Adding records and accepted manuscripts to Pure: a guide for academic staff to achieve Open Access

University Library

The following example demonstrates how to create a Pure record for a journal article.

Note that the options will differ for other research output types. The Library can offer support and advice for adding other output types.

You can log into your Pure profile at:

https://risweb.st-andrews.ac.uk/admin/

Login to Pure

To login, use your university username and password

For any queries about open access, contact:
openaccess@st-andrews.ac.uk
For general Pure support queries, contact:
purelive@st-andrews.ac.uk
For queries about Research Data, contact:
research-data@st-andrews.ac.uk

Once you have logged in you will be taken to your Personal page within Pure. To create a new Pure record for a journal article, start by clicking either the **+** sign on the left hand menu beside **Research Output**, or, press the green **Add new** button at the top right.
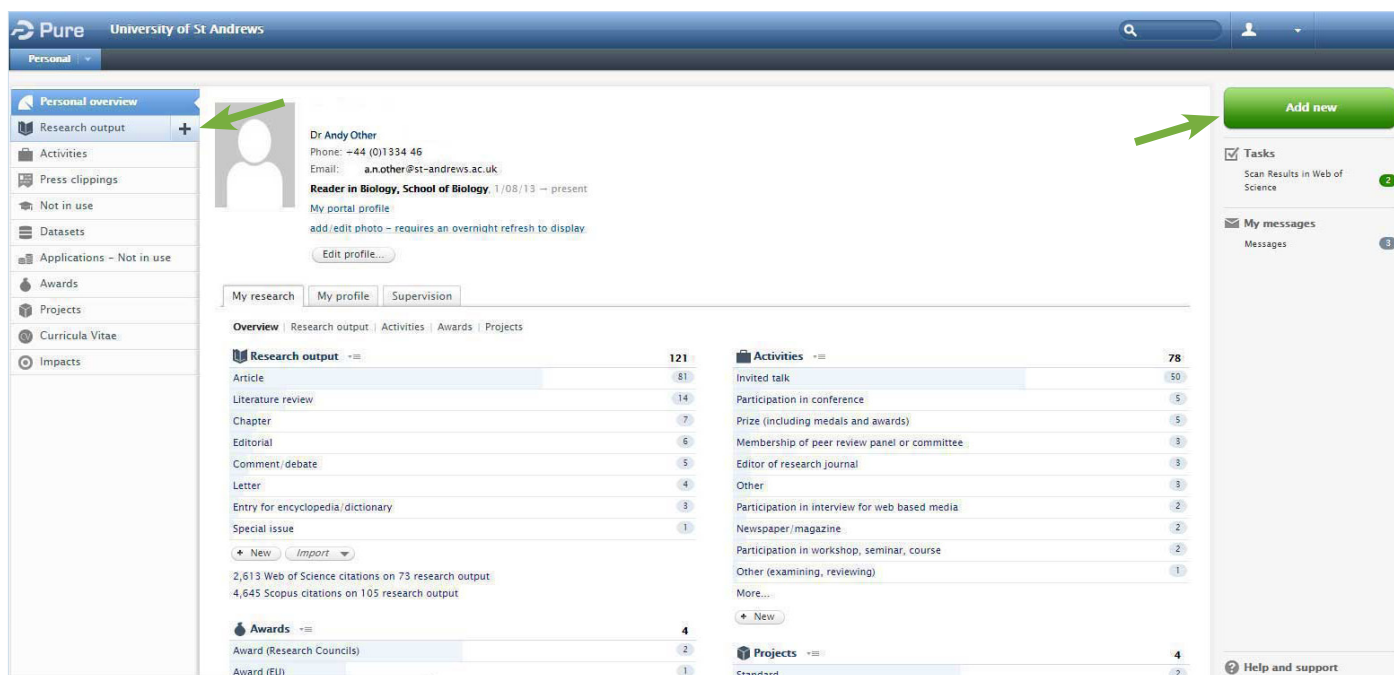
First choose the output type

