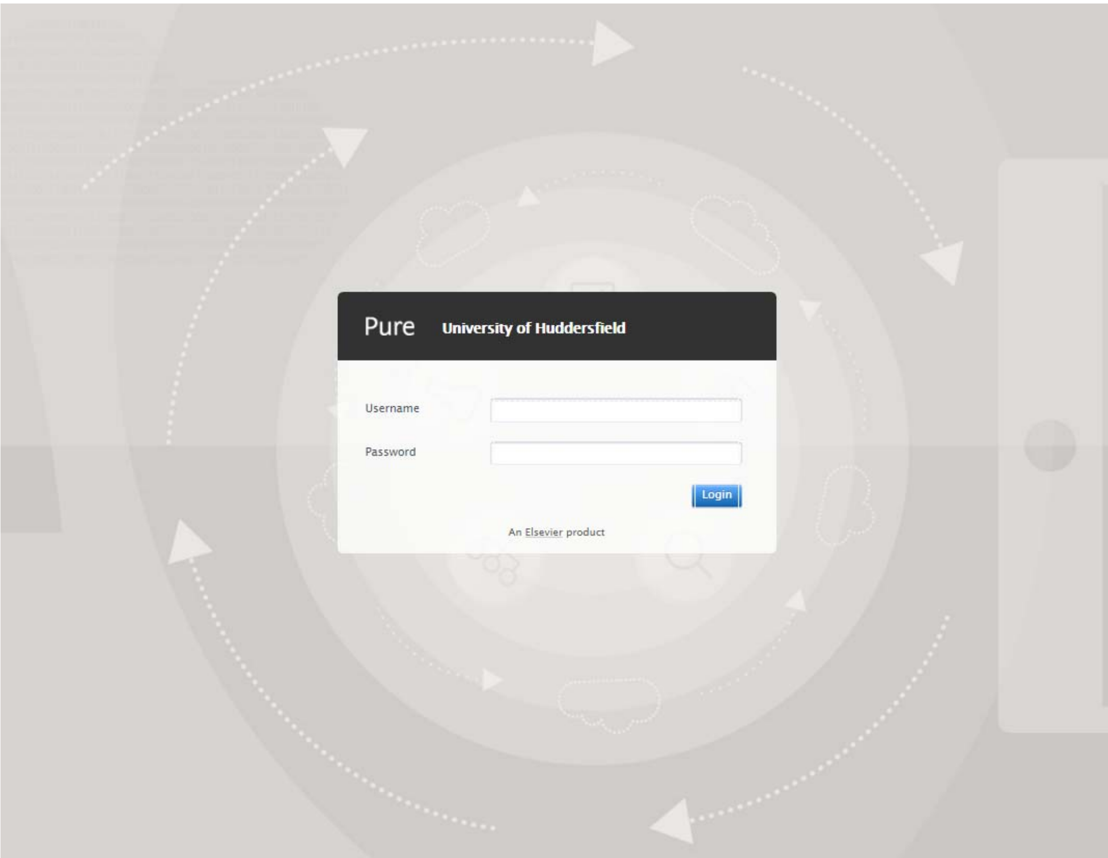
University of Huddersfield

Pure

Research Outputs



Pure Research Outputs

All academics on teaching and research or research only contract have access to Pure. Pure is the University of Huddersfield Research Information Management System and will be feeding the new Staff Profile Portal that went live in January 2018.

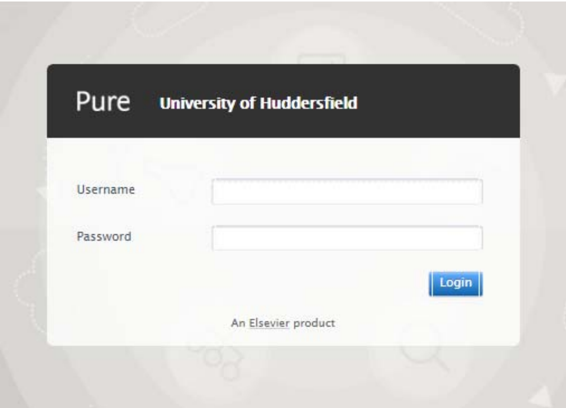
It is the responsibility of each academic to take ownership of their data and ensure that all information populating Pure is correct.

Pure is also the new research repository and academics must start uploading their research outputs to Pure and ensuring compliance with the University's Open Access Policy. This guidance should be read in conjunction with Open Access Compliance How to Guide (Pure).

