Managing your research profile with PURE

A guide for UHI researchers

PURE helps you create an institutional profile that can feed aggregators like ResearchGate and Google Scholar, while also satisfying Open Access conditions, and pulling your research information together in one place to be able to produce C.V. documents for funding applications. It is also the tool we use to prepare and submit our REF submission.
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1. Why PURE? The background.

The university began developing a strategy for a Research Information Management System in July 2009, with the aim of replacing the 'UHI Repository' and creating a mechanism for reporting researcher outputs to REF2014 and beyond. This resulted in the university purchasing PURE (PUblication REsearch) in July 2011, a Current Research Information System (CRIS) from the Danish company Atira (now an Elsevier company). It provides research staff and administrators with a mechanism to manage research outputs and activities in a user friendly, intuitive, interactive interface. PURE was launched across UHI during 2012 and the university's public research portal was added to the UHI research web area in August 2013. The research information displayed in the public portal is selected from content marked by each researcher as 'Public - no restriction' (see Section 8 Managing your content's visibility below). PURE was a key tool in the university's submission to REF2014 but its main ongoing purpose is for public visibility of all researchers, their outputs/activity and as the university repository. Once outputs are added to PURE they are also maintained there, where will be preserved and available via the UHI Research Database in perpetuity. It is paid for, administered and supported by the Research Office, Ness Walk with further technical support from LIS/UHI Helpdesk.

2. Why should I use PURE?

PURE is the university's chosen system for capturing and reporting on research related activity, as well as the system that underpins the research database. These interfaces provide, for the first time, an integrated environment for all research activity within the university, including information about research outputs, funding and research projects, press releases and media coverage, public engagement, conference attendance, research impact, business and community activities, entire datasets, awards and C.V.s. This will help ensure that all researchers have the public visibility they need to attract collaborations or secure certain funding, will aid reporting requirements and will help meet the requirements of Open Access publishing.

Within the university research webpages the public portal pulls data from the PURE database (only data marked by the researcher as 'Public - no restriction' is displayed in the portal), giving one unified area for external agencies, funders, companies and students/potential students to obtain consistent and detailed information on research activities, equipment and expertise, which will also help to minimise the duplication of effort. PURE is CERIF compliant which means that if you move university your outputs can easily move with you (most universities also have CERIF compliant systems). Our REF submission is also administered and submitted using the REF module of PURE, ensuring the data is correct, complete and in the required format.

3. Benefits of updating your PURE profile vs webpages?

A major advantage of PURE is the rapid and automatic updating of research information on the Research Database ensuring your current profile is visible globally. For staff who may have personal websites that contain information that cannot be held elsewhere in PURE, the free text section on 'Interests' is key – this is where you would include your research interest, key collaborations and you can link to external sites too. The 'Interests' section is search engine searchable so is one avenue for external collaborators to find you. We strongly recommend that a prominent link to your profile in the Research Database is added to each staff homepage, perhaps with a short introductory paragraph. This will mean your online profile will always be up to date and you shouldn't have to separately update webpages. The likes of GoogleScholar and ResearchGate are able to scan the contents of the Research Database and will populate your profile on their sites from the information you enter into PURE. PURE gives you one place to input the information and multiple outlets.

The free text section of a user's profile in PURE can also be used to describe your Research Interests or Biographical Information. Expertise keywords and descriptions of available PhD projects should be added, as
well as links to personal web pages to build a comprehensive online profile. Click on the 'Edit profile' button on your 'Personal overview' page to add this content.

4. **Who has access to PURE?**

In short, staff who are currently or expect in the very near future to be producing research outputs. This can be research active staff or research students and research support staff. Research active people have profile information with contact details, biography, research and teaching interests. Staff who are also given permissions as a ‘User’ are able to log in to PURE and access approved parts of the system to create, edit, approve or delete content according to their level of permissions and may have additional editorial roles within the database. Research Students (normally PhD) are also included within PURE, with profile information describing their research interests and the ability to submit their thesis to the PURE repository.

Research administrators, division and departmental secretaries, and other approved staff, can also be granted User access in order to maintain content as well as act as Trusted Users (see “Who can see my content” below) on behalf of academics and other Users.

There are many levels of access that can be granted to PURE users. Most academic staff will only require access which allows them to maintain their own profile as well as add, approve or disclaim research outputs as an ongoing activity.

Only two people will be granted full administrator access – the system administrator and the database administrator. Some teams such as Libraries and REF moderators will have access as Editors of their respective content types; and some research administrators will be given access to their department or Academic Partner files. All users will only have access granted to information within the Academic Partner where they work.

**Note:** throughout PURE, only data marked as ‘Public – no restriction’ is then visible to all via the public portal.

5. **Request a PURE user account**

The type of user account that you need for the PURE system will depend on your role within the university.

**Academic Staff:** If you are Academic Staff and research active your line manager should have had a user account set up for you. If you have tried to login to PURE with your network username and password and get an error ‘The user is not present in PURE’ this has not happened. Please request an account via the [online new user form](#).

**Research Support Staff:** If you require access please ask your line manager to contact the system administrator.

**Other Research Active Staff:** If you are a research active member of non-academic staff and would like to set up a research profile in PURE please ask your supervisor/manager to make a request to the system administrator.

6. **How do I access PURE?**

It is accessible via most web browsers by visiting the URL: [https://pure.uhi.ac.uk/admin/login.xhtml](https://pure.uhi.ac.uk/admin/login.xhtml). Clear warnings will appear if you are using an old version of a browser which is no longer supported – PURE may still work but some aspects may be disabled or not work properly if your browser is old. You should upgrade your browser to ensure PURE (and possibly other systems) work to their maximum capability. Log in using your normal university network username and password but you must input your username in uppercase. If you input your username in lowercase and hit enter, you will get an invalid logon message, you must close the browser and re-open a new browsing session before re-entering your uppercase username - simply over-keying the first attempt (even if done in upper-case) will still result in an error message. Please remember to log out and quit the whole web browser to fully end your session.

7. **Accessing PURE off-campus**

PURE is a web application and is fully accessible off-campus and will work on most modern web browsers using the same method as above as authentication still takes place via the university network.
8. Managing your content’s visibility

Each publication/activity/journal etc. can be marked individually but the default value is ‘Public’.

To manage the visibility of your profile, Left click ‘Edit profile…’ on your ‘Personal Overview’ page.

Scroll towards the bottom of the page you will find a drop-down list, which provides you with the options to class your profile as ‘Public’, ‘Campus’ or ‘Backend’.

Default setting ‘Public - No restriction’ to make your profile/content public

‘Campus’ means restricted to a specific IP range to make it visible on university campuses only,

‘Backend’ means only yourself and system administrators will see the data).

