.

Download list: [PDF](#) | [Excel](#) | [HTML](#) | [RIS](#) | [Word](#) | [BibTeX](#)

**Step 4:** Save the file.



**Step 5:** Email the file to [pure-feedback@abdn.ac.uk](mailto:pure-feedback@abdn.ac.uk).

When the Pure team receive the RIS or BibTeX file, they will upload it to Pure using the automatic upload function in Pure. RIS and BibTeX files will be processed in five working days.