ADDING RESEARCH OUTPUTS TO PURE

Which types of research outputs can be added to Pure?

All types of research outputs relevant to your work can be added to Pure, whether peer reviewed or non-peer reviewed, published or unpublished. This includes traditional outputs like journal articles, books, book chapters and conference proceedings, and also monographs, reports, articles in specialist publications, podcasts and practice-based outputs such as exhibitions.

Adding your journal articles and conference proceedings (with an ISSN) is very important because these outputs are subject to the UKRI REF open access policy. The REF (Excellence Framework) exercise assesses the quality of in UK higher education institutions and informs the allocation of funding. The open access policy requires they are deposited and made openly accessible within three months of their acceptance for publication, to be eligible for submission to the REF.

How are research outputs added to Pure?

There are three ways to add research outputs to Pure:

- Create from template
- Import from online source
- Import from file

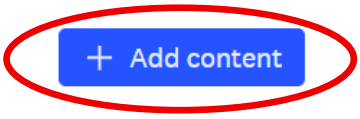
This guide refers to adding outputs using the pre-built templates that are available in Pure and manually filling in the details. The template method can be time consuming but is necessary for all non-published outputs, and probably some published outputs, where import options are not available.

Wherever possible, please import your published outputs, like journal articles, books and book chapters, from either i) an online source such as Web of Science, PubMed, etc. or ii) a text file such as BibTex, RIS or OpenAIRE, as these methods will automatically populate many of the fields for you and are much more efficient than manually filling out a template.To import using online sources or text files, see the section on the Pure guidance web pages for importing research outputs.

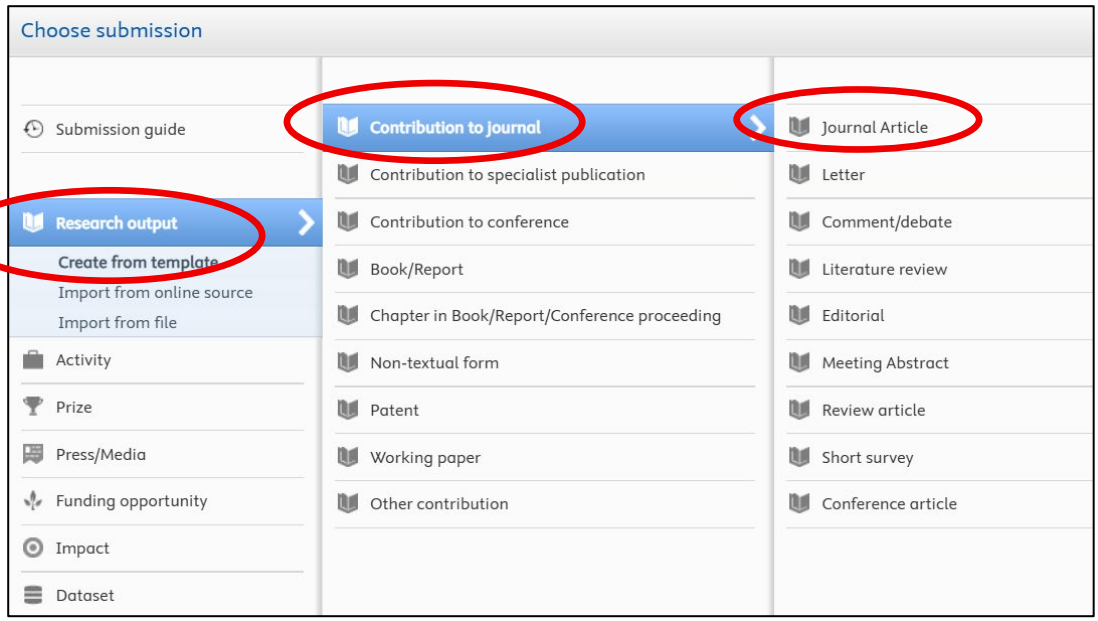
Using ‘Create from template’ to add a research output

The process for adding outputs using the template method is very similar across all the different output types. The guidance shown here is for adding the most common type of output: journal article. See ‘*Which template should I use?*’ below. If you need additional guidance, please contact research.repository@cumbria.ac.uk for advice.