Click the Save button to store your changes.

PURE users have responsibility to check, amend and update their profile information before electing to make it publicly visible via the Research Portal. Remember you can add information, such as post-nominals, contact address details, biography, research and teaching interests. Some of the information in your profile is synchronised from university data and can’t be edited directly in PURE - if you need this information corrected, please contact the UHI Helpdesk.

9. Data visibility, permissions and sensitivity – the small print

Anything added to PURE is subject to the Data Protection Act 1998 and Freedom of Information (Scotland) Act 2002 (FOISA). In line with university policy on FOI please refer all requests immediately to foi@uhi.ac.uk.

NOTE: (1) FOI does not always apply to SAMS as data related to SAMS can be exempt from FOI obligations. If you are unsure check with the SAMS FOI officer. (2) NAFC is also exempt from FOI obligations; this is due to having Charitable Trust status.

As you work within PURE it must be remembered at all times that you are dealing with data and each piece of information added to the database has its own sensitivity. There may be a requirement to make an output publically available as part of the agreement to fund the research but there could be commercial sensitivity surrounding the project in total. The level of Open Access, version made public and any embargo dates must be adhered to at all times.

The person adding data has responsibility to ensure the correct level of visibility is set on each piece of information – all items can be publically available, available internally only (campus or backend) or confidential to the person adding the data. Editors and validators will also check, where they can, that outputs are added correctly and this validation step is a final check of all outputs before release to the public domain, but remember editors will likely not know the whole story surrounding the data to the degree of the person adding it.

Please ensure you are vigilant, compliant and careful when adding each piece of data.

All viewing permissions within the PURE user interface are set at an organisational level, which for UHI means by Academic Partner or research centre, so while working as an editor in the user interface you will only see the data within your AP. All data marked as ‘public’ in the user interface will be available via the public portal – researcher profiles, outputs, projects, impacts, equipment. Application and Award data is not available from the public portal but colleagues within your AP can see everything that isn't marked ‘confidential’.

10. Copyright

This is a whole guidance document in its own right, but for a useful description to use as a starting point, see Elsevier at https://www.elsevier.com/about/company-information/policies/copyright. Clearly other publisher
may have slightly differing rules and even some Elsevier-owned journals may have, but the pages are a good baseline explanation of how research publishing within the new Open Access environment affects what you can and can’t do with your outputs. You should always refer to your publisher for specific rules governing a specific article or use the various Sherpa RoMEO tools to work out archive and licence conditions.

11. ORCiD

Although not directly linked to the use of PURE it may be helpful to mention ORCiD’s here as there seems to be some confusion currently about their use. It is becoming increasingly likely that anyone submitting outputs to REF2020 will need to have an ORCiD, and some funding bodies and publishers are now routinely requiring them.

ORCiD aims to solve the name ambiguity problem in research and scholarly communications by creating a central registry of unique identifiers for individual researchers and an open and transparent linking mechanism between ORCiD and other current researcher ID schemes. These identifiers, and the relationships amongst them, can be linked to the researcher's outputs to enhance the scientific discovery process and to improve the efficiency of research funding and collaboration within the research community.

Essentially, ORCiD is an attempt to create a unique ID for every researcher in the world for the purposes of ensuring everyone’s outputs are accurately attributed. Some funding bodies (such as Wellcome) are starting to require the lead PI has an ORCiD before confirming funding, so it may become more important in the future to generate your own ID. PURE can record an ORCiD to your profile but cannot generate the unique reference for you, from your ‘Personal’ dashboard click ‘Edit Profile’ and the ORCiD section lies just under your name details:

If you need to generate a new ORCiD then it is a very quick process (basics can be completed in 2-3 mins) and is free for individual researchers, go to the website http://orcid.org/. The site is easy to use, quick and intuitive. Once you have your ID allocated you have the opportunity to add some details about yourself for your public profile on the ORCiD database, it’s not imperative you do this but it will probably do you no harm in the long run if you add some details at the outset. However, from late 2016 it will be possible to update your ORCiD profile with outputs from your PURE profile by just clicking a button, lessening the admin burden of managing the ORCiD profile – more details when this feature is added.

12. Embargo periods

Even with the advent of Open Access policies some publishers may still attach embargo conditions to the deposit of an item in an open access repository, such as the UHI Research Database; this has to expire before the full text version can be made available in the database. It is important that authors know if there are any embargoes on depositing their outputs in a repository and if so to complete the embargo date field when depositing the output. However, publishers may allow a particular version of a published work to appear in an Institutional Repository (this would normally, but not always, be the ‘Author copy’ or ‘Pre-print copy’). Over the coming years it is expected fewer outputs will be subject to embargoes but it will still occasionally be the case.

At all times researchers must follow the instructions of their publisher when submitting an output to PURE, keeping embargo conditions in mind and adding them to the PURE record.

As long as you add the embargo date to the PURE record at the time of upload the article will be hidden from public view but automatically available publically from the Research Database the day after the embargo ends, without anyone needing to remember to update the status in PURE.
13. Open access (OA) - background, RCUK and licences

Due to an increasing number of funding bodies stipulating that research funded with public money has to be made immediately available on an open access basis, some publishing companies, who traditionally operate on a subscription basis, are now also offering an open access publishing option.

This open access publishing model allows an article to be made freely available in an online repository immediately on publication upon payment of an article processing or publishing charge (APC) and it is the author, funding agency or institution that pays the fee. Articles undergo exactly the same impartial peer review process and they are accepted or rejected for publication on their own merit. It is only when an article is accepted for publication that an author can sign up to the open access publishing method.

Under the open access publishing model each publisher has their own policy on what version of an article can be made available in an open access repository; only a few allow the publisher PDF to be included but most allow the ‘Author post-print’, ‘Author copy’ or ‘Pre-print copy’ to be made available.

If you are publishing an RCUK-funded paper (which must explicitly acknowledge RCUK funding) then please read the below notes with reference to the flow chart and follow their guidance.

There are two types of open access relevant to RCUK policy:

1. **Gold**: Immediate free public access to final journal-published paper. Usually as a pdf through the journal web site. To quote from the RCUK guidelines: “RCUK has a preference for immediate, unrestricted, on-line access to peer-reviewed and published research papers, free of any access charge and with maximum opportunities for re-use. This is commonly referred to as the ‘gold’ route to Open Access.”

2. **Green**: Self-archived copy of the Editor-accepted, author’s or Pre-print version of a manuscript in PURE, to which access is public and unrestricted within six months the journal paper appearing. Most journals DO NOT allow their final journal-style pdf to be-self archived in this manner (unless the ‘gold’ fee has been paid). However, the author retains copyright of the editor-accepted author’s version of a manuscript (i.e. before the journal production process has kicked in), and this may be self-archived to PURE.