Login to Pure

https://pure.hud.ac.uk/admin

You use your university Username and Password to login.



In this guidance we explain how to:

- Add a research output using a template (using a journal article template as an example)
- Save a record in Pure
- Disclaim outputs

Contact Us: If at any point you need assistance please contact the Pure Research Outputs Team in Research, Innovation and Knowledge Exchange (RIKE) via email oa@hud.ac.uk or telephone us on MS Teams: 01484 256 794 or 01484 256 795.

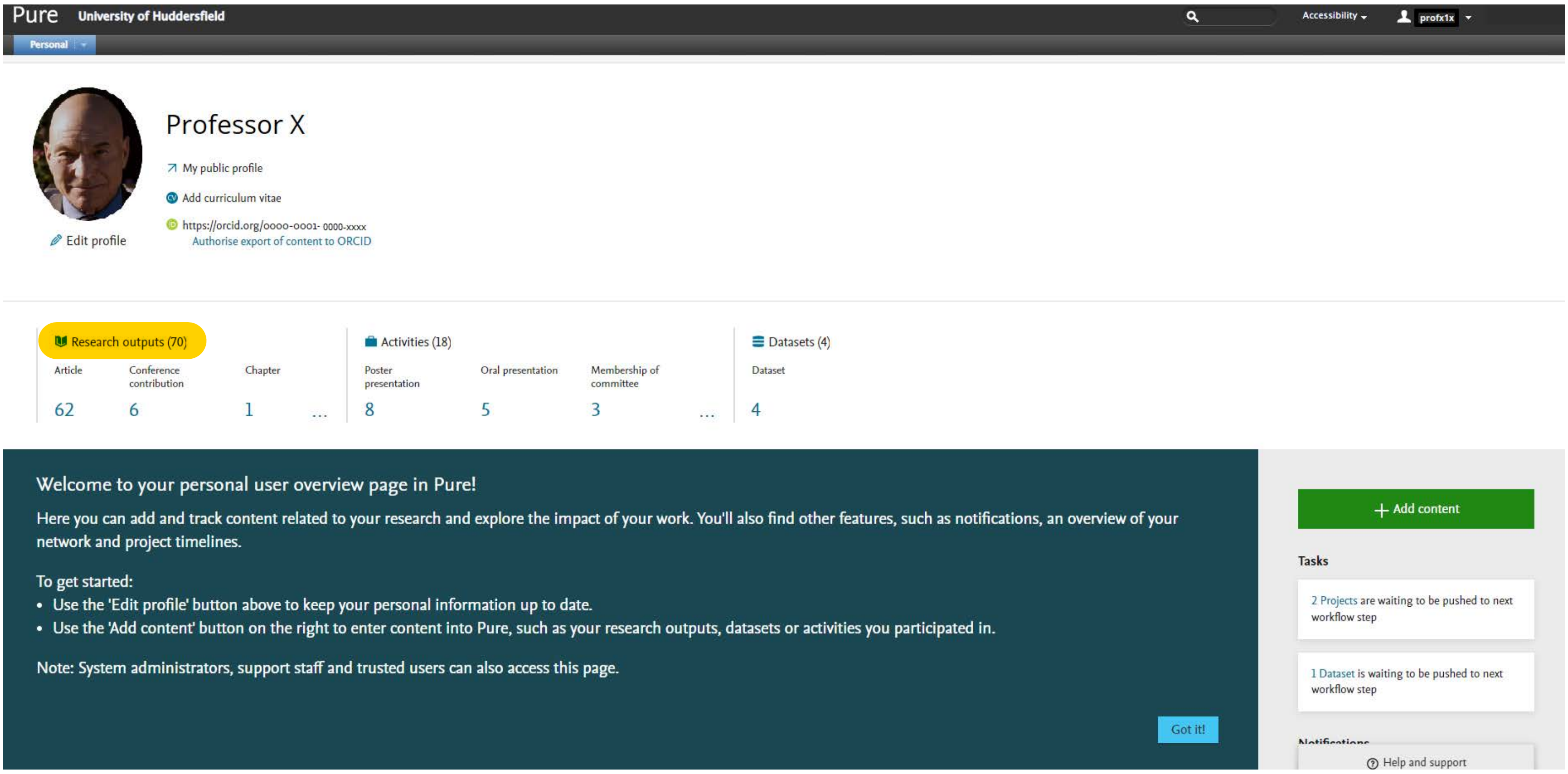
Please note:

1. If you are a new starter and have a large number of research outputs that need to be added to your profile, the Research Outputs Team in RIKE can help. Please use the contact details above to request assistance.

