

Pure and Staff Pages FAQ

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1. How do I add a publication (research output) to my staff web page?

- Publications added to Pure will be displayed on your staff web page.
 - **Pure settings:** To make the publication display on your staff web page and Public Research Profile, ensure that '**Public – no restriction**' and the **Yes** radio button are selected in the **Visibility** section of the publication record, (note that this is selected by default).

- **Staff pages settings:** Ensure that your staff page is set to '**research outputs (Pure)**'

Current Setting	research outputs (Pure)
Change Setting	<input type="radio"/> no publications <input checked="" type="radio"/> research outputs (Pure)

- Please see our Pure 'How to' guide [Adding new content](#) (PDF) for further information on adding content to Pure.
- Administrative users, please see our Pure 'How to' guide for [Adding new content on behalf of others](#) (PDF)

2. How do I edit a publication (research output) on my staff web page?

- The publication should be edited in Pure, the information will then be displayed on your staff web page.
- Please see our Pure 'How to' guide [Managing content](#) (PDF)
- Administrative users, please see our 'How to' guide for [Managing content on behalf of others](#) (PDF)

3. What format is used for displaying publications on staff web pages?

- The University uses the Harvard format for displaying publications on staff web pages, this format cannot be changed on individual staff pages.

4. How can I change the order of the publication types displayed on my staff web pages?

- Publications are displayed in a specific order, starting with Contributions to Journals. Although this order cannot be changed on individual staff pages, a person viewing your staff page has the ability to choose the publication type they are interested in using the '**Jump to**' menu.

5. How can I change the publication type if there is a mistake?

- Publication types are set in Pure when you create the publication record, if the publication in your staff page is being displayed incorrectly e.g displaying as a specialist publication and it should be a journal article, this can only be corrected by changing the publication template in Pure.



6. Can I include an image to accompany my publication?

- It is not currently possible to include images with your publications.

7. Once I have entered my publication in Pure, when will it appear on my staff page?

- The information should be displayed on your staff page instantly, however, in some cases the update may happen the following day.

Note: Remember to ensure your [visibility](#) settings are correct