RCUK aim by 2018 to have 75% of Open Access papers from RCUK-funded research published through immediate, unrestricted, on-line access with maximum opportunities for re-use (so called ‘gold’ open access). In the interim, ‘green’ (as defined above) or ‘gold’ are both acceptable to RCUK.

**Gold** is generally expensive, up to £2500 per manuscript. This includes two charges. 1) Article Processing Charges (APC) and Open Access charge

**Green** is generally NOT always free either. Many journals (particularly in the physical sciences) will charge Article Processing Charges (APC), which can amount to £500-£1000.

UHI receives no RCUK block funding. However, SAMS has been allocated funding specifically to help only with Gold Open Access of RCUK funded and acknowledged papers. The SAMS fund is small (£16k per annum), so SAMS HoDs have been charged with administering this fund on a case-by-case basis; please follow the chart and talk to your HoD as necessary.
Publication Accepted

- Follow default Green OA route

- Funder requires Gold Open Access?
  - Yes: Apply to Gold OA funds – local and RO
  - No: Accept non Compliance

  *Accept non Compliance

- No OA funds: Refer to funder/ Appeal Gold OA decision

- Journal allows Green OA?
  - Yes: Publish direct to Institutional Repository only?
    - Yes: Confirm Gold OA with publisher and arrange payment
    - No: Deposit output to PURE with correct level of visibility and any embargo requirements, abstract within 3 months of acceptance.
      - If published include DOI.

  - No: Consider Publishing elsewhere
    - Yes: Publish direct to Institutional Repository only?
      - Yes: Confirm Gold OA with publisher and arrange payment
      - No: Deposit output to PURE with correct level of visibility and any embargo requirements, abstract within 3 months of acceptance.
        - If published include DOI.

*RCUK accepts that there will not be 100% compliance for up to 5-years
**For articles likely to be submitted to REF panels A & B embargo must be 12 months or less. For panels C & D it must be 24 months or less.
***APC = Article Processing Charge. Block grant can only be used for APC if OA is Gold
Noting access, document version, license and restrictions within PURE

Just below the documents section is the area where you add your outputs DOI, full text file or link, click the button ‘Add file, DOI or link’;

In the example above the DOI has already been added (NOTE: always only add the part 10.XXXXXX ignoring any prefix). You can update the state at any time, below is the window that opens when you click ‘Edit’ to the right of the above DOI link (clicking ‘show’ takes you direct to the article on the publisher website):

All four starred fields must be completed or the record will be returned to you to add the missing information.

In the example above under the DOI reference you’ll see a marker ‘Restricted’ – this is in relation to the Open Access (OA) status. There are 5 states that can be attributed to a DOI or file to indicate what level of access applies, these are:

No value – this is the default value and should normally always be updated to one of the four below. This will be the value on older publications added to PURE before Open Access regulations existed or the option was available.

Open – Full unrestricted public access without charge or barrier.

Embargoed – Output has no access until after a set period of time, usually from 12-36 months.

Restricted – Public access available on payment of a fee or following provision of personal details.

Closed – no access, commercially sensitive, unlimited embargo, classified.
Defining if your output is ‘Open’ or ‘restricted’ can be confusing as you may find you have unrestricted access to the output from your UHI networked workstation. However, you must not be tempted to assume this means the output is freely available to everyone as UHI has network access by subscription to many publisher websites – colleagues or the general public may not have the same level of access.

An output YOU can freely see is NOT automatically ‘Open’ in the definitions above, as access must be free and unrestricted by charge or barrier - subscription charges count as a barrier to free access so any article only available by paying a subscription, or a per article charge, is defined as ‘Restricted’.

You must be careful of this – any output that is truly ‘Open’ will be marked very clearly on both the acceptance communications from your publisher and on the publisher website itself, as in the examples below:

You also have the opportunity in this window to define the version of your output you are adding. More than one version can be uploaded but the visibility of any version is dictated by your publisher.

The default license code is usually CC BY or CC BY-ND but there are other classifications that can apply – your publisher will quote this in their acceptance email or their terms of publication. The full list of available classifications is available in the section below entitled ‘Creative Commons Licenses in Summary’.

Publisher regulations govern the availability of every output and must always be followed or sanctions / take-down of your output could result; in the case of repeated breaches a fine could be levied by the publisher.

Key metadata now required for every output added to PURE to ensure it is eligible for REF2020:

- Acceptance date
- Publishing date
- Title
- DOI
- Publishing licence (remember to be classed as Open Access there must be no restriction, so subscription only journals or pay-to-view articles are not Open Access.
- Author Final Version pdf (this must be added to PURE along with the DOI and be visible to all). Sometimes called 'post-print' version.
Creative Commons Licenses in Summary

<table>
<thead>
<tr>
<th>Attribution</th>
<th>Attribution-ShareAlike</th>
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<tbody>
<tr>
<td>CC BY</td>
<td>CC BY-SA</td>
</tr>
<tr>
<td>This license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. This is the most accommodating of licenses offered. Recommended for maximum dissemination and use of licensed materials.</td>
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<tr>
<td>This license lets others remix, tweak, and build upon your work even for commercial purposes, as long as they credit you and license their new creations under the identical terms. This license is often compared to &quot;copyleft&quot; free and open source software licenses. All new works based on yours will carry the same license, so any derivatives will also allow commercial use. This is the license used by Wikipedia, and is recommended for materials that would benefit from incorporating content from Wikipedia and similarly licensed projects.</td>
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<tr>
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<th>Attribution-NonCommercial-ShareAlike</th>
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<tr>
<td>CC BY-ND</td>
<td>CC BY-NC-SA</td>
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<tr>
<td>This license allows for redistribution, commercial and non-commercial, as long as it is passed along unchanged and in whole, with credit to you.</td>
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<tr>
<td>This license lets others remix, tweak, and build upon your work non-commercially, as long as they credit you and license their new creations under the identical terms.</td>
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<th>Attribution-NonCommercial-NoDerivs</th>
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<tr>
<td>CC BY-NC</td>
<td>CC BY-NC-ND</td>
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<tr>
<td>This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.</td>
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</tr>
<tr>
<td>This license is the most restrictive of our six main licenses, only allowing others to download your works and share them with others as long as they credit you, but they can't change them in any way or use them commercially.</td>
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<tr>
<th>CC0 “No Rights Reserved”</th>
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<tr>
<td>CCo enables scientists, educators, artists and other creators and owners of copyright- or database-protected content to waive those interests in their works and thereby place them as completely as possible in the public domain, so that others may freely build upon, enhance and reuse the works for any purposes without restriction under copyright or database law.</td>
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In contrast to CC's licenses that allow copyright holders to choose from a range of permissions while retaining their copyright, CCo empowers yet another choice altogether – the choice to opt out of copyright and database protection, and the exclusive rights automatically granted to creators – the "no rights reserved" alternative to our licenses.
Further license information is available at the following pages:

https://creativecommons.org/licenses/

https://creativecommons.org/freeworks; definition of creative commons licences

For a list of all types of license, past and current, with some information of equivalents please see:

http://opendefinition.org/licenses/

There is an online guide covering more aspects of Open Access regulations and compliance requirements – go to the university website at; UHI Open Access Guidance.

