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Creating and downloading lists of content: Guidelines for Editors/Administrators

1. Download formats and citation rendering style

You can create lists of your School or Department's content and download them in various formats – **PDF**, **HTML**, or **Word** format.

In addition, lists of **Research output** can be downloaded as **RIS (RefMan)** and **BibTeX** formats.

When you download in PDF, Word, or HTML format, you can choose a citation rendering style – choose from **APA**, **Author**, **Harvard**, **Standard**, **Vancouver**, **Short**, and **Long**.

2. Using filters and sorting

It is possible to use Pure's search, sort and filter options to create customised lists of your School or Department's research output. For example you might want to create a list of the book chapters published by one individual within a specific time period.

### 2.1 Filtering
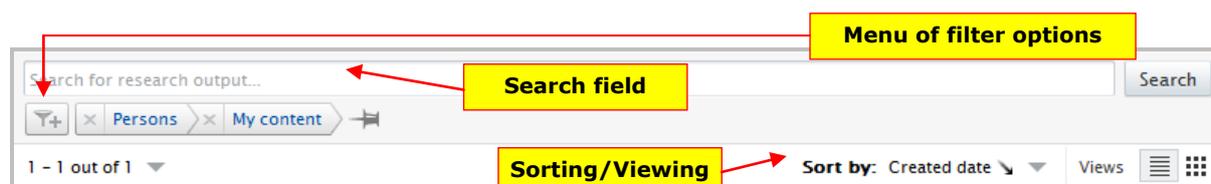
You can filter by:

- **Open access:**

- **Organisations:** Organisations within Pure

- **Period:** Publication year, Content created date, Content modified date

- **Persons:** Authors within Pure

- **Placement:** Organisation

- **State:** (available for **Research output only**) In preparation, In press, Published, Unpublished

- **Type:**

  - **Contribution to journal:** Article, Letter, Comment/debate, Book/Film/Article review, Scientific review, Editorial, Special issue, Abstract

  - **Chapter in Book/Report/Conference proceedings:** Chapter, Entry for encyclopaedia/dictionary, Conference contribution, Foreword/postscript, Other contribution

  - **Book/Report:** Book, Anthology, Scholarly Edition, Commissioned Report, Other Report

  - **Contribution to specialist publication:** Article, Featured article, Book/Article/Film Review, Editorial, Letter, Special issue

  - **Working paper:** Working paper, Discussion paper

  - **Contribution to conference:** Paper, Poster, Abstract, Other

- o **Non-textual form:** Software, Data set/Database, Digital or Visual Products, Web publication/site, Artefact, Exhibition, Performance, Composition, Design
  - o **Patent**
  - o **Other contribution**
- **Visibility:** All, Public – No restriction, Campus – Restricted to specific IP range, Backend – Restricted to Pure users
- **Workflow:** (available for **Research output only**) In preparation, In press, Published, For validation, Validated, marked for revalidation
- **Status:** (available for **Projects only**) Applied, Current, Completed, Not awarded, Awarded, Application pending, Award stopped, Award terminated, Outline application, Resubmission, Contract negotiation stage, Awaiting final payment, Awaiting termination

2.2 Sorting

You can also sort by:

- Publication year (**Research output** only)
- Created date
- Modified date
- Funding Organisation (**Projects** only)
- Internal Grant Code (**Projects** only)
- Start date (**Projects** and **Activities** only)
- Title (**Research output** and **Projects** only)
- Type (**Research output** and **Activities** only)
- Name (**Impacts** only)
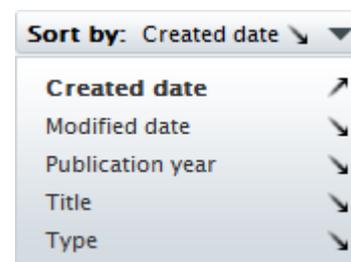
[Note: Image shows Sort for Research output]

3. Worked example

In this example, we show you how to use filters to create a list of Book Chapters published by one individual within a School, within a specific time period, displayed by year; however, you can apply combinations of all filters in the same way to customise lists for your own School or Department.

- Login to Pure.
- From the left navigation, under **Editorial overview**, click on **Research output**.
- All research publications by your School or Department are displayed in the central **content area**.

3.1 Select an individual

- Click on the **Add filter** button and select Persons from the pop-up menu.
- The **Selected Persons** filter opens.
- Type the name of the individual whose publications you wish to list into the search field (as you start to type, the results will be updated as you type).
- The first ten matches are displayed. If necessary, click on the right facing arrow below the search box to view more results.

