# A quick guide to adding an entry to Pure
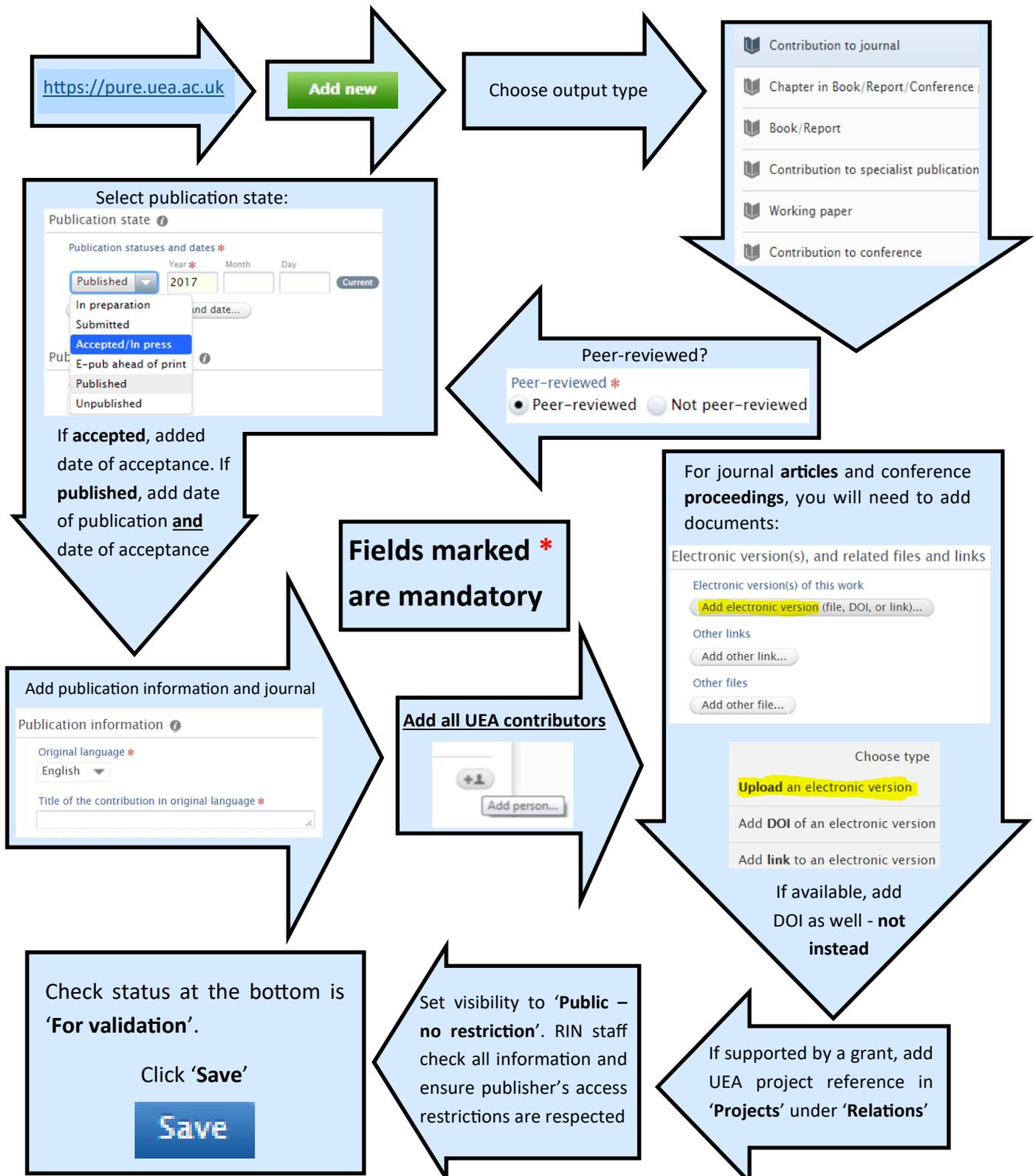
This is a quick guide to adding any type of output. Please see more detailed user guides and information at https://portal.uea.ac.uk/rin/pure/user-guides-and-forms, or email openresearch@uea.ac.uk with any questions.

Make sure you are logged in to the UEA server if accessing Pure off-campus, or logged in to a computer as yourself if accessing from a university networked PC.

For journal articles and conference proceedings, have a copy of the **final accepted manuscript**, and proof of the **date of its acceptance** to hand.

https://pure.uea.ac.uk

Add new

Choose output type

Contribution to journal

Chapter in Book/Report/Conference

Book/Report

Contribution to specialist publication

Working paper

Contribution to conference

Select publication state:

Publication state

Publication statuses and dates *

Published    Year * 2017    Month    Day    Current

In preparation
Submitted
Accepted/In press
E-pub ahead of print
Published
Unpublished

If **accepted**, added date of acceptance. If **published**, add date of publication **and** date of acceptance

Peer-reviewed?

Peer-reviewed *
● Peer-reviewed    ○ Not peer-reviewed

For journal **articles** and conference **proceedings**, you will need to add documents:

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...

Choose type
Upload an electronic version
Add DOI of an electronic version
Add link to an electronic version

If available, add DOI as well - **not instead**

**Fields marked** * **are mandatory**

Add publication information and journal

Publication information

Original language *
English

Title of the contribution in original language *

**Add all UEA contributors**

+👤
Add person...

If supported by a grant, add UEA project reference in '**Projects**' under '**Relations**'

Check status at the bottom is '**For validation**'.

Click '**Save**'

Save

Set visibility to '**Public – no restriction**'. RIN staff check all information and ensure publisher's access restrictions are respected

# A quick guide to adding an entry to Pure

*If you require more detailed instructions, or if the situation regarding your output is more complex than can be covered here, please see the [Pure User Guide](#) on the portal. There is also a quick guide specifically for [journal articles](#).*

1. If your output is a journal article or conference proceeding, make sure you have the correct documents to hand:

   - A copy of the accepted manuscript, saved as a text-readable PDF. Please do not deposit the 'Publisher's final version' unless you are certain that this is allowed.

   - Proof of the date of acceptance, saved as a text (.txt) file.

2. Go to your Pure homepage. Click 'Add New' (the big green button at the top right of your screen) and select the appropriate output type.

3. Indicate whether your output has been peer-reviewed.

4. Select the publication status of your article. This will usually be 'Published', 'In Press', or 'Accepted'. Fill in the date that this occurred.

5. **Please add the full date of acceptance** (YYYY-MM-DD) wherever possible, including for articles that are already published.

6. Enter the title of your output, and any publication information you have.

7. Enter the authors in the order in which they appear on the output. Please enter all authors affiliated with UEA as a minimum. Set the main or corresponding author as 'lead author' using the drop-down box.

8. If your output is a journal article or conference proceeding, upload your documents in the 'electronic version(s)' section. Ignore embargo period and license fields, which will be completed by staff in RIN. The acceptance email will not be made public at any point.

9. Please note that you can also add URLs or DOIs here, but they are **not a substitute for the documents**.

10. If the output is funded by a grant awarded to a UEA author, enter the grant code in the 'Projects' section under 'Relations'.

11. Set visibility to 'Public—No restriction'.

12. When the template is as complete as possible, check the status at the bottom is 'For Validation' and save.