Noting Open Access availability, document version, license and restrictions on each output; this is described in the next section ‘Adding a pdf copy of your output’.

Adding a pdf copy of your output – is it restricted?

The pdf version you can make available publically can be restricted by your publisher – they will have notified you of any conditions during communications about your output. Information on the status of your publication can be returned to the ‘Documents’ section of the output window, but only after you have saved the output and then waited for the information to appear. The PURE server is set to connect to the Sherpa RoMEO server on a nightly basis to retrieve version and embargo information to guide you in what you are allowed to upload to PURE. The best arrangement is to add as much detail as possible to PURE (must include the DOI to be able to retrieve RoMEO information), wait overnight and return to your entry the following day to upload the version indicated in the box, as the screenshots below show. The two most likely sets of information are displayed below:

The coloured box can be expanded downwards by clicking the small arrow, to reveal more detailed publishing policy for each publication. This information will not always be available for outputs, so if you wait and no information appears then you will have to refer to emails from your publisher to ascertain if there is any embargo on your output and which version you are allowed to upload to PURE. Remember, only you are fully aware of your publisher’s demands/conditions so you must be vigilant and adhere to their requirements as failure to do so could risk serious legal consequences from the publisher of your work.
Article versions and publishing stages – what are they?

**Submitted Manuscript/Preprint version**
Author's own write-up of research results and analysis that has not been peer reviewed, nor had any other value added to it by a publisher (such as formatting, copy-editing, technical enhancements, and the like). Preprints should not be added to or enhanced in any way in order to appear more like, or to substitute for, the published journal article.

**Accepted Manuscript/Postprint version**
The manuscript of an article that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review, and editor-author communications. Not typeset or with publisher branding etc.

**Publisher version**
The fully edited and branded manuscript, usually viewed from the publisher website (or paper publication) via the DOI, sometimes referred to as the version of record.

In relation to the process of publishing work, article versions, publishing stages and what to do within PURE the graphic below describes the (simplified) parallel chronology:
14. PURE and REF2020

PURE will once again be used to order and send the UHI REF2020 submission to HEFCE, just as it was for REF2014. It can’t be stressed enough, that all research staff must now habitually add all their newly accepted published works to PURE – failure to do so will completely rule out an output for submission to REF2020. Retrospective adding of outputs is no longer acceptable as all entries are time-stamped and submissions will be audited. To be eligible an output must have been added to an institutional repository (in our case PURE) within 3 months of acceptance, be visible to all without any restriction and include the metadata detailed below.

Key metadata now required for every output added to PURE

- Acceptance date
- Publishing date *(after 01/01/2014 to be eligible for REF2020 submission)*
- Title
- DOI
- Publishing licence (remember to be classed as Open Access there must be no restriction, so subscription only journals or pay-to-view articles are not Open Access.
- **Author Final Version pdf** *(sometimes called the postprint version or accepted version)*, this must be added along with the DOI. To be eligible for REF2020 submission the Author Final Version .pdf must also be added and be available with open access via the Research Database, within three months of the date of acceptance. The pre-print version is **not** deemed acceptable for a REF submission.

If all of the above information is not included the item will be returned to you within PURE with a note of what is missing. If you do not yet know, say, the publishing date, then the item should be left in the status ‘Entry in Progress’ until your publisher confirms the publication date. This is unlikely to cause an issue with the 3 month rule (taken from acceptance date) but if you are not already minded to chase a publishing date then you need to be chasing this in plenty of time to ensure your do not fall foul of the 3 month rule.

Older outputs published before 01/01/2014 are not affected by these rules, add as much detail as you can though, and it is considered good practise to always include a DOI and pdf copy of your work.

Checking a journal is Open Access and REF compliant

A new web service run jointly by SHERPA, JISC and HEFCE to create a resource to help authors and universities decide whether a journal allows them to comply with OA policy and on the options available to do so, it:

- Allows universities and authors to quickly and accurately check if a journal of choice is compliant with the REF open access (OA) policy
- Provides advice to authors on how to comply and informs them of relevant embargoes or other issues arising from publisher and journal policies
- Use of these services significantly reduces duplication of effort at an institutional level and offers efficiency gains for the sector as a whole
- Provides quality assured data

Check your chosen journal at https://ref.sherpa.ac.uk/

REF2020 exception on adding an output

![Assessment](image)

**REF2020 exception**

Select REF2020 exception

If this output does not comply with the REF2020 Open Access Policy criteria (i.e. eligible version deposited within 3 months of acceptance, and made accessible within one month of deposit), please select whether one of the following exceptions apply. If no exception applies, please select ‘No exception’.

Submitted to REF 2014
This section is used when you have been unable to comply with the requirement of making an output open access within the usual timescales. You have the opportunity in this section to note why you were unable to do so - this information will be required in the event of attempting to submit a 'non-standard' output to REF2020. If you have not complied and cannot give an exception reason your output will not be accepted for REF submission.

15. Getting your publications into PURE

There is inevitably an initial burst of work required to get your publications into PURE but once this is completed you will find adding outputs (publications, activities, events, impacts) as they are produced becomes much less onerous. PURE provides a place to note and store all of this activity in the one place, the likes of Google Scholar and ResearchGate will then pick up on the publications once you add them to PURE.

The most important thing you can do to ensure any new publications are included on your profile is to set up the automated search function – this will scan publishers databases on a weekly basis for any of your publications and present them to you as an ‘Import candidate’ within your messages section, at the top right of your PURE personal page. By doing this you should not need to manually add new publications, unless you publish to a smaller publishing house (in which case you may still have to use the DOI or manual methods described below).

Initially there are three methods to capture as many of your existing outputs as possible – set up automatic scans, import from DOI and import from a database file – these methods are set out next. If these methods are not successful in capturing your outputs then the manual entry method is the last resort.

