

## 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 screenshot shows the 'Personal overview' page for Graeme Earl, a Professor of Digital Humanities, Archaeology. The left sidebar contains a menu with items like Research output, Activities, Prizes, Press / Media, Applications, Awards, Projects, and Datasets. The 'Datasets' item is highlighted with a red circle. The main content area displays a summary of research output, awards, and projects. The 'Research output' section shows a total of 131 items, with a breakdown by type: Article (35), Chapter (22), Conference contribution (20), Paper (15), Other report (7), Book (6), Poster (4), Letter (2), Commissioned report (2), and Working paper (2). The 'Awards' section shows a total of 9 items, including Award (Research Councils) (8) and Award (EU) (1). The 'Projects' section shows a total of 9 items, including Research Councils Award (8) and EU Award (1). A 'New' button is visible next to the 'Datasets' section.

The dataset template window opens.

The screenshot shows a web interface for creating a dataset template. On the left is a sidebar with a top tab labeled 'EDIT' and a sub-tab labeled 'Metadata'. Below these are sections for 'OVERVIEW' (with links for 'Relations' and 'Display') and 'HISTORY AND COMMENTS' (with a link for 'History and comments'). The main content area is titled 'Identification' with an information icon. It contains the following fields and options:

- Title \***: A text input field with a red asterisk indicating it is required.
- Description**: A larger text input field.
- Temporal coverage**: A section with two date pickers. The first has fields for Year, Month, and Day. The second has fields for Year, Month, and Day, preceded by a right-pointing arrow.
- Date of data production**: Two radio button options: 'Specific date' (selected) and 'Period of time'.
- Geo location**: A section with a 'Geographical coverage' text input field.
- Below the input field are two buttons: 'Point' and 'Polygon'.
- At the bottom of the section is a link labeled 'Geospatial Point'.

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.

This block contains two screenshots related to the dataset registration process.

The top screenshot is a 'Warning!' dialog box. It contains the following text: 'Do not close this window using the cross in the top right-hand corner: Pure will delete all of the information you have entered.' Below this text is a 'Save' button. Further down, it says: 'To close your record, scroll to the bottom of the screen and click Save. (This will send it to be validated).' Below this is a status dropdown menu showing 'For validation' and a 'Save' button. At the bottom, it says: '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 bottom screenshot is a 'PURE REGISTRATION STATUS' dropdown menu. It shows three options: 'Entry in progress' (with a checkmark), 'For validation', and 'Entry in progress' (selected in the dropdown). The dropdown arrow is pointing down.

The text at the bottom of the block repeats the information from the previous paragraph: '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 must be the same (to close the shape).

#### Geo location

##### Geographical coverage

United Kingdom

Point

Polygon

##### Geospatial Polygon

51.590723,-0.164795  
51.069017,1.153564  
50.092393,-5.657959  
58.297944,-7.108154  
58.286395,-1.922607  
51.590723,-0.164795

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.

Search and add Person - or create External Person

Search 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)

Cancel

In the majority of cases, the default creator role will be appropriate.

Nicholas Gibbins  
Internal person

Change person

Role \*

Creator

Owner

Contributor

Data Collector

Data Manager

Distributor

Editor

Funder

Producer

Dataset

1/03/15 - present

Cancel Update

### 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](mailto: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.**

#### Electronic data



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.

Multiple file upload					
File name	File size	Visibility	License	Type	Embargo end date
Raw_data.xlsx	59 MB	Public – No restriction ▼	No value ▼	Audiovisual ▼	<input type="text"/>

### 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.

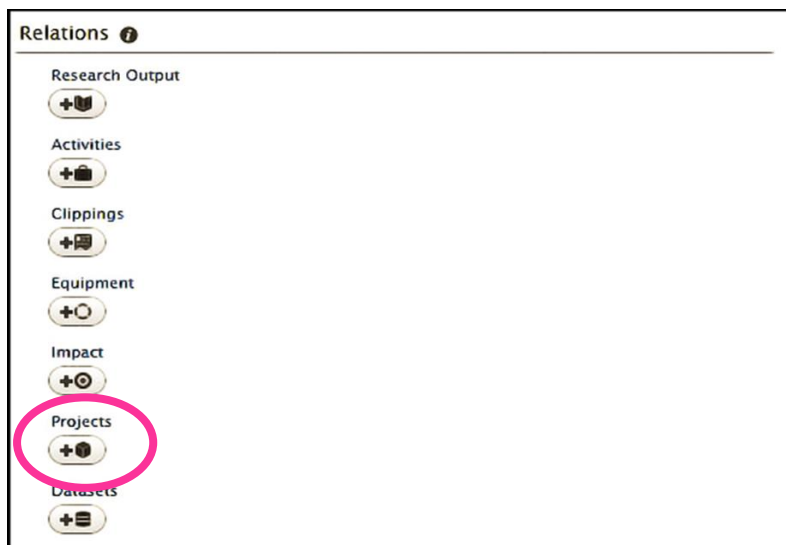
## [Legal/ethical](#)

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.