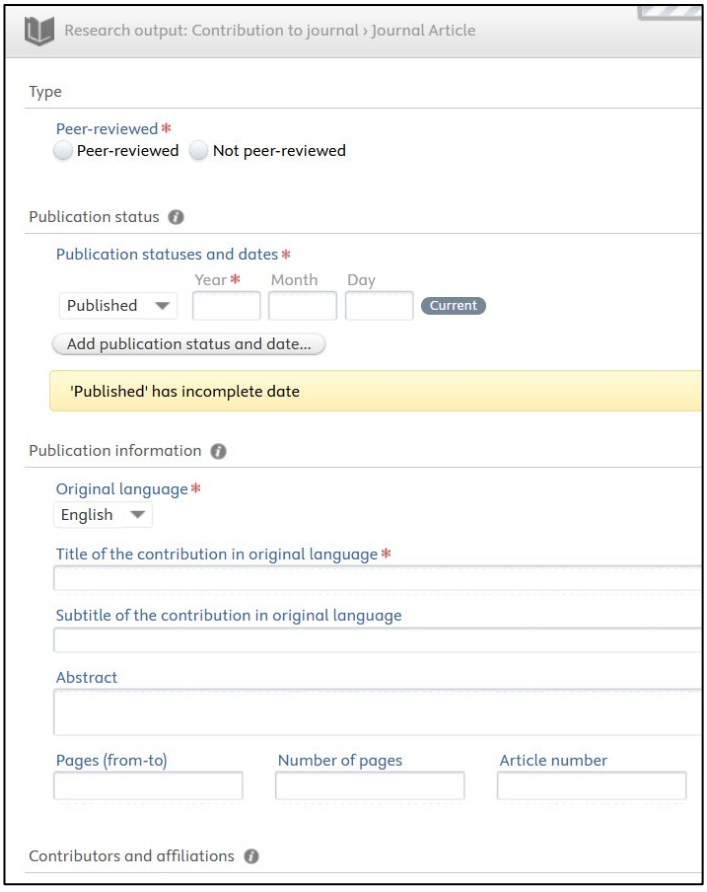
1. To add a new research output to Pure using the template method, click on the blue Add content button in the top right corner.



2. Click Research output on the left hand menu (it will default to 'Create from template') and select the appropriate template. Click 'Contribution to journal' (or a different relevant output type) then 'Journal article' (or a different relevant subtype) to bring up an empty template.

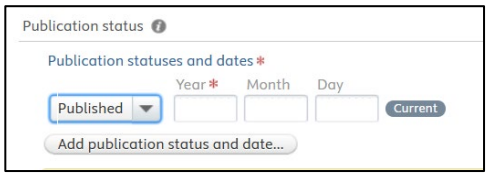


3. Complete the fields as you see fit (asterisked* fields are mandatory).



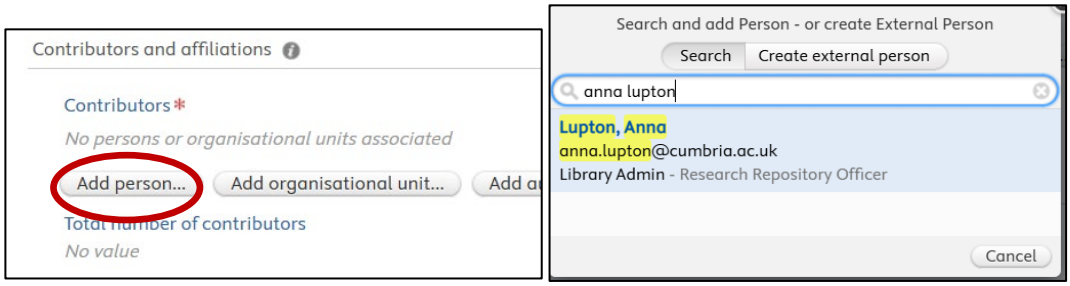
4. Publication statuses and dates

You can add as many dates as necessary. Pure will order dates chronologically: submitted, accepted, published online, published. Accepted date is crucial for journal articles and conference proceedings (with an ISSN), for REF open access compliance purposes.



5. Contributors and affiliations

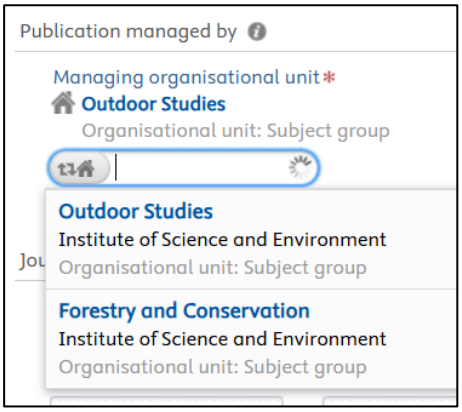
When creating an output using the template method, your name will automatically be added, and any co-contributors can be manually added by clicking the 'add person' button and typing their name in the search box. Internal UoC colleagues will automatically appear as you type, as will external colleagues who have been previousy added to other content in Pure; new external colleagues can be added using the 'create external person' function.



