Depositing journal articles into Pure

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:
Choose which type of Research Output you would like to deposit. For a journal article, select **Contribution to journal**. Once you have done this, another menu appears. In this case, we’ll choose **Article**.

The journal article template window opens.

The template contains fields for you to add information about your article. 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.

Do not worry if you do not know the published date at this point, this will be updated by the Library team.

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 article title under **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.
Journal
To add the journal title, click on Add journal and look up the journal the article is published in.
Pure suggests journals you have published in before, or you can look up your journal:

Electronic version(s), and related files and links: upload an electronic version
Add the Accepted Manuscript of your article. (This is the post-peer-review accepted version of the article)
[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 article 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:
Select the relevant grant and click on **Update**: 

![Edit project association](image)

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.

![PURE REGISTRATION STATUS](image)

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](http://www.soton.ac.uk/pure)

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