Currently UHI has direct access to import publications from the following databases:

![Database Logos](image)

Setting up an automatic scan for publications from online sources

If your research outputs are available in online bibliographic sources such as PubMed, Scopus or Web of Knowledge (Science), then you can set up an automated weekly scan that can also email you when potential matches have been discovered. To do this, select:

- Personal Overview
- Edit Profile
- Automated search
You should then see a window similar to the following screenshot:

You can select to be informed by email when candidates are found as well as setting up one or more variants of author names in the sources you are searching. You will see a list of the available databases. A separate search needs to be enabled for each database, click on the relevant button and complete your name details.

- Check your default “academic” name is in fact the name you want to search under, by clicking each relevant tab. You can put in an unlimited amount of names you’ve published under, and the source should in theory search for all of them. Remember to save your amendments/additions.

- Bear in mind that if your “academic” name is a common one, you may get a lot of import candidates. Once you have added the names you can click the button ‘Preview candidates’ to gauge how successful the weekly scans will be.

- When you are satisfied with the configuration and the number of sources to search, save the settings and during the next scheduled overnight run the system will conduct an initial scan for outputs from the last two years (730 days), after which it will search on a weekly basis and notify you when candidates are found.

If you elect not to be informed by email (tick box in above step), then you will need to log in to PURE in order to see if any candidates have been found. You will see the number of ‘Import candidates’ in the ‘My messages’ section on the right hand side of PURE.

- If you see an output which is clearly yours but are informed it’s already in PURE, please “reject” it as accepting will result in a duplicate record. Sometimes you will see “already in Pure” notification early on. Other times, it will let you go through with the first stage of import and then inform you that you’re about to create a duplicate. In the latter case, just navigate away from the output without saving it (click ‘x’ at the top right of the active window).

- You will have an option of either accepting candidates as yours, or rejecting them as someone else’s – the good news is that the more you exercise accept/reject, the more precise the search should get, so the amount of future candidates should diminish quickly, and once you have rejected a candidate once PURE will remember it and not present that output to you following subsequent searches.

- Always check the import for any omissions/distorted text before saving it.
Import a record using the DOI reference

A very straightforward and simple option for importing outputs into PURE is to use the DOI and the CrossRef database (you will need DOIs for every new import record). To do this, click either the green “add new” button on the right of your PURE window or the “+” sign right next to “Research output” in the menu bar, choose “Import from online source” option under the line “Research output.” Then choose CrossRef, enter the DOI in the search box, identify the output from the search results and import it into PURE. A DOI reference in PURE should always start 10.xxxx e.g. 10.1016/j.ecolmodel.2003.09.006

Importing from Google Scholar via an extract in BibTex format.

Google Scholar is a search engine that searches a database of books, papers, journal articles, theses, abstracts and citations from academic publishers, professional societies, online repositories (including the UHI Research Database), universities and other web sites.

Importing via this method is unlikely to include DOI or ISSN information. All fields must be checked as BibTex is flexible and can be interpreted differently by different software.

You first need to ensure you have set Google Scholar Preferences to enable citation links to be imported in BibTex. Click on the cogwheel icon beside ‘Sign in’ and select ‘Scholar Preferences’ from the drop down options.

Scroll down to the section ‘Bibliography Manager’. The default is set to ‘Don’t show any citation import links’. Change this by selecting ‘Show links to import citations into BibTex’ and click on the ‘Save Preferences’ button.

This preference will be added to list of options below the search results and will enable you to import your results into a BibTex file.
Once you have the above setting in place you can start transferring publications found by Google Scholar to your PURE profile - click on ‘Import into a BibTex’ below the search result.

A text box below will appear in a new window. Select and copy (Ctrl + C) the text:

This data can then be pasted into PURE. From your Personal profile page click on “Research output” from the left menu, “Import from file” then the “BibTex” option to reach the appropriate text box. Paste (Ctrl + V) the text into the text box and click “Import”. The title of the file should appear underneath. Click the bottom “Import” button beside the title to continue.
Review the different aspects of the output - change any section by clicking the drop-down arrow next to the data and either select an alternative option from the list or "No Match". When these are all correct, "Import" at the very bottom of the window. This will import the file’s information into a “Metadata” template page.

**Review the transferred information and fill in as many additional information fields as possible – specifically the DOI is not usually part of the import and must be added manually.**

Once this is done, set the status at the bottom of the page to “For validation” and then “Save” to save all changes to PURE. The import will then go into the usual validation workflow before appearing in your profile.

You can use the same method of import from GoogleBooks, it follows a very similar sequence.

**How to do a bulk import of records**

You should only ever have to do this if you are a new starter with publications from a previous place(s) of work/study that you need imported into PURE. Although a Pure Administrator can set up a name-based automated search for your publications via Web of Science, it may well happen that some publications won’t be picked up. This means either uploading each manually; uploading each via DOI as described above; or running a bulk import from external databases/software. Please note, the PURE Administrator cannot provide support related to the functionality of external sources.

If you have previously uploaded your outputs at another university using PURE please contact the system administrator as it is possible to have your last university export your publication data and for UHI to import that file. (NOTE - it is not possible to export activities, clippings or impacts). You will need to advise the name of the system administrator at your previous university.

**Known issues: please do not attempt an import from Web of Science using BibTex – this has previously resulted in errors which leave records uneditable.**
How to import from an EndNote source

A possible import path is from an EndNote source. The below method is provided courtesy of the University of St Andrews:

**Exporting publications from EndNote X4 to Pure**

If you have a large number of publications stored in Bibliographic Management Software such as Refworks or EndNote then you can export your publications into Pure rather than manually entering them. Note: Some manual editing may still be required once your publications have been uploaded depending on how you have entered the data previously in your EndNote Library.

**Preparing to export your EndNote Library**

The University has a specially developed output style for exporting items from EndNote to Pure.

- Download the Output style called PureOutputStyle (available from the Pure webpage)
- Save the style in the following folder on your computer - C:\Program Files\EndNote X4\Styles
- Open up your EndNote Library with your publications in
- Most items will transfer to Pure as the correct reference type, for Working/Discussion Papers and Conference Papers you should change the reference type as detailed below BEFORE exporting your references

**Choosing the correct reference type**

**Working/Discussion Papers** - EndNote does not have a reference type for working/discussion Papers. You should change the reference type for your working/discussion paper into Unpublished Work in order for it to export to Pure correctly.

**Conference Papers** – a paper which was presented at a conference but is unpublished should have the reference type Conference Paper. A paper which was published in conference proceedings should have the reference type Book Section.