2. The Conversation is no longer classified as a research output but as an Expert Comment under Press/Media. If in doubt over which template to use you can contact the Pure Research Outputs Team using the details above.

New Pure Landing Page

This page is similar to what you will see when you first login to Pure. You will see your name, profile picture and links to various parts of your profile.



The 'Research outputs' section of the landing page is highlighted in yellow above. Within your own profile, you can click this to see a list of all your current research outputs.

If you would like to add a new research output, click the green '+Add content' button. From there you can choose the most appropriate template, or you can choose to import your already existing research outputs from the available online sources such as Scopus. Please note as per the University's Open Access Policy, outputs should be added within 3 months of the acceptance date, so please do not use the import function unless you are adding outputs from your previous employment.

Open Access Requirements

If you are adding a journal article, review article of conference article, please note that the University's Open Access Policy requires the Author Accepted Manuscript (AAM) to be added to Pure within 3 months of the date of acceptance.

What is an AAM?

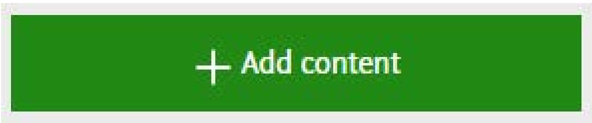
The AAM is the final version of your manuscript where all the peer-review changes have been completed, but has not yet undergone publisher typesetting. AAMs are normally Word documents or PDFs, but some publishers use templates, which are also acceptable. Scanned images of manuscripts will not be accepted. By uploading the AAM file into Pure within 3 months of acceptance, you are ensuring Open Access compliance for your research.

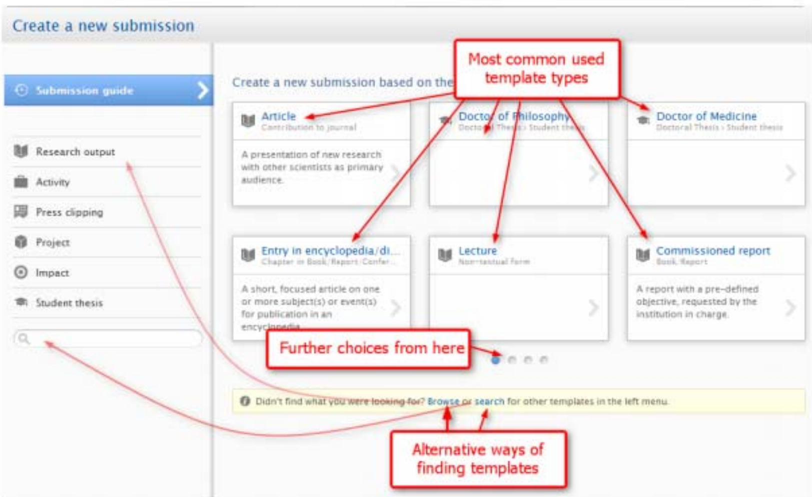
Adding an output using a template

Research outputs in Pure reflect a broad range of publications and outputs that you are responsible for, and that can be linked to other entries within Pure e.g. projects. The output classifications include journal articles, books, chapters, reports, conference proceedings and more. Several non-textual outputs are also available including exhibitions, artefacts, software etc.

Each main category has a template where metadata about the specific type, e.g. a journal article, can be added. Each template is designed to hold as much relevant metadata as possible, which means that a Contribution to a journal (no matter which type) template contains different fields from a Book/Report template.

Click the '+Add content' button





Choose a template: This screen will allow you to choose from your most used templates. All templates contain a description. This description can be helpful in choosing which template to use. Don't worry if you choose the incorrect template as this can be changed at a later stage.

When the appropriate template type has been chosen, a number of input fields must be populated. Those marked with a red * (asterisk) are required fields, and must be populated before it is possible to save a record. If you do not populate all the required fields, warning will appear to show you which fields are missing: these fields show as highlighted in red.