Your UoC affiliation(s) will appear under your name and is automatically fed from the University's HR system. If you have multiple affiliations, and not all are relevant to this particular research output, you can remove them by clicking the minus sign next to the affiliation. For each person, edit their 'Role' (Author, Editor, etc) and 'Affiliation on the research output'.

6. Managing organisational unit

Tick the appropriate UoC Department relating to the specific research output; options feed through from the contributor's ticked affiliations (or can be manually entered).

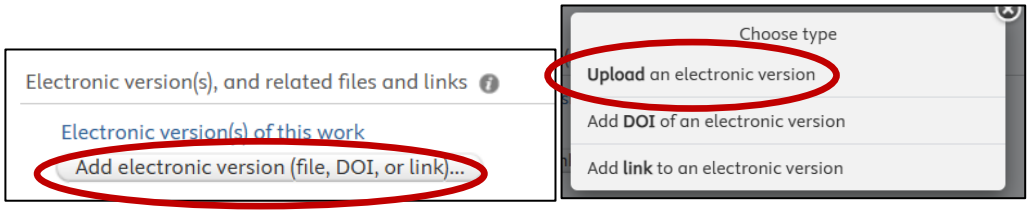


7. Author's accepted manuscripts (AAMs)

Regardless of which of the three methods you use to add your research outputs (create from template, import from online source, import from file), you need to add a full text file of your AAM (also known as a post-print) for journal articles and published conference proceedings (with ISSN) in the *Electronic version(s), and related files and links* section.

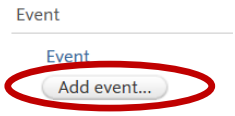
This green route to open access ensures you comply with UK REF 2029 and many funders' open access requirements. It ensures permanent records, increases research visibility (improves discoverability and boosts citations), and allows you to retain rights to your work.

The AAM is the version incorporating peer review changes but not containing publisher formatting. It can be uploaded to Pure upon acceptance. Click *Add electronic version* then *Upload an electronic version* (preferably a PDF). You can also add a DOI or weblink.



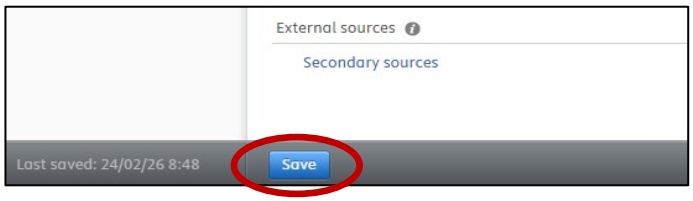
8. Event

If your research output is connected to an event, you can add the event title, date, location, etc. This is most likely used for conference items and non-textual items such as a performance. You can search for an event already saved in Pure, or create a new event.

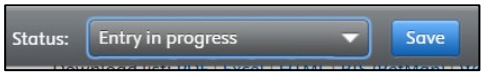


9. Validation process

When you have finished making changes, please remember to click "Save" at the bottom.



Your output will be saved with the default status *For validation* and will go into a review queue to be validated by repository staff (after which it will be displayed publicly on the research portal). If you want to return to an incomplete item later, you can save it with the status *Entry in progress.*



10. Amending existing outputs

Find your existing research output in Pure and click on its title, to open the record in a pop-up box. You can edit the details and upload full-text documents. The publication will be temporarily removed from public view until it has been validated by repository staff.

Which template should I use?

There are nine different research types that can be recorded in Pure, which each have a number of sub-types with a specific template. These are shown in the table below. Guidance is also shown within Pure itself by hovering over the output type in question.

Research output type	Research output sub-types
Contribution to journal	Journal article, Letter, Comment/Debate, Literature review, Editorial, Meeting Abstract, Review article, Conference article
Contribution to specialist publication	Article, Book/Film/Article review, Editorial, Letter
Contribution to conference	Paper, Poster, Abstract
Book/Report	Book, Commissioned report, Other report
Chapter in Book/Report/Conference proceeding	Chapter, Entry for encyclopedia/dictionary, Conference contribution, Foreword/postscript
Non-textual form	Software, Digital or Visual Products, Artefact, Exhibition, Performance, Composition, Design
Patent	Patent
Working paper	Working paper
Other contribution	Other contribution

Article published in a journal

Use Contribution to journal > Journal article

N.B. Journal articles are subject to the REF (Research Excellence Framework) open access requirements, which stipulates the authors' accepted manuscript must be added to Pure within 3 months of acceptance, to ensure eligibility for future REF submission.