The **Choose submission** screen will pop up and **Research output** should be automatically selected from the left hand menu, if not, click to select it, then choose **Create from template**, **Contribution to journal** and then **Article** (or select the appropriate template).
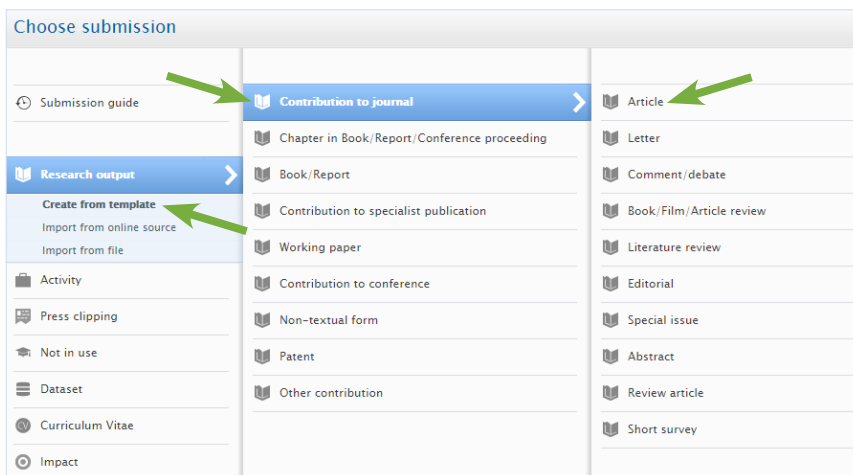
Your display within the pop-up will change to the **Research output** screen, where your first task is to indicate whether the article is peer-reviewed.

Adding a publication: Overview

Select whether the paper has been peer-reviewed

Research output: Contribution to Journal › Article

Type

Peer-reviewed *
○ Peer-reviewed ○ Not peer-rev

Please add the full date of acceptance. This date must not be deleted.
More dates can be added by clicking **Add publication status and date**

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 1 Apr 2016)

Publication information ⓘ

Original language *
English ▼

Add the title

Title of the contribution in original language *

Subtitle of the contribution in original language

Abstract

Pages (from-to)   Number of pages

Article number

Authors and affiliations ⓘ

Personal users will be prepopulated

Authors *   +👤
👤 Andrew Other , Author   Edit −
   Internal person
   🏠 School of Biology   −
      Organisational unit: School

Add person...   Add organisational unit...   Add group author...

Research output managed by ⓘ

This will automatically be set as personal users' first affiliation

Managing organisational unit *
🏠 School of Biology
   Organisational unit: School

Change organisational unit...

Journals

Click Add Journal and search for an existing title or click 'Create new' if it does not appear in the list of results

Journal *
Add journal...

Volume   Issue number

Electronic version(s), and related files and links ⓘ

Electronic version(s) of this work
Add electronic version (file, DOI, or link)...

**Upload the accepted manuscript.
Add the DOI (if known).
For more details see P4**

Other links
Add other link...

Other files
Add other file...

Article Processing Charge (APC)

APC paid
● Not set ○ No ○ Yes

Bibliographical note ⓘ

Bibliographical note

Event

Event
Add event...

Relations ⓘ

Research Output
+📖

Student thesis
+👤

Activities
+💼

Clippings
+📰

Equipment
+⚙

Impact
+◎

Projects
+🏢

Datasets
+☰

Link the record to any relevant projects

Link the record to a corresponding dataset (if applicable)

The visibility should be left at 'Public'

Visibility ⓘ

○ Public - No restriction ▼

External publication ids

Additional source ids
Add additional source...

Status should be left at 'For validation'

Status: For validation ▼   Save

Don't forget to Save

Add electronic version(s)