- If the keyword field in your references is populated with multiple keywords then you will need to make a small change to the set up. Instructions on how to do this can be found at the end of this guide

**Exporting your EndNote Library**

- Highlight all the publications you wish to export to Pure.
- Go to File > Export

**Adding outputs manually & choosing the right template**

If none of the above methods is successful in uploading some of your outputs to PURE then you need to add them manually. Most of the outputs you produce will likely fall under one of the two PURE menus: “Research outputs” or “Activities” or by clicking either the button + New or the “+” sign from your personal window. However, there is a further multitude of options available in the sub-menus for each. Please take a few minutes to familiarise yourself with all options available – knowing the structure will help you choose a logical placement for your output. Please always include the abstract in the PURE record.
For example, there are sub-templates for “Article” and “Web of Science Article” under Research output- Contribution to Journal. *Always use* “Article” even if you are 100% sure the paper will end up on WoS. Please look at the template first – while it’s not necessary to fill every field (far from it), please do not add everything into one field. Ensure the record is readable and makes sense, not only to you. Please also avoid unnecessary capitalisation *(despite* what you may see in some existing PURE records) and make sure characters in cut-and-pasted sentences are not distorted during import.

Before adding a new output, please do a search and double-check that it isn’t already in Pure – despite sounding obvious, this is an often-ignored step that saves a lot of time and effort for everyone involved.

**Saving a created/imported research output**

The bare minimum of information needed for a research output is currently as outlined below:

- Every red asterisked field
- *All* authors of the publication with their organisations are required, not just yourself
- “Managing organisational unit” is always “*your academic partner*” not any department or group and should not normally be changed, unless the output was created while at another university, see next point
- If you import outputs created during employment at another university the “Managing organisational unit” will need to be amended by your local editor or system administrator for each such output. These will then drop off the UHI Research Database and any reports that list UHI outputs but will still be available to you within your Personal profile and for the creation of CV’s
- DOI (in “Links” section) - if your publication doesn’t have this, please supply a URL instead. If neither is available due to particular format of publication, please upload a .pdf under “Documents – add document” provided this complies with confidentiality/copyright/embargo conditions for the particular output.

*Section 14* of this guide details the key additional fields that need to be completed to ensure REF compliance.

Other information can be added if desired, please habitually add as much detail as you know.

Before saving a completed output, you are presented with two status options:

- “Entry in progress” – using this will make sure the output stays with you and does not go to validation stage; you maintain editing rights to the output. Please use this for outputs that are being prepared, in press or where you want to clarify/amend details.
- “Submit for validation” – using this will send the output to your local editor or PURE Administrator as a completed published output so it can be validated before appearing on the public web pages. You will still have editing rights for the output. Please use this option for outputs that have passed into the public domain and all required information has been completed.

If an output that had been submitted for validation is missing any of the “bare minimum” information specified above, Pure Administrator will change the output status to “Entry in progress” and it will bounce back into your profile tasks with a short note indicating the nature of clarification/amendment required.

**16. Adding Press Clippings to your profile**

Details of press articles relating to your work can be stored and ordered within PURE. Adding of Press clippings is accessed from the navigation buttons on the left of the screen, click the “+” sign next to ‘Press Clippings’ and
choose the classification of clipping (research, teaching, other). Add the title of the piece and under that there is a free text area where you can paste the full article or an extract from it.

If you want to add a link to the original article you can do this in the section called ‘References’. Please keep in mind that more news sites are starting to charge for access to articles so it is probably prudent to add the full text of the article if you can, including the author name, in the free-text box. Clicking 'Add Reference' brings up the window where you can add full details of the press article. Remember to link the clipping to any related research output or project. There is at no point an option to upload a copy or scan of a physical clipping as this is an infringement of copyright law – scans or photocopies of press clippings in particular should never be kept on PURE as they are covered by very strict regulations.

17. Adding Datasets to your profile

Entire datasets and any supporting files can now be added to PURE. There is a file size of upload limit set on the system of 1024Mb, this does not mean you can’t store larger datasets on PURE, it is merely a safeguard to ensure a large data upload does not unduly affect usability of PURE for all users. If your dataset and supporting files are larger than this limit then please just contact the system administrator stuart.knight@uhi.ac.uk to make arrangements to upload your files. There is no restriction on the file type that can be stored.

Adding datasets is just as easy as adding outputs or activities and is accessed in the same way from the left menu within PURE by clicking on the “+” sign next to the ‘datasets’ button. This opens a window where you have the opportunity to add metadata to describe the dataset, dates over which the dataset was obtained, any location information applicable, related people, the access/availability of the data, the files themselves and links to any related websites, any legal/ethical constraints (ticking a box enables a text box where you can add a full description) and the usual relations to other content and overall visibility.

You can include a DOI for your dataset but this must have been minted elsewhere; UHI does not currently have the ability to mint DOI’s as there is a cost and set of criteria to meet to be allowed to do this and UHI currently does not have the volume of DOI minting requirements to merit going through this process. This will be monitored by the RPG group over time and requests for DOI minting should again come to the system administrator in the first instance so the level of requirement can be measured.

The storage of datasets within PURE is separated off automatically to a dedicated storage disk due to the potential file sizes and demands placed on the system storage. This ensures storage demand can be monitored and does not interfere with the storage and use of other data within PURE.

18. Adding Patents to your profile

You can add Patents as an output using the Espacenet service and PURE (Espacenet offers free access to more than 90 million patent documents worldwide, containing information about inventions and technical developments from 1836 to today).

Click the “+” sign next to ‘Research Output’, then ‘Import from online source’, then click the Espacenet icon to be presented with the screen below.
In the above example simply typing a surname and clicking 'Search' was enough to gain results. However, you'll notice there are 2000 results so put in as much detail as you know if you are searching for a patent you own the rights to. You can search for articles by using one or more keywords, search options are:

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by patent number</td>
<td>This is also known as the Publication number. Publication numbers are generally made up of a country code (two letters) and a serial number (variable, 1-12 digits). You can enter a maximum of ten numbers per field. Country codes are optional. Example: EP0332322</td>
</tr>
<tr>
<td>Search by inventor(s)</td>
<td>Person in patent application described as inventor. May also be an applicant. Name is searched using surname and first name, e.g.: Robertson Chris Note, searching for Chris Robertson will not have the same result.</td>
</tr>
<tr>
<td>Search by applicant(s)</td>
<td>Person or organisation filing the patent application. May also be the inventor. Person names are searched using surname and first name, e.g.: Robertson Chris Note, searching for Chris Robertson will not have the same result. An applicant can also be an organisation, e.g: Elsevier</td>
</tr>
</tbody>
</table>
19. Adding a PhD or Masters Thesis to PURE

Only PhD or Masters Theses should be added to PURE, undergraduate theses are stored on other systems.

There are different ways to add a thesis to PURE depending if it is a thesis written at another university that you want to include as part of your profile or if it is a thesis produced by a UHI student at UHI. In either scenario you should always include the abstract and a pdf copy of the thesis in the PURE record.

Adding a thesis written at another university

This route would only be used in a scenario where a member of staff would like to add a thesis, written while at another university, to their research profile to use as part of their record of outputs or C.V.