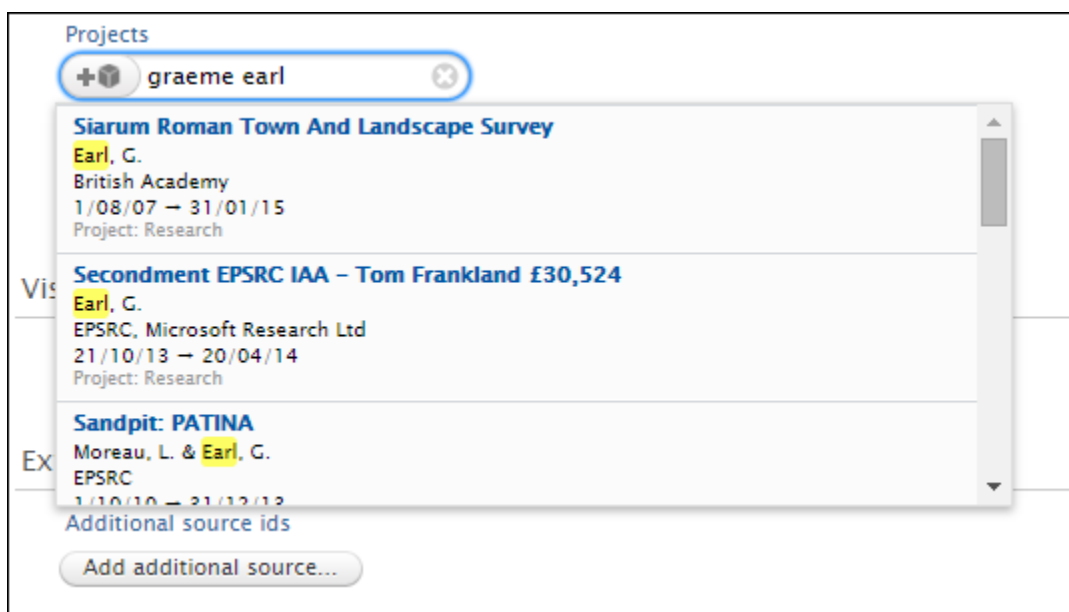
## [Relations: projects](#)

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.

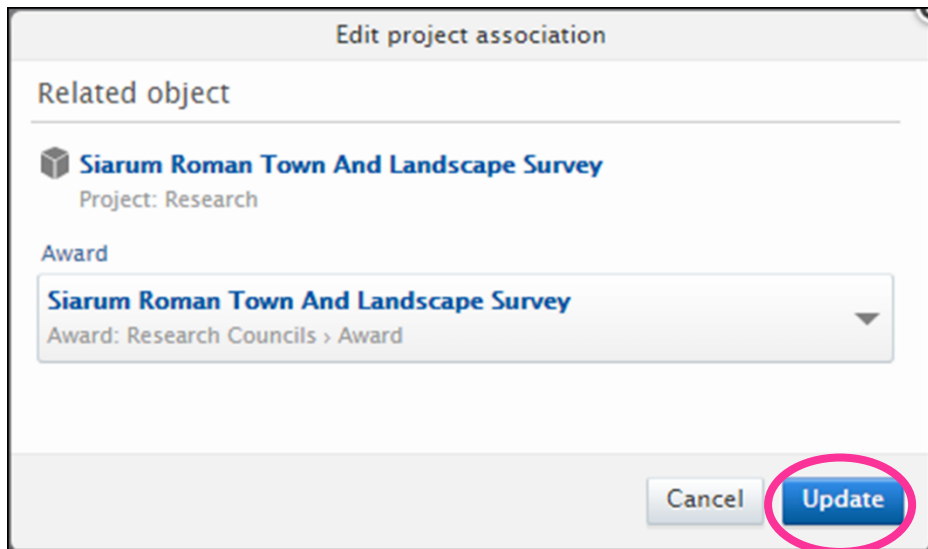
Under Relations, click on the plus sign next to **Projects**:



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**:



Edit project association

Related object

**Siarum Roman Town And Landscape Survey**  
Project: Research

Award

**Siarum Roman Town And Landscape Survey**  
Award: Research Councils > Award

Cancel 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

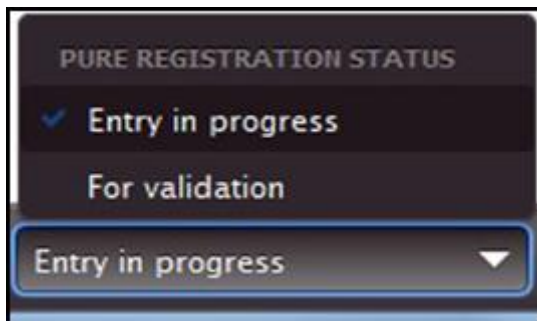
### Warning!

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

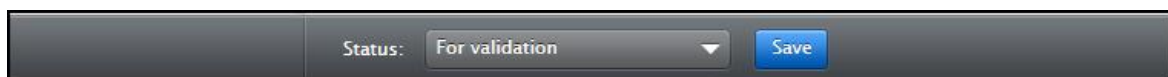


To close your record, scroll to the bottom of the screen and click Save. This will send it to the ePrints team for validation.

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.



## Further help

For help and queries with depositing, please email [researchdata@soton.ac.uk](mailto: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](http://www.soton.ac.uk/pure)



This work is licensed under a [Creative Commons Attribution 4.0 International License](https://creativecommons.org/licenses/by/4.0/).