



University of  
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Open Research

# Creating Pure records and uploading accepted manuscripts: a guide for academic staff to achieve open access



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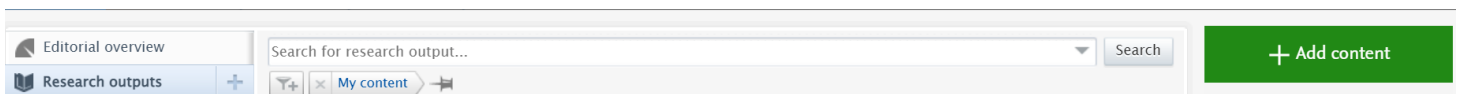
This guide shows you how to create a Pure record for an article in a journal.

Note: the process may differ slightly for other research output types - the open access team can offer advice for adding other output types.

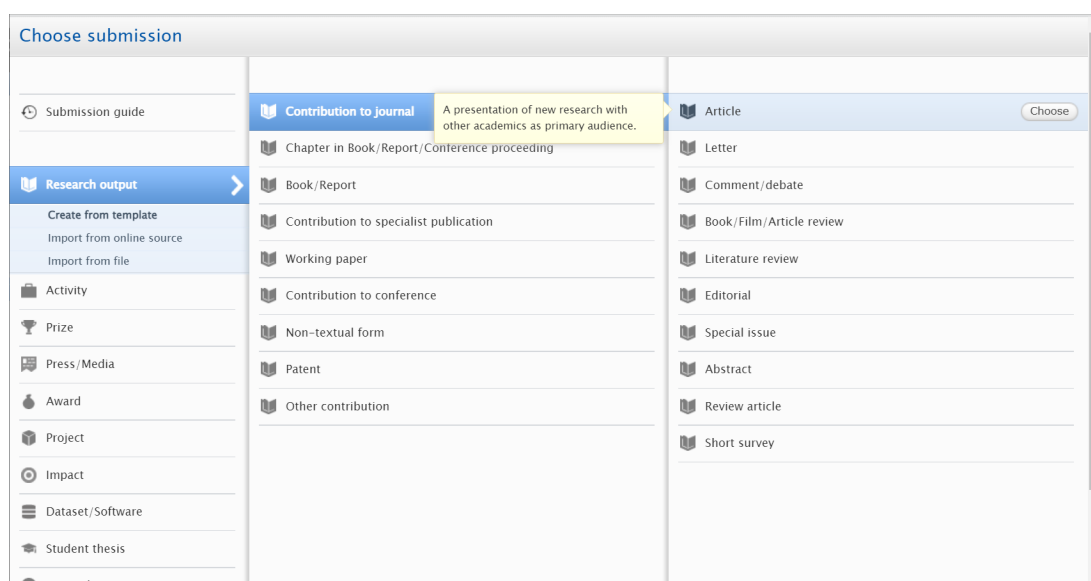
- Log in to your Pure profile at [risweb.st-andrews.ac.uk/admin/](https://risweb.st-andrews.ac.uk/admin/)

Log in with your university username and password.

- Click the green **'+Add content'** button at the top right or the **'+'** on the left hand menu when hovering over 'Research outputs'.



- The 'Choose submission' screen will pop up and **'Research output'** should be pre-selected from the left hand menu, if not, click to select it.
- Then, choose **'Create from template'**, **'Contribution to journal'** and then **'Article'**.



➤ Add the *full* date of acceptance, select the '**Accepted/in press**' status.

Research output: Contribution to journal > Article

Type

Peer-reviewed \*  
 Peer-reviewed  Not peer-reviewed

Publication status ⓘ

Publication statuses and dates \*  
 Year \* Month Day  
 Accepted/In press     -

The full date of acceptance is required in order to determine this output's REF compliance status

Publication information ⓘ

Original language \*  
 English ▾

Title of the contribution in original language \*

Subtitle of the contribution in original language

Abstract

Pages (from-to) Number of pages

Article number

Contributors and affiliations ⓘ

Contributors \*

No persons or organisational units associated

Total number of authors  
 No value

Publication managed by ⓘ

Managing organisational unit \*

Journal

Journal \*

Volume Issue number

Fields marked with an asterisk must be completed in order to save.

The date of acceptance must not be deleted.

Records with only an acceptance date will default to backend (private) visibility and checks will be made before any uploaded file is made public.

More dates can be added by clicking 'Add publication status and date...'

The little 'i' icons provide further explanation.

The 'Contributors' and 'Managing organisational unit' fields are pre-populated with your details when you create a new record.

You can add co-authors by clicking 'Add person...' (or these can be added later by the Open Access team).

## Electronic version(s), and related files and links ?

Electronic version(s) of this work

1 Add electronic version (file, DOI, or link)...

Other links

Add other link...

Other files

Add other file...

➤ Please upload the accepted author manuscript by clicking on '**Add electronic version**'. 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.

1 Electronic version(s), and related files and links ?

Choose type

2 Upload an electronic version

3 Add DOI of an electronic version

Add link to an electronic version

2 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

Access to electronic version

Public access to file \*

Select access...

Open

Embargoed

Restricted

Closed

Unknown

refresh access date

Licence

Licence to document

Select licence

Rights statement

DEPOSIT IN St Andrews Research Repository

Cancel Create

Accept licences Reject licences

Set the 'Document version' to '**Accepted author manuscript**' if this is the version you have uploaded.

➤ Set 'Public access to file' to '**Unknown**'.

- When this option is set to 'Unknown' the file will not be made public until the Open Access team has checked the publisher's policies.
- When editing existing records do not adjust file visibility, instead contact the Open Access team.

➤ Click '**Create**'.  
Read the file storage licence and click '**Accept licences**'.

3 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

Access to electronic version

Public access to file \*

Select access...

Licence

Licence to document

Select licence

Cancel Create

Click on 'Add electronic version', as above. 1  
Click on '**Add DOI of an electronic version**'.

Choose relevant 'Public access to file' status, if you are unsure select '**Unknown**'.

The Open Access team will check and update the fields in your Pure record.

## Keywords ?

KEYWORDS

LIBRARY KEYWORDS

*There are no associations*

Add Library Keywords...

ASJC SCOPUS SUBJECT AREAS

*There are no associations*

Add ASJC Scopus subject areas...

You may additionally choose to complete other fields shown on this page, such as 'Keywords'.

## Notes ?

Bibliographical note

You can copy the funding acknowledgement from your article into the 'Bibliographical note' field.

## Event

Event

Add event...

## Relations ?

Research Outputs



Activities



Prizes



Press/Media



Projects



→ Link grants acknowledged in the paper in 'Projects'.

Impact



Datasets



→ If you have underpinning data, link your dataset. [Contact research-data@st-andrews.ac.uk](mailto:research-data@st-andrews.ac.uk) for more information.

Facilities/Equipment



Student thesis



## Visibility ?

Backend - Restricted to Pure users

Public - No restriction

Campus - Restricted to specific IP range

Backend - Restricted to Pure users

Confidential - Restricted to associated users and editors

When only the date of acceptance has been added (i.e. prior to publication of the paper), the default visibility will be 'Backend'.

You can choose to set as 'Public'.

Status: For validation

Save

Always click the **Save** button when you are done to keep any changes.