Click '**Add electronic version(s) of this work**' to upload the accepted manuscript
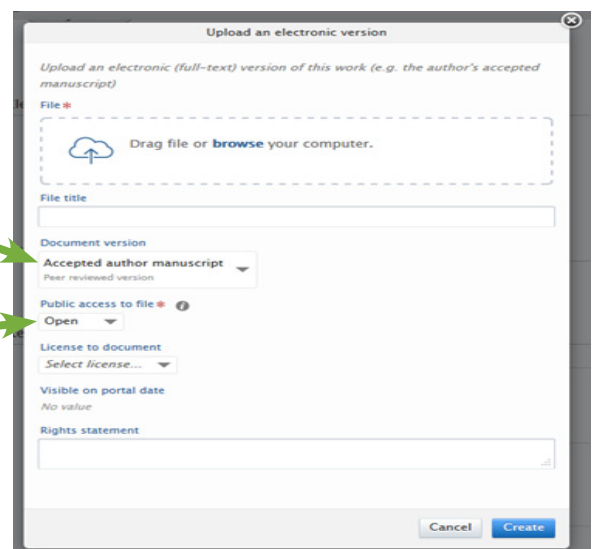
Please upload the **accepted manuscript**, this is **your version of the manuscript following peer-review and including any revisions of an academic nature**. Please **do not** upload proofs or final published versions.
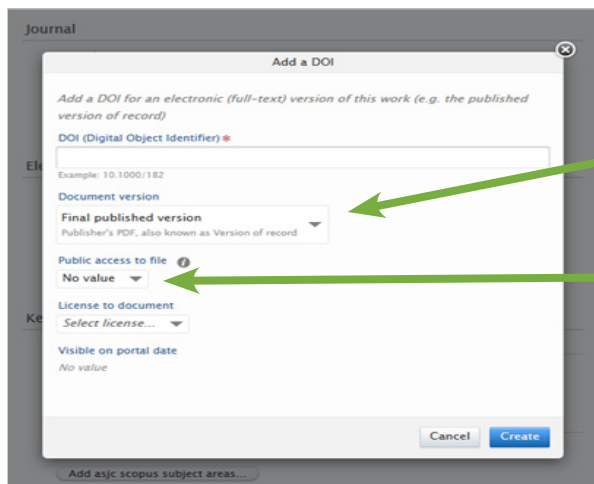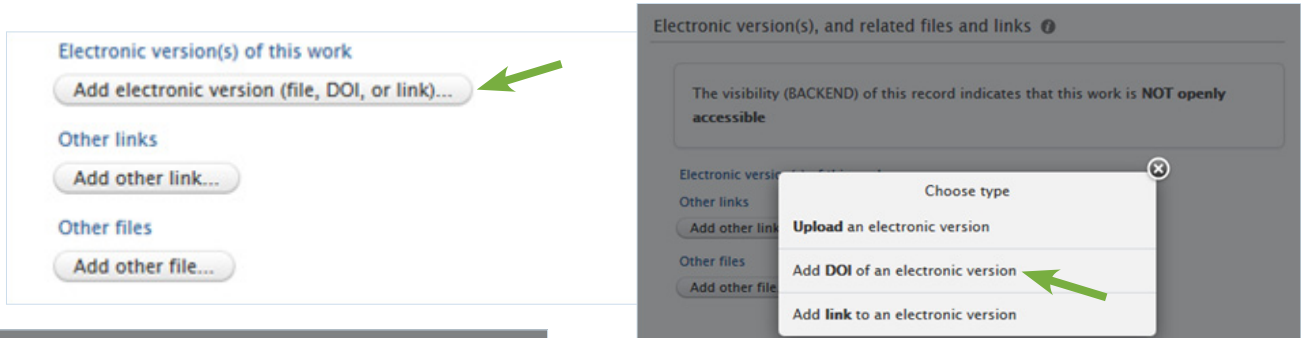
Electronic version(s) of this work
Add electronic version (file, DOI, or link)...

Other links
Add other link...

Other files
Add other file...

Electronic version(s), and related files and links ⓘ

The visibility (BACKEND) of this record indicates that this work is **NOT openly accessible**

Electronic version
Other links
Add other link
Other files
Add other file

Choose type

Upload an electronic version

Add **DOI** of an electronic version

Add **link** to an electronic version

Upload the accepted manuscript

Select the Document version. Usually this should be set to 'Accepted author manuscript'

- **Public access to file must be set**
- Set this to 'Open'
- The Library will check publisher policies and set this option accordingly
- When this option is set to 'Open' the file will not be made public until the library has checked the journal/publisher polices
- Click create and accept the deposit licence

Upload an electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File *
Drag file or **browse** your computer.

File title

Document version
Accepted author manuscript ▾
Peer reviewed version

Public access to file * ⓘ
Open ▾

License to document
Select license... ▾

Visible on portal date
No value

Rights statement

Cancel   Create

Add the DOI if known

Electronic version(s) of this work
Add electronic version (file, DOI, or link)...

Other links
Add other link...

Other files
Add other file...

Electronic version(s), and related files and links ⓘ

The visibility (BACKEND) of this record indicates that this work is **NOT openly accessible**

Electronic version
Other links
Add other link
Other files
Add other file

Choose type

Upload an electronic version

Add **DOI** of an electronic version

Add **link** to an electronic version

Journal

Add a DOI

Add a DOI for an electronic (full-text) version of this work (e.g. the published version of record)

DOI (Digital Object Identifier) *

Example: 10.1000/182

Document version
Final published version ▾
Publisher's PDF, also known as Version of record

Public access to file ⓘ
No value ▾

License to document
Select license... ▾

Visible on portal date
No value

Cancel   Create

Add asjc scopus subject areas...

Document version for DOI will default to 'Final published version'

Leave 'Public access to file' at 'No value'

REMEMBER: Always click the Save button before you exit.