Pure user guide for open access



Creating Pure records: open access guide for academic staff



Summary: Create a record of your article in Pure and: add the date of acceptance upload the accepted manscript

Open access queries: <u>openaccess@st-andrews.ac.uk</u> General Pure support: purelive@st-andrews.ac.uk

OA Pure AAM upload guide v5.1 Website: <u>www.st-andrews.ac.uk/research/support/open-research/open-access/</u> March 2024 Blog: <u>openresearch.wp.st-andrews.ac.uk/</u>

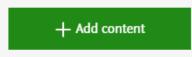
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This guide shows you how to create a Pure record for an article in a journal. Note: the process may differ slightly for other research output types - the open access team can offer advice for adding other output types.

Log in to your Pure profile at <u>risweb.st-andrews.ac.uk/admin/</u>

Pure	University of St Andrews		
Username			Log in with your university username and password.
Password			password.
		Login	
	Privacy and Data Protection Information		

> Click the green '+Add content' button.



- 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'.

Choose submission			
Submission guide	U Contribution to journal A presentation of new research with other academics as primary audience		
	Chapter in Book/Report/Conference proceeding	🔰 Letter	
🔰 Research output	🔰 Book/Report	🔰 Comment/debate	
Create from template Import from online source	M Contribution to specialist publication	Book/Film/Article review	
Import from file	Working paper	Uterature review	
Activity	M Contribution to conference	💓 Editorial	
🍸 Prize	🔰 Non-textual form	💓 Special issue	
Press/Media	🔰 Patent	💓 Abstract	
lacktriangle Award	W Other contribution	💓 Review article	
Project		💓 Short survey	
Impact			
Dataset/Software			
Student thesis			
Curriculum Vitae			

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

	Research output: Contribution to journal > Article		
	Туре		
	Peer-reviewed * Peer-reviewed Not peer-reviewed with an asterisk must be completed in		
	Publication status () order to save.		
The date of acceptance must not be deleted.	Publication statuses and dates * Year * Month Day -		
Records with only an acceptance date will default to backend	Accepted/In press Current Add publication status and date		
(private) visibility and checks will be made before any uploaded file is made public.	The full date of acceptance is required in order to determine this output's REF compliance status		
line is made public.	Publication information 🕜 The little 'i'		
More dates can be added by clicking 'Add publication status and date'	Original language * icons provide English		
	Title of the contribution in original language *		
	1		

Subtitle of the contribution in original language

		//
	Abstract	11
	Pages (from-to) Number of pages	77
	Article number	
The 'Contributors' and 'Managing	Contributors and affiliations 👔	
The 'Contributors' and 'Managing organisational unit' fields are pre- populated with your details when you create a new record.	Contributors * (+1))
You can add co-authors by clicking	Add person Add organisational unit Add author collaboration Total number of authors No value	
'Add person' (or these can be added later by the Open Access team).	Publication managed by 👔	
	Managing organisational unit *	
	Journal	
	Journal * Add journal	
	Volume Issue number	
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Electronic version(s), and related files and links 👔

Electronic version(s) of this work Add electronic version (file, DOI, or link) Other links Add other link Other files Add other file	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.
Add other me	1 Electronic version(s), and related files and links ()
Upload an electronic version Upload an electronic version Upload an electronic (tull-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	Electronic version (e) of this used. Other links Add other link. Other files Add other file. Add other file. Add link to an electronic version Set the 'Document version' to 'Accepted author manuscript' if this is the version you have uploaded.
Access to electronic version Public access to file - set to 'Unknown' * Select access Unknown Open Embargoed Restriced Closed Externa access properties of this file have been updated such that the derived Access date is no honger valid, select to 'refresh' the Access date. This will generate a new Access date based on the updated access properties of the file. Note: Once you save the Research Output record, this action is irreversible.legacydepositdate=Legacy deposit date	 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.
Licence to document Select licence Rights statement DDOST IN SI Andrews Research Repository Industriand that more described will be server (the to a safe unitive of Cancel Create Reget licences Add a DOI Add a DOI for an electronic (full-text) version of this work (e.g. the published version of record)	Click 'Create'. Read the file storage licence and click 'Accept licences'.
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	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 '.
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The Open Access team will check and update the fields in your Pure record. Keywords 👩

KEYWORDS	
	You may additionally choose to
	You may additionally choose to complete other fields shown on
LIBRARY KEYWORDS	this page, such as 'Keywords'.
Funding	
Funding text on Record	
	s
Funding details	
Add funding details	
Notes 👔	
Bibliographical note	You can copy the funding
←	You can copy the funding acknowledgement from your article into the 'Bibliographical
	article into the 'Bibliographical note' field.
Event	
Event	
Add event	
Relations 👔	
Research Outputs	_
+0	
Activities	
+	
Prizes	
Press/Media	
+B	
Projects	ha papar in 'Projects'
← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ← ←	the paper in Projects.
+O	
Datasets If you have underpinning data	a, link your dataset.
Contact research-data@st-and	<u>drews.ac.uk</u> for
Facilities/Equipment more information.	
Student thesis	
+#	
Visibility 👔	
Public - No restriction	When only the date of acceptance
Public - No restriction	has been added (i.e. prior to
Campus - Restricted to specific IP range	publication of the paper), the default visibility will be 'Backend'.
Backend – Restricted to Pure users	
Confidential - Restricted to associated users and editors	You can choose to set as 'Public'.
Status: For validation 🗨 Save	
lways click the Save button when you ar	e done to keep any changes.