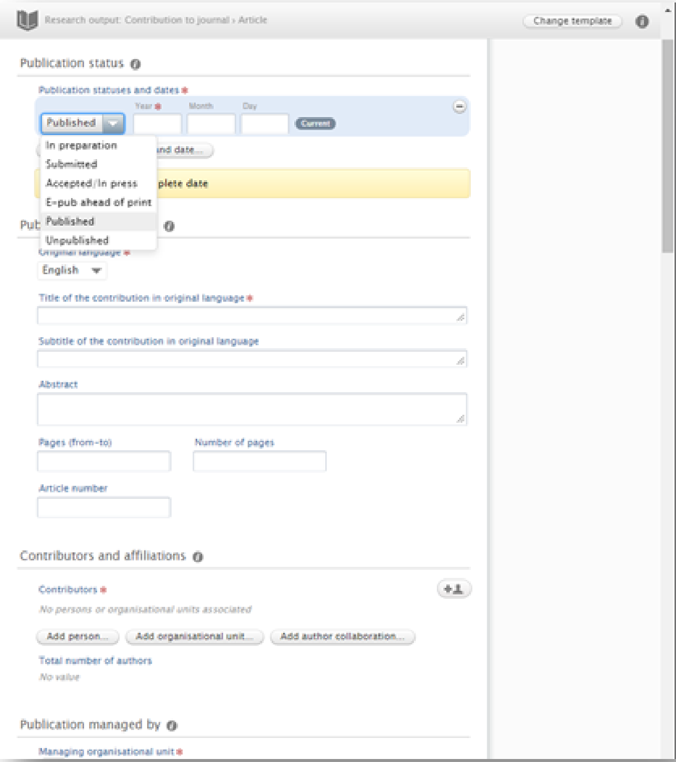
The steps below use a **journal article template as an example**, but information about other templates is also included:

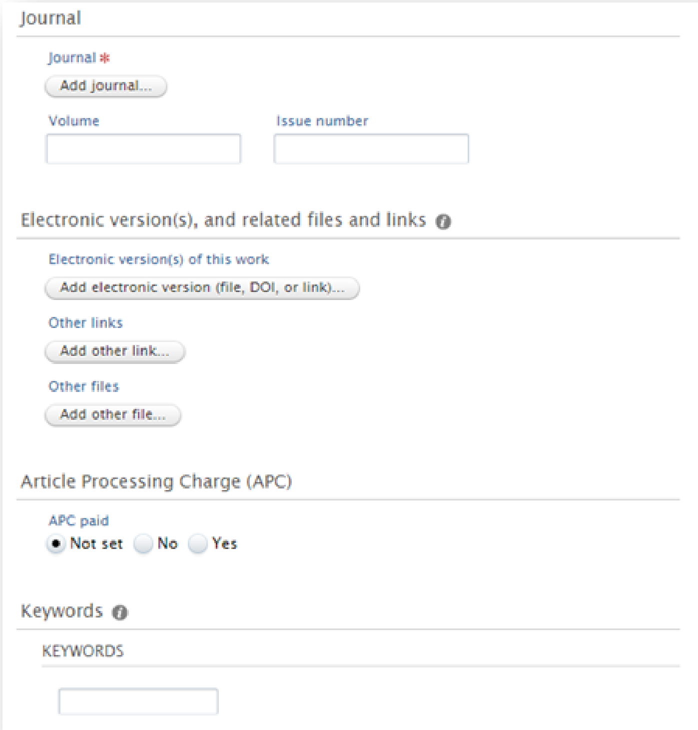
Add the Accepted/In Press date: This is the date your article or book/chapter was accepted by the publisher.

For articles and conference proceedings, the accepted date will be when the journal, publisher or conference organisers sent you an email confirming that your peer-reviewed manuscript including changes, have been accepted and the manuscript is being put forward for typesetting.

For books and chapters, this will be the date where the first draft of your manuscript was acknowledged by your publisher. Please note we can no longer validate records where a contract has been signed, but you have not yet submitted a first draft of your manuscript to the publisher.

For non-textual outputs, this can consist of various communication or contract dates.





Add the title of your output.

Add the authors/contributors: To do this, click the 'Add person' button. Once you have added an author name, keep clicking the 'Add person button' to add further authors until all authors have been added.

Add the Managing Organisational Unit: This should be your department, not a centre, School or institute.

Add the name of the journal. For books and chapters, add the name of the publisher instead.

Add the AAM: To do this, click the 'Add electronic version (file, DOI, or link...' button. Then click UPLOAD electronic version. From here you can drag and drop the AAM file or browse your computer to choose the correct file.

Add your proof of acceptance: To do this, save your email from the journal or publisher confirming acceptance, as a file. Then click the 'Add other file...' button. You can drag and drop the file or browse your computer to choose the correct file.