In this case you would treat the document as any other research output and click the "+ New" sign next to 'Research Output' or the button from your personal view window, choose the output type 'Student Thesis' and complete the details from there. You have the opportunity to add your supervisors and awarding institute, which in this case will most likely be external to UHI, and to relate the work to any activities or other publications. Always add the pdf version of the thesis too or the record will be returned to you (if you have the word version please re-save as a pdf before uploading to PURE).

Adding a thesis produced by a UHI student at UHI

Adding a thesis by this route gives extra workflow and email notifications to the author and lead supervisor to enable you to manage versions of the thesis and publication to the UHI Research Database once the thesis is accepted.

The student should already have a PURE student record created, if not please ask them to complete the online registration form on the UHI website. The lead supervisor should also have created a 'student affiliation' from their own profile but again this can only happen if the student has a PURE student profile. This enables linking of all the students’ supervisors to the student and the thesis, and means the supervisor can add details of all their supervisory experience to C.V.s created within PURE.

Once all links are created a new ‘Supervision’ tab then appears on the supervisions personal view so they can monitor all students they are supervising currently, and they can see detail on all previously supervised students, as on the example right.

Working versions of the thesis can be added to the student profile with the visibility set to ‘Backend’. Once the final version of the thesis is ready you should follow the instructions within the thesis submission guidelines of the graduate school Code of Practice. Graduate School staff will then ensure the final version of the thesis is loaded to PURE and check all submission documentation is also correct. Once this process is completed the Graduate School staff will change the status of the thesis to 'Validated' and this will trigger a confirmation email to both the author and lead supervisor confirming the thesis process in PURE is completed and it is available online via the UHI Research Database.
Before you submit your thesis

It is highly recommended that you discuss with your primary supervisor the implications of publishing your thesis online. If your thesis contains confidential or sensitive data it may not be appropriate to make the full text freely available online, a redacted version may be appropriate or an embargo period can be stipulated. Similarly if there is the intention to publish the whole, or extracts from, your thesis you will need to discuss with your supervisor any possible publisher requirements.

Data preservation and sharing

If your thesis has supplementary data (for example images, videos, source code or analytical data) PURE can store a copy of this data alongside the thesis text. We do this to try and preserve the fullest record of the work as possible but do not routinely allow public access to this data. The intention is to preserve in perpetuity a full record of all research theses connected with UHI and give a platform to make them available globally through the Research Database. It is also recognition that a research student is expected to be producing work of a standard and content that should be of use to other researchers and gives a place to start creating your online research profile.

Generating a DOI for your thesis

Some Research Councils (ESPRC for example) now require every thesis funded by them to have a DOI allocated. Should you fall into this category or just want to allocate your thesis a DOI then possibly the easiest route currently is through your ResearchGate profile (you must be registered with ResearchGate to do this), by following the below steps:

To generate a DOI for unpublished work you haven't yet added to your profile you will first need to add the publication:

- Go to your profile and click 'Add your publications'
- Select the type of publication
- Click 'Select file'
- Upload your file (required)
- Click 'Continue'
- Verify your publication details and select 'Generate a DOI'
- Click 'Finish' to confirm your changes.
- Your work will now be assigned a DOI, making it easy for researchers to find and cite it.

If you have previously added your thesis to your ResearchGate profile follow the below steps:

- Go to your profile and click the Contributions tab
- Select the publication you would like to generate a DOI for by clicking on its title
- Click Generate a DOI for this publication on the right-hand side
- Review the details of your publication to ensure they are correct
- Click Generate a DOI.

Once generated the DOI can be added to the PURE record of your thesis, along with a copy of the thesis pdf, abstract, award date and so on.

20. How and why is my content validated?

When entering a publication record into PURE, you will notice you have the choice of saving it under ‘For Validation’ or ‘Entry in Progress’. ‘For Validation’ is the default status and means that the article will be available for the Editors of content to process to a ‘Validated’ status. This should in time be the responsibility of designated local editors or the university libraries within an Academic Partner who validate aspects such as journal titles, copyright and embargo information or whether there is a full text document attached; for now validations are mostly actioned by the system administrator. Once validated, an output is immediately available on the public Research Database.
It is important to check the content prior to sending it 'For Validation' as it is not the editor's role to check spelling, grammar or to be an expert in specialist areas. As articles are added and processed the editor can send messages to you if content needs clarifying or correcting. You will see these messages in your PURE 'Message box' to the right of the user window, and depending on if you elect to receive email alerts, these will be summarised in an email to you. Once content has been validated it can still be edited by the author if they need to make any changes. It will then be marked for 'Revalidation' and go back through the workflow process. The article metadata (title, authors, date, journal name, volume, pages) will be visible straight away but other elements will not be released until the article has been validated.

NOTE: If you wish to keep something out of the editor's view and signal that it is not ready to be validated or appear publicly, the status should be left set to 'Entry in Progress'.

21. Adding activities, impacts and public engagement activities

Information about research-related activity is not recorded centrally – activity in this context is attendance at a conference or event, speaking at a conference, public engagement of any kind, school outreach activities and so on. Please remember that you will likely be the only person who knows all about these activities and if you don't enter them, no one else will. To add a new activity, click either the button or the “+” sign right next to “Activities” or “Impacts” in the menu bar. This will bring up a window where you can select the template for the type of activity you want to enter. Enter the information, save your record.

Please remember if you are adding details of an annual event to include the year in the title to differentiate between different events (i.e. UHI Research Conference 2012) otherwise in subsequent years the title 'UHI Research Conference' will show as a duplicate event.

If you need to add connections to other researchers (internal or external) you can do this in the ‘Participants’ section by clicking the ‘Add person’ button. Just start typing in the field that appears and if the person already exists select them, if not you have the opportunity to add basic details.

To link to other outputs (UHI outputs only), equipment or activities use the ‘Relations’ section and click on the + icons as right. A field will open and if you start typing it will start returning possible matches, once the item you want appears select it and it will be linked. You can continue adding multiple relations until you are happy, we are not aware of any limits to linking.

22. How do I link pieces of content together?

One valuable features of PURE is its ability to make associations between pieces of content. Showing these links is highly valuable to potential funders and to staff with similar research interests. These links also drive the ‘relations graphs’ that is available on the public portal.
23. Why aren't all my research outputs available?

If your research output is visible within your profile in PURE, but is not showing in the Research Database, it may be that there are embargo or confidentiality conditions on the research, or it simply hasn’t reached its publishing date. It may also be awaiting validation by a local editor – this is a workflow step following initial upload or any subsequent amendment – check the status is not ‘awaiting validation’. Once you have checked these things and you still need assistance, please contact your local editor or the UHI Helpdesk.

