Pure Research Outputs

All academics on teaching and research or research only contract have access to Pure. Pure is the University of Huddersfield Research Information Management System and will be feeding the new Staff Profile Portal that will be going live in January 2018.

It is the responsibility of each academic to take ownership of their data and ensure that all information populating Pure is correct.

Pure is also the new repository and academics must start uploading their research outputs to Pure and ensuring compliance with Open Access. This guidance should be read in conjunction with Open Access Compliance – How to manage within Pure.

To access Pure you need to use the following url:

https://pure.hud.ac.uk/admin

You use your university Username and Password to login

There are a number of ways in which research outputs can be created within Pure and in this guidance we explain how to:

- Use a template
- Automated Search
- Disclaim Outputs

If at any point you need assistance please contact the Pure Research Outputs Team in Research and Enterprise via email oa@hud.ac.uk or telephone on extensions 3980 or 1973.

Please note:

1. For the roll out of Pure we have concentrated our efforts in populating the system with research outputs Post 2014. If you wish your outputs to be visible within Pure pre 2014 we have written a guide on the quickest way of doing this ‘How to Import Historical Research Outputs using Bibtex’.

2. The way in which research outputs are classified in Pure that The Conversation is no longer classified as a research output but as an Expert Comment under Press/Media. If in doubt over which template to use you can contact the Pure Research Outputs Team using the details above.
Adding an output using the template

Research outputs in Pure reflect a broad range of publications and outputs that you are responsible for, and that can be linked to other entries within Pure e.g. projects. The output classifications include content published in journals, books and parts hereof, papers and outputs in connection with conferences, and more. Further, a number of non-textual outputs are available.

Each main category has a template where metadata about the specific type, e.g. an Article, can be added. Each template is designed to hold as much relevant metadata as possible, which means that a Contribution to a journal (no matter which type) is different from what a Book/Report should hold of information. For example, an Article is published in a Journal, whereas a Book is published by a Publisher. All of these variations are taken into account in the templates.

As the content that the templates describes differ slightly from each other, the actual structure and range of input fields can vary for each, though they are alike for the template types.

This will allow you to choose from the latest used templates and types. All templates and types contains a description this description can be helpful in choosing which template is correct to use. Don’t worry if you do choose the incorrect template this can be changed when it goes for validation in the library.

Required fields

When the appropriate template type has been chosen, a range of input fields must be filled out. Those marked with a red * (asterisk) are required fields, and must be filled out before it is possible to save the content - a warning will pop up and tell which fields that are missing, if you fails to do so. These fields will then be marked by a bright red colour.
**Authors and organisations**

All contributors of the content can be added and for each their exact role can be defined. A role may by an illustrator or translator, for example

**Adding internal persons**

Add persons by clicking either on [Add persons] or use the quick add button: - The quick add area can be closed by clicking somewhere outside it.

As you are depositing the output to Pure you we will be automatically added to the template.

All internal persons on an output **MUST** be affiliated to their department but you can also affiliate to an institute and or centre as well but it is important to affiliate to the department.

**Adding external persons**

If the contributor has no relation to the current institution, it must be added as an external person. Doing this, also adds their external organisation if this information is available in Pure.

**Creating external persons**

If the external person cannot be found it can be created on the spot and used immediately afterwards. Click on "Create external person" to do this.

**Research output managed by**

This should always be the department that the primary author is affiliate to.

**Linking an output to another entity within Pure**

Within Pure it is possible to link an output to another entity so that a picture builds up of the linkage of an output to other activities.

For example if an output is the outcome of a project the 2 entities can be linked. It is very important that if this is the case the entries are linked as work is being carried with funders so that reports can be produced from Pure and uploaded to ResearchFish so that that you as the academic only has to complete information within Pure.
Workflow Steps

**Entry in Progress** – this submission has been created and is now entry in progress. It is the responsibility of the academic to keep the content current at this stage.

**For validation** – The academic has registered the content in the best possible way with all necessary details and this will be sent to the Pure Research Outputs Team for validation.

**Validated** – The Pure Research Outputs Team have checked the quality of the metadata for the output and have validated the output.
Automated Search

For all academics who have a Scopus ID and their outputs are indexed within Scopus we have set up an automated search facility. This facility will search Scopus every 7 days for outputs that may potentially be associated to you.

If there are any potential outputs they will appear on your overview screen under your personal tasks.

You can also choose to have an e-mail sent to you when Pure finds candidates. You just need to select that option under the Automated Search on your ‘Edit Profile’ screen.
How to disclaim an output

Sometimes an output may have been incorrectly associated to you, do not worry you can disclaim this output. Email the Pure Research Outputs Team oa@hud.ac.uk to rectify the issue.

On the My research output page hover over the output you wish to disclaim and a little cog wheel will appear on the right hand side

Click on the cog with your mouse and select disclaim content:

This will then send a notification to the Pure Research Outputs Team in Research and Enterprise who will deal with the disclaimer.