Save the record: There are 2 options to save the record. Choose 'For Validation' to ensure the record enters the workflow of the Outputs Team for processing. Click the blue 'Save' button.

For further information about these steps, and additional optional steps, continue reading below.

Authors and organisations

All contributors of the content can be added and for each their exact role can be defined. A role may by an illustrator or translator, for example

Adding internal persons

Add persons by clicking either on [Add persons] or use the quick add button: - The quick add area can be closed by clicking somewhere outside it.

As you are depositing the output to Pure you will be automatically added to the template.

All internal persons on an output **MUST** be affiliated to their department but you can also affiliate to an institute and or centre as well but it is important to affiliate to the department.

Adding external persons

If the contributor has no relation to the current institution, they must be added as an external person. Their name may already be in Pure, but if not, you can follow the step below:

Creating external persons

If the external person cannot be found, they can be created on the spot and used immediately afterwards. Click on "Create external person" to do this.

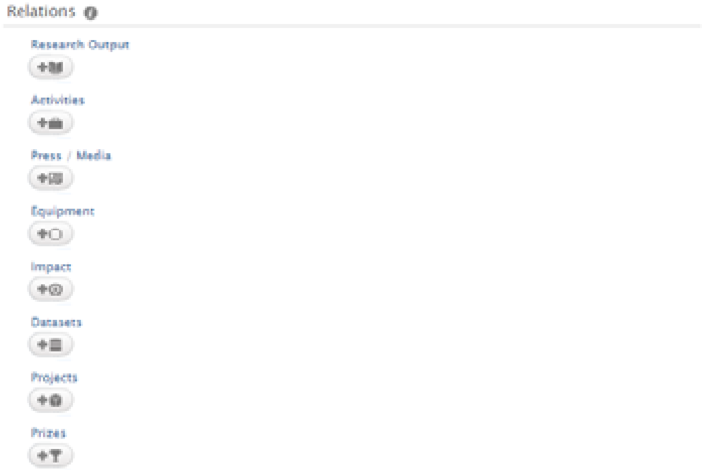
Add Keywords

Adding keywords helps people to discover your work as these are linked to search engines. Add one word or term to each box. Other boxes will automatically appear as you add more keywords.

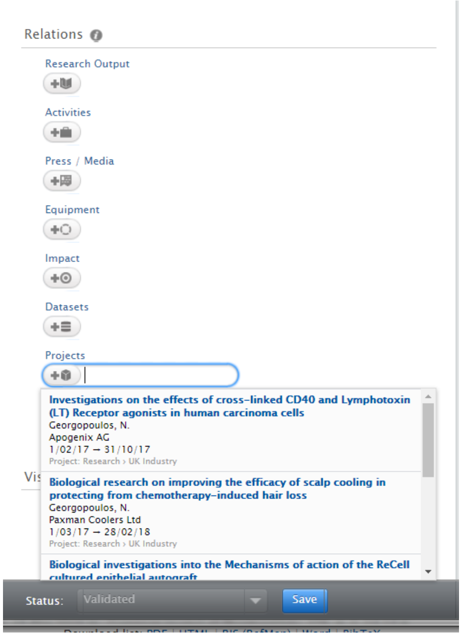
Linking an output to another item within Pure

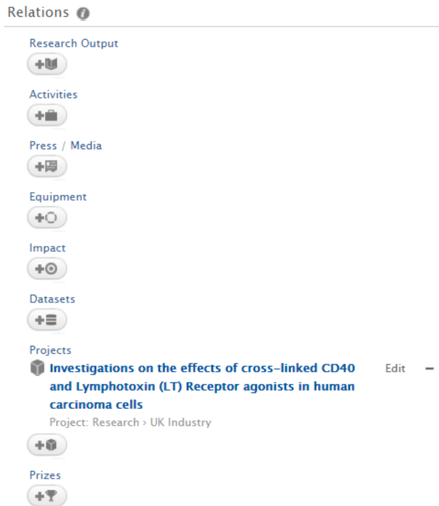
Within Pure it is possible to link outputs, activities, projects etc. together in the 'Relations' section.

For example, if an output is the outcome of a funded project, the two items can be linked. It is very important that if this is the case the entries are linked as work is being carried with funders so that reports can be produced from Pure and uploaded to ResearchFish. This means you as the academic will only have to complete information within Pure in the future.



