How to Add Research Outputs to Pure

What is Pure?

Pure is a current research information system that allows research outputs to be added to the University of Bath's institutional repository and made publicly available on the internet. Details of research outputs in Pure are automatically exported to the repository unless they are marked as *Confidential* or *Backend*. University of Bath staff can log into Pure at https://purehost.bath.ac.uk/admin/ using their University of Bath username and password.
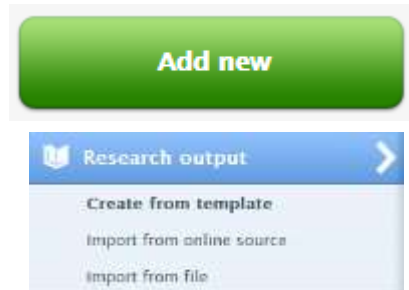
Before you begin

Check to see if your research output is already in Pure. Log into Pure and select *Research Output* from the left-hand menu. Alternatively, search using a few words from the output's 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 wish 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/In press* date as this is used for HEFCE compliance purposes.
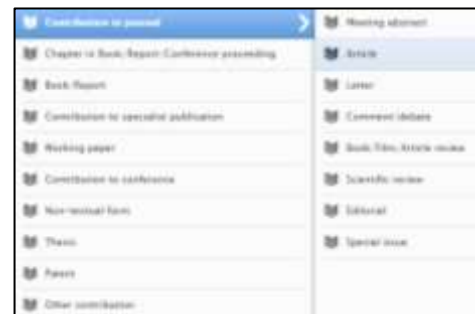
You will automatically be added to the record as an author. To add co-authors, click on the *Add person* button. You can search for authors who are in Pure already or you can create a new external person.

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 display publicly or show on your staff web page until it has been validated by repository staff.

How to import a new research output

Importing can save you a lot of time; for example:

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 the 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 information and a copy of the full-text document (see below). Then save the record. The record will not appear in public view until it has been validated by repository 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 until it has been checked by repository staff.

Full-text

The university requires researchers to deposit full-text copies of their peer-reviewed journal articles and papers from published conference proceedings into Pure. 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 holder's permission before uploading the full-text.

Most publishers of academic journals allow authors to upload the author's accepted version of their paper; i.e. an author-created copy that incorporates changes made in response to peer-review, but prior to the publisher's copy-edited version. You should upload the author's accepted version unless you know the publisher's policy states otherwise. The repository team will contact you if a different version is required.

Email: openaccess@bath.ac.uk or phone Hannah DeGroff on ext. 5114, or Katy Jordan on ext. 4676.

Visit the library's open access pages: http://www.bath.ac.uk/library/services/open-access/index.html

KMJ Jan 2018