

## How to Add Research Outputs to Opus

### What are Opus and Pure?

Opus is the University of Bath's research repository. It is where the university makes its research outputs publicly available on the internet at <http://opus.bath.ac.uk/>. You can add your outputs to Opus by using Pure. Details of research outputs in Pure are automatically exported to Opus (unless they are marked as confidential or back-end). University of Bath staff can login to Pure at <https://purehost.bath.ac.uk/admin/> using their University of Bath username and password.

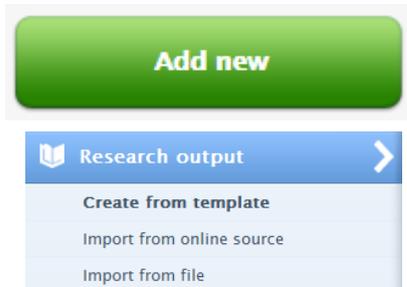
### Before you begin

Check to see if your research output is already in Pure. Log in to Pure and select *Research Outputs* from the left hand menu. Alternatively, search using a few words from the output title.

### Adding a new research output

In Pure, click on the green Add new button. You now have three options:-

1. Create from template,
2. Import from online source
3. Import from file

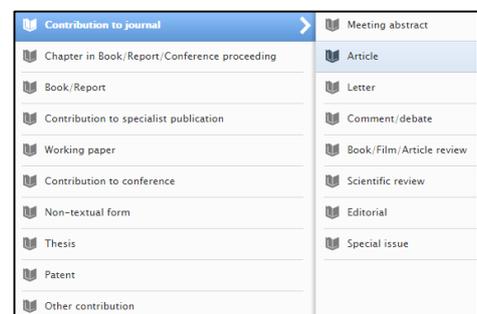


### 1) How to create a new research output using a template

If you cannot import the output details (See next page), you will need to use a template.

Choose the type of research output you want to add, e.g. Contribution to journal > Article. This opens an empty template for you to fill in. Please fill in as many fields in the template as possible.

You can add as many dates to the record as necessary. It is very important, where possible, to record the Accepted date as this is used for HEFCE compliance purposes.



Publication state ⓘ

Publication statuses and dates \*

Accepted/In press ▼ 2016 1 16

Add publication status and date...

You will be automatically added to the record as an author. To add co-authors, click on the *Add person* button. You can search for authors that are in Pure already or create a new external person.

Use the *Add Electronic Version* button to add a full-text document. (See next page)

The default status of all new entries is *For Validation*. If you set the status of the research output to *Entry in progress*, the item will be displayed under *My personal to do list* for easy access at a later stage. Once you are happy with the information in the record change the status to *For Validation* and click *Save*. The record will not appear in Opus or on your webpage until it has been validated by Opus staff.

Status: For validation ▼ Save

## How to import a new research output

Importing can save you a lot of time. Here are some reasons you might be able to import:

### 2) Import from online source

#### “I know the DOI for my research output”

Click on *Import from online source* and then select *CrossRef*. Search by DOI and then click the *Import* button to bring the details into Pure.

#### “I know the arXiv or PubMed ID for my research output”

Click on *Import from online source* and then select arXiv or PubMed as appropriate. Search by the ID number and then click the *Import* button to bring the details into Pure.

#### “My research output is in Scopus”

Click on *Import from online source* and then select Scopus. Search using a phrase from the title and then click the *Import* button to bring details into Pure.

### 3) Import from file

#### “I have a Bibtex or RIS file”

Click on *Import from file*, select the appropriate format, paste in the text from your file and then click import. This brings up a list of the research outputs in your file. You need to click the button next to each output to bring the details into Pure.

#### “I have a Google Scholar profile”

Google scholar can produce a Bibtex file of all your publications. You can add this to Opus using the instructions above.

### Once you have imported:

Having imported the basic details, you can add more details and a copy of the full-text (See below). Then save the record. The record will not appear in Opus until it has been validated by Opus staff.

## Editing an existing research output

You can edit your own records in Pure. Find the output in Pure and click on its title. The record will open in a pop-up box. You can edit the details and upload full-text documents. Remember to save your changes! The publication will be temporarily removed from public view in Opus until it has been revalidated by Opus staff.

## Full-text

The University of Bath requires researchers to deposit full-text copies of their peer-reviewed journal articles, and papers from published conference proceedings, in Opus, copyright permitting. We encourage you to deposit other research outputs too. This increases the visibility and accessibility of your work. If you are not the copyright holder, please check whether you have the copyright holders' permission before uploading the full-text.

Most academic journal publishers allow authors to upload the authors' accepted version of their paper, i.e. an author created copy incorporating changes made in response to peer-review, but not with the publishers copy editing. You should upload this version unless you know the publisher's policy is different. The repository team will contact you if they need a different version.

Need help? Contact Opus staff

Feel free to email: [opus-support@bath.ac.uk](mailto:opus-support@bath.ac.uk) or phone Alex Clarke: x5114

AC February 2016