Depositing conference papers into Pure

This guide covers the deposit of:

- a paper published in conference proceedings (pp. 2-12)
- an unpublished paper/poster/presentation (pp. 13-16)

To ensure your article will be eligible for the next REF, you must ‘act on acceptance’ and create a record for the article with the accepted manuscript attached.

On acceptance of your article, you need to:

- Create a record in Pure
- Upload your Accepted Manuscript (AM) or send a copy of the AM with a link to your Pure record to: eprints@soton.ac.uk

We will:

- Add the correct embargo
- Add the correct licence information
- Update your record with complete metadata, including published dates, when available

Logging in
Log into Pure using your University username and password.

Click on the plus sign next to Research output:

![Research output screenshot]

Graeme Earl
Professor of Digital Humanities, Archaeology
0000-0001-9037-4585

Overview | Research output | Awards | Projects | Datasets | Other

- Articles
- Chapters
- Conference contributions
- Papers
- Other reports
- Books
- Preprints
- Letters
- Commissioned reports
- Working papers
- Ideas
- Projects
- Research Grants Award
- ESI Award

Add new

- My personal tasks
- Pending research output
- Pending projects
- Candidate in output
- My messages
- Messages

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Paper published in conference proceedings
For a published conference paper, select Chapter in Book/Report/Conference proceeding.

Once you have done this, another menu appears; choose Conference contribution.

The conference contribution template window opens.

**Warning!**
Do not close this window using the cross in the top right-hand corner; Pure will delete all of the information you have entered.

To close your record, scroll to the bottom of the screen and click Save. (This will send it to be validated).

If you would like to complete the record at a later date, you can select Entry in Progress from the drop-down menu, then click Save.

The template contains fields for you to add information about your book. You do not need to fill in all of the fields.

Pure requires fields with red asterisks (*) to be completed.

The template contains fields for you to add information about your conference paper. You do not need to fill in all of the fields.
Pure requires fields with red asterisks (*) to be completed.

Some fields need to be entered to be compliant with HEFCE’s Open Access Policy. These are all included in this guide.

**Publication State**

You need to include the full Accepted date (YYYY MM DD); this is a HEFCE requirement for the next REF submission.

The default Publication date is Published. Choose **Accepted/In press** from the drop-down menu under **Publication State** to add in the full accepted date, YYYY MM DD.

You can add additional dates (e.g. published date) if you know these.
Publication Information
Enter the paper title under Title of the contribution in original language.

Title of the contribution in original language:

The Archaeology of Rome

Authors and Affiliations
Pure will automatically enter your name as the author and your organisational unit. You can add additional authors/editors, by clicking on Add person and add organisational units by clicking on Add organisational unit. You can look up University of Southampton authors, or create a record for an external person.

Search and add Person – or create External Person

Moreau, Luc
Web & Internet Science – PROFESSOR IN ELECTRONICS & COMP SCIENCE
Academic – Mixed (Staff)

Costanza, Enrico
Agents, Interactions & Complexity – LECTURER
Academic – Mixed (Staff)

Frankland, Tom
Humanities
Other (Student)

Keay, Simon
Humanities: Central Faculty – PROFESSOR
Faculty of Humanities – ASSO DEAN, RES & ENT OF THE FAC OF HUM
Academic – Mixed (Staff)
Host publication
The host publication is the conference proceedings in which the paper is published.

Publisher & edition information
Click on Add publisher to add information about publisher and edition details. You can create a new publisher if yours is not available.
Series Information
Many conference proceedings are published as part of a series. Add the series name (and ISSN if you know).

Electronic version(s), and related files and links: upload an electronic version
Add the Accepted Manuscript of your paper. (This is the post-peer-review accepted version of the paper) [if you do not have the accepted manuscript, you can email this to eprints@soton.ac.uk after you have saved your record, but please do this as soon as possible].

Click on Add electronic version (file, DOI, or link)...

Choose Upload an electronic version:
Either drag your file into Pure, or click on browse to find the file on your computer.

Once you have uploaded the file, select the Document version from the drop-down menu.
Now set the public access to the file (if you are not sure, choose Embargoed. Don’t worry about adding dates. The ePrints team will check this for you).

Once you have added your file, selected the version and the public access to the file, click on Create. The ePrints team will check the file settings to ensure it complies with publishers’ requirements and add the dates for any embargo required.

Electronic version(s), and related files and links: add DOI of an electronic version
If you know the DOI, please enter this information as well as uploading the paper itself.

Go back to the main record, click on Add electronic version (file DOI, or link)... again:
Choose **Add DOI of an electronic version**.

Enter the DOI and click on **Create**. (You do not need to set the version, licence or public access for the DOI).
Relations: projects
If you received funding for your research, add the grant information.

Under Relations, click on the plus sign next to Projects:

You can then look up your project by typing in some information, e.g. the PI name:

![Projects search example]
Select the relevant grant and click on **Update**.

If the relevant grant is not listed, please email pure@soton.ac.uk

**Saving & closing your record**

**Warning!**

Do not close this window using the cross in the top right-hand corner: Pure will delete all of the information you have entered.

To close your record, scroll to the bottom of the screen and click Save. This will send it to the ePrints team for validation.
If you would like to complete the record at a later date, you can select **Entry in Progress** from the drop-down menu, then click **Save**.

When you are ready to send the record to the Library for validation, select **For Validation** and click on **Save**. You will receive notification once the record has been validated.

**Further help**
For help and queries with depositing, please email eprints@soton.ac.uk

For further information about Pure, including a list of Pure Champions and Super Users in your faculty, please see the Pure website at: www.soton.ac.uk/pure
Unpublished contribution to a conference
For example a workshop paper, a presentation, poster etc.

For an unpublished conference paper, select **Contribution to conference**. Once you have done this, another menu appears. In this case, we’ll choose **Poster**.

**Type**
Select whether the conference contribution has been peer-reviewed or not. This is a compulsory field.

**Publication State**
The default Publication state is Published. Add the date based on the conference date.
Publication Information
Enter the poster title under Title of the contribution in original language.

Authors and Affiliations
Pure will automatically enter your name as the author and your organisational unit. You can add additional authors/editors, by clicking on Add person and add organisational units by clicking on Add organisational unit.

You can look up University of Southampton authors, or create a record for an external person.
Event Details
You must add the conference details

![Event Details Image]

You can search for an event in Pure or add a new event

![Create event Image]

Relations: projects
If you received funding for your research, add the grant information.

Under Relations, click on the plus sign next to Projects:

![Relations Image]

You can then look up your project by typing in some information, e.g. the PI name:
Select the relevant grant and click on **Update**: 

If the relevant grant is not listed, please email pure@soton.ac.uk

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