Depositing data into Pure

Logging in
Log into Pure (https://pure.soton.ac.uk) using your University username and password.

Click on the plus sign next to Datasets:
The dataset template window opens.

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

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

**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.
Title
Add a title of the form ‘Dataset for [article title]’ or a descriptive title for the dataset itself. For more guidance and examples, see the Library’s Research Data webpages, http://library.soton.ac.uk/researchdata

Description
Short description of the dataset, including, if relevant, any restrictions placed on access to the data and details of publications that cite or use the data.

Temporal coverage
If relevant, put in time period to which the data relates. For example an oral history dataset on the Cuban missile crisis would relate to 1963.

Please note that at present Pure cannot accept any dates before 1800. If the dataset covers pre-1800 material, please list the dates covered in the description.

Date of data production
This is the date or date range when the data was actually collected.

Geolocation
If the data relates to a particular place you can enter the information here.

Geographical coverage can be entered as text, for example a placename or region.

Geospatial information can be entered as either a single reference point or as a polygon (shape).

For polygons, enter each gridpoint reference on a separate line. Separate each point with a comma. The first and latest gridpoint reference must be the same (to close the shape).

To find out the geospatial information for both points and shapes use https://www.doogal.co.uk/polylines.php
People
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.

If your publishing name is different from your name as listed by HR, you can add a name variant in your Pure profile. See Pure User Guides for more information.

You can look up University of Southampton authors, or create a record for an external person.

In the majority of cases, the default creator role will be appropriate.
**Dataset managed by**
The managing organisation should be picked up from the first listed creator in the people section. You can change the organisation unit if the default is not appropriate.

**Data Availability: publisher**
The publisher will normally be the University of Southampton

**Data Availability: add existing DOI**
If you have been given a DOI by the researchdata@soton.ac.uk add it here, otherwise leave blank.

**Data Availability: upload an electronic version**
Add the data and readme files. Click on Drag files or browse your computer.

Once you have uploaded the file, you will be prompted to select the Visibility, License and Type from the drop-down menu.

Visibility: if the data is not ready to be made public, select Campus.

License: we recommend CC BY for most datasets.

Type: select the relevant description for the file type.

**Data Availability: physical data**
If there is related physical data held in the University, make a note of it here.

**Data Availability: links**
You can add links to associated information for the dataset

**Data Availability: date made available**
As a minimum, give the year. This will usually be the current calendar year.
Access to the dataset / Access contact details
Please ignore these sections.

Legal/ethical
Add in any ethical and legal constraints on access to the data. If the research had ethics approval, please include the RGO (or equivalent ethics clearance) number.

Relations: projects
If you received funding for your research, add the grant information. It is particularly important to record this information for RCUK-funded articles to as the University has to report these to RCUK.

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:

Select the relevant grant(s) and click on **Update**:
You can also link this output to other material held in Pure, for example, associated publications, press clippings, impacts or underpinning datasets.
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.

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**Further help**

For help and queries with depositing, please email researchdata@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

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