24. Adding DOI or ISSN references

DOI - Go to the record you want to add the reference to from the ‘Editor’ tab (you must have editor rights to do this, or ask your local editor or librarian to do this if you don’t have the permission). Scroll down through the record to the section heading ‘Links’ and you’ll see the section for DOI and adding URL links, click the button ‘Add DOI’ and copy the exact DOI, which should always start 10.xxx e.g.: 10.1016/j.ecolmodel.2003.09.006 - do not add it as DOI: 10.1016/j.ecolmodel.2003.09.006 as this is a different reference, and likely to be invalid.

ISSN – You are given the opportunity to add this while adding the output but if you want to add it afterwards go to the output from your outputs tab of your profile and double click the appropriate output to open edit mode. Scroll down to the ‘Journal’ section and ‘Add ISSN’. As above, ensure you add only the reference and that it is exact e.g. 0305-506X and not ISSN: 0305-506X or 0305 506X.

25. Reporting errors in data

If you are incorrectly identified as an author on a particular research output, you should disclaim the output and this link will be removed by your local editor. Publications can be incorrectly added to your profile during import of legacy data or by another researcher adding his/her publications which has a co-author with a name similar to yours - the software can sometimes make an incorrect match. There are two ways to have these errors removed.

Possibly the quickest is to open your outputs list from your personal tab to see a list as below, hover to the right of the disputed output and a grey cogwheel icon will appear, click on this and then click ‘Not mine – disclaim content’. A window will then pop up where you can add a message and when you click ‘Save’ the output will appear in a work queue of your local editor or administrator who will then unlink you from the output.
Alternatively, click the title of the content you wish to disclaim and on the ‘History and Comments’ tab to the left and then click the ‘Write a comment about the content’ button towards the top of the page. Add a comment along the lines ‘Not mine – please remove’ in the text box. Then tick the box to send this message to ‘All Editors of this Content and click the ‘Save’ button at the bottom.

26. Create and edit a CV

Once you have updated all your outputs, publications, activities and projects in PURE you can produce a CV for your own use directly from the system, multiple C.V.s for different funding applications are commonly produced.

*Your CV(s) will not be displayed on the Research Database.*

In ‘My CVs and profile’ tab, then select the ‘+ Create new CV’ button.

The second option box will appear detailing the sections which can be added to your CV:

Select the sections you wish to add to your CV and select ‘Create’ - the completed CV will appear.

Edit your CV: When you hover over a section you wish to edit with your mouse, you will be able to select ‘Edit’ on the left hand side – you can also add section and free text. Remember to save the record using the blue save button on the top right hand side to save all changes.

Download your completed CV: available as a PDF or Word document by selecting the relevant option at the top of the screen.

CV Video Support: links to Atira tutorials are in the CV creation window, these are more useful than a description of the possibilities here.

27. Can I authorise someone to look after my PURE profile for me?

In general researchers are best placed to keep their own profiles up-to-date. However, it is possible for a ‘Trusted User’ to be authorised to enter and maintain your research data on your behalf. The profile owner should contact the system administrator to make a request for a colleague to be made a ‘Trusted User’.

28. Who can see my content?

Most members of staff will be ‘Personal Users’ and will only see information about their own content within PURE, and public information about all other Persons, Projects and Research Outputs is available in the Research Database. All users can only see their own Applications/Funding information.

The exception to this is a user who has been made a ‘Trusted User’ by another individual to allow them to add content on their behalf. Such users will be able to see exactly the same information as the Personal User they are linked to.

Selected members of each department can be granted more extensive rights to access and report on content in PURE for agreed departments or institutions. These rights will be discussed with the Head of Department before being put in place. Staff in the Support Directorates will be granted access as is appropriate for their roles. For example, staff in the library with responsibility for validating publication quality will be granted access to publication data, but not information on projects or applications.

Finally, only two individuals, the PURE Administrator and the Database Manager will, by necessity, be able to access all content in the system.
29. Viewing your profile (or any other researchers profile) on the public portal

Browse to the new Research Database, launched August 2013, at: [https://pure.uhi.ac.uk/portal/](https://pure.uhi.ac.uk/portal/) .....or look for the links to the Research Database inserted across the UHI research webpages.

30. How do I search for academic expertise from within UHI to search for collaborative partners?

All information (marked as ‘Public’) and expert profiles are searchable on the Research Database, look for the links inserted across the UHI Research webpages mostly termed “Find an expert” or use [https://pure.uhi.ac.uk/portal/en/](https://pure.uhi.ac.uk/portal/en/). From here you can use the search function to look for keywords within all publications in the repository – the results would indicate UHI researchers publishing work in the area of interest.

31. Compatible browsers

PURE is designed to run on IE, Chrome, Firefox, Safari and should run equally well on all but please remember browsers do need updating from time to time - PURE will be most stable on the latest version of any browser. If you are having issues check how old your browser is and consider updating it to the latest version. Clear warnings will appear if you are using an old version of a browser which is no longer supported – PURE may still work but some aspects may be disabled or not work properly if your browser is old. You should upgrade your browser to ensure PURE (and possibly other systems) work to their maximum capability.

PURE relies on Java so this must be enabled in your browser. The way to do this varies by browser but you will only have to do this if you find yourself unable to click buttons within PURE.

In Firefox, select Tools > Options > Content tab > Enable JavaScript.

In Internet Explorer, select Tools > Internet Options > Security tab > Internet zone > Custom Level. The Security Settings - Internet Zone window opens. Scroll down to Scripting and set Active Scripting to Enable.

Once JavaScript is enabled, reload the page (press F5 or click Reload/Refresh) or navigate to a different page.

32. User manuals and tutorials

While logged into PURE the user manuals and on-screen tutorials are available at all times at the bottom right of the browser window, these give more detail of all the main tasks most users should need to know about:
33. User support

If you need more support or guidance with PURE, or have an enquiry that is not previously addressed, please:

- Contact the UHI Helpdesk in the first instance – there is a link to generate an email from the support section within PURE, see above screenshot.
- If you have first contacted the helpdesk but not received an answer contact the PURE administrator: stuart.knight@uhi.ac.uk. Also use this email if you have a suggested customisation or a management request.

34. Planned Maintenance Window

A test environment for PURE exists so we can test upgrades or new modules out-with the live system before implementation. We have agreed with UHI Learning and Information Services (LIS) that PURE will have a maintenance window provision on the first Wednesday of every month between 8am and 10am. This does not mean that PURE will be unavailable at this time every month just that if there is an upgrade or a patch to apply it is most likely to happen during this time. The usual LIS Service desk bulletins will be issued prior to any maintenance, should it be required.