Click on the relation you want to link the output to and a search bar will appear. In the example below, you can search for a project, select the relevant project and then this will link the two items together:





Workflow Steps: Saving the Record

Once you have created and populated your record, you must save it by clicking the blue 'Save' button. There are two options to save the record - these are found next to the 'Save' button.

Entry in Progress: The record has been created, but it is not yet complete. It is the responsibility of the academic to return to the record as soon as possible to add the missing information.

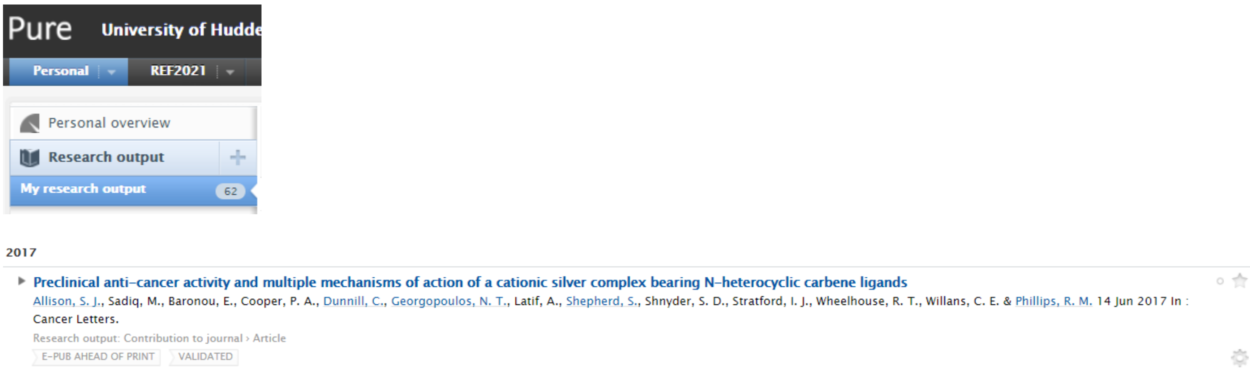
For validation: The academic has created the record following the steps above, has included all necessary details and is ready for processing. By saving the record as 'For Validation', the record will enter the Outputs Team workflow for validation.

Validated: The Outputs Team have checked the quality of the metadata for the output and have validated the output. It will then appear on your public Pure profile. If you would like to make changes to an output after it has been validated, please email oa@hud.ac.uk with the details.

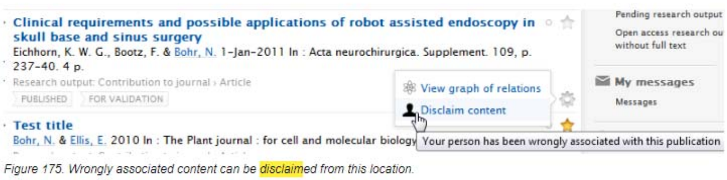
How to disclaim an output

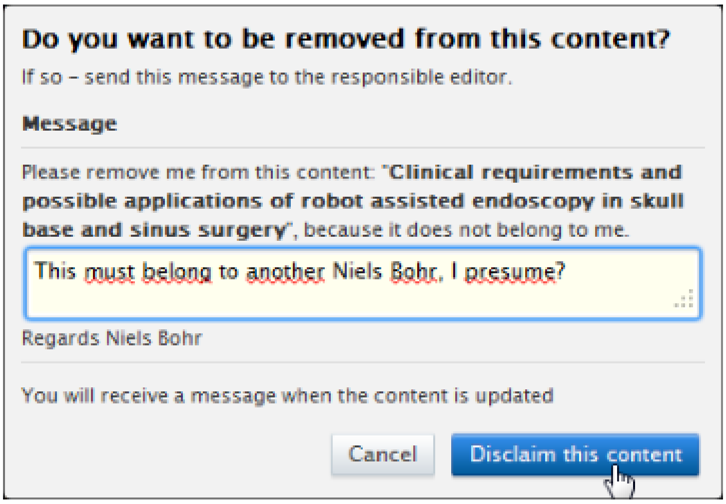
Sometimes an output may have been incorrectly associated to you, do not worry you can disclaim this output. You can either mail the Pure Research Outputs Team oa@hud.ac.uk to rectify the issue, or you can follow the steps below:

On the My research output section within Pure hover over the output you wish to disclaim and a little cog wheel will appear on the right hand side:



Click on the cog and select the 'Disclaim this content' button:





This will send a notification to the Outputs Team in Research, Innovation and Knowledge Exchange who will deal with the disclaim.