Unpublished article

Use Contribution to specialist publication > Article

If you have an article that is not 'published' in the traditional way i.e. not in a journal, use the type Contribution to specialist publication and subtype Article.

This might be an online article, online blog post, an article appearing in a trade journal or members-only magazine, etc.

Conference contribution published in a journal

Likely to be published in a special supplement of a journal.

Articles: use Contribution to journal > Conference article

If you have a paper that has been presented at a conference AND published in full in a journal, use the subtype Conference article.

Abstracts: use Contribution to journal > Meeting abstract

If an abstract from a conference contribution has been published in a journal, use the subtype Meeting abstract.

Other contribution published in a journal

Use Contribution to journal > Letter, Comment/Debate, Literature review, Editorial, or Review article

Rather than *Journal article*, other subtypes can be used if appropriate:

Letter e.g. a letter to the journal editor

Comment/Debate e.g. comments on a former printed article

Literature review e.g. a critical evaluation of a publication, a book review

Editorial e.g. written by a member of the editorial board, presenting the journal's perspective

Review article e.g. a systematic review.

Conference contribution published in conference proceedings

Use Chapter in Book/Report/Conference proceeding > Conference contribution

If your conference contribution is published in conference proceedings that are not in a journal, you can use the type Chapter in Book/Report/Conference proceeding and the subtype Conference contribution.

N.B. Like journal articles, conference papers published in proceedings with an ISSN are subject to the REF (Research Excellence Framework) open access requirements, which stipulates the authors' accepted manuscript must be added to Pure within 3 months of acceptance, to ensure eligibility for future REF submission.

Conference contribution

Use Contribution to conference > Paper, Poster, or Abstract

If your conference contribution is not published in a journal or conference proceedings, you can use the type Contribution to conference and a subtype Paper, Poster, or Abstract, as appropriate.

These are items that have been presented at a conference but not published officially in a journal/proceedings (they might be made available on the conference website).

Papers are full papers, posters are visual overview presentations of work, abstracts are short condensed textual previews of work.

Authored/edited book

Use Book/Report > Book

If you have authored or edited a complete book use the type Book/Report and subtype Book, and ensure you set your role in Contributors to 'Author' or 'Editor', as appropriate.

Authored book chapter

Use Chapter in Book/Report/Conference proceeding > Chapter

If you have authored a chapter or section within a book, use the type Chapter in Book/Report/Conference proceeding and subtype Chapter.

Rather than *Chapter*, other subtypes can be used if appropriate:

Entry for encyclopedia/dictionary e.g. a short, focused article to be published as an entry in an encyclopedia/dictionary.

Foreword/postscript e.g. a contribution appearing prior to (foreword) or after (postscript) the main text.

Authored/edited report

Use Book/Report > Commissioned report or Other report

If you have authored or edited a complete report, and are responsible (perhaps with co-authors) for all of the work, use the type Book/Report and subtype Commissioned report or Other report, and ensure you set your role in Contributors to 'Author' or 'Editor', as appropriate.

Use the subtype Commissioned report for reports commissioned by an external body (e.g. Natural England, the Scottish Government).

For independent, non-commissioned reports, use Other report.

The full text can be set in Pure to be confidential and not visible to the public if necessary.

Authored report section

Use Chapter in Book/Report/Conference proceeding > Report

If you have authored a chapter or section within a report, and are only responsible for part of the report, use the type Chapter in Book/Report/Conference proceeding and subtype Report.

Practice-based outputs

Use Non-textual form > Software, Digital or visual products, Artefact, Exhibition, Performance, Composition, or Design

For practice-based, non-text-based outputs, use an appropriate subtype:

- Software e.g. stand-alone software for execution of specific tasks.
- Digital or visual products e.g. podcasts, animations, photos, audio recordings.

Artefact e.g. artwork itself, such as a sculptures, paintings (rather than an event exhibiting the artwork).

- Exhibition e.g. an event where artwork is exhibited, an installation.
- Performance e.g. a dramatic or musical performance.
- Composition e.g. musical scores, notes, sheets.
- Design.

Patent

Use Patent > Patent

A document granting the rights of a piece of work or invention to its creator.

Working paper

Use Working paper > Working paper

Working papers are documents primarily used for exchanging ideas with, and getting feedback from, internal or external colleagues. The full text can be set in Pure to be confidential and not

visible to the public if necessary. They might constitute an early version of a publication, or have no associated intention to publish at all.

Other contribution

Use Other contribution > Other contribution

If you have a research output that does not fit into any of the categories above, use Other contribution.

If you have any questions about adding research outputs to Pure that are not answered here, or you find any errors in this user guide, please contact: researchrepository@cumbria.ac.uk

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