- Click on the relevant person – their name will be displayed at the top of the dialog and their publications will be displayed in the main content area, beneath the dialog.
    - o If you have selected the wrong person, you can start a new search by deleting the selected person. Click on the small cross next to their name.

Selected Persons

✓ ~~Christine MacKenzie, c.mackenzie@abdn.ac.uk~~ ✗

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- Once you are happy with your selection, hide the Selected Persons filter dialog by clicking on the double headed arrow.

- The publications associated with the selected individual are displayed in the main content area.

3.2 Filter content by time period

- Click on the **Add filter** button and select **Period** from the pop-up menu.

- The **Period** filter opens.

- Choose a **Publication** year (from Current year, Last year, or Interval), and/or a **Content created date** or **Content modified date**.
    - o In this example, we have chosen content published between 01/01/2010 and 30/06/11.
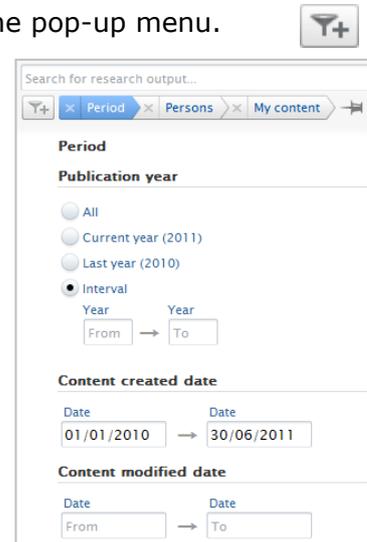
- Once you are happy with your selection, hide the Period filter dialog by clicking on the double headed arrow.

- Only the publications by the selected individual and within the time period you set are displayed in the main content area.

3.3 Filter content by Type

- Click on the **Add filter** button and select **Period** from the pop-up menu.

- The **Selected types** filter opens.

- From the scrollable list, choose the type of content you wish to list in the main content area.
    - o In this example, we have selected **Chapter** from the content type **Chapter in Book/Report/Conference proceedings**.
    - o For full list of available **type** options, see 2.1 above.
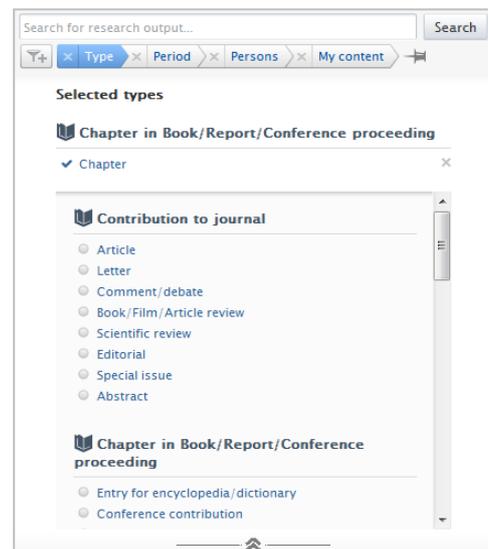
- Once you are happy with your selection, hide the Period filter dialog by clicking on the double headed arrow.

- Only the publications by the selected individual, within the time period you set, and of the type your selected are displayed in the main content area.

3.4 Sort by Publication year

- Click on the **Sort by** button towards the top of the screen.

- Ensure that **Publication year** is selected from the pop-up menu.

- Publications are now displayed in the main content area by year, most recent year first.
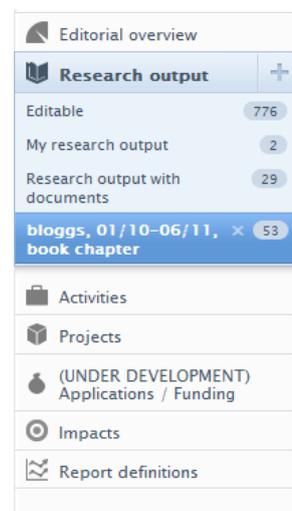
3.5 Save filter settings

If you think you might use these filter setting again, click on the pin icon on the right of the sort bar.

- At the prompt, give your filter a name.

- Click **Save**.

- Your saved sort/filter settings are displayed on the left of the screen, ready to be used again if required.

4. Download a list

Once you are satisfied with the custom list as it appears in the main content area, you are ready to download it.

- At the foot of the screen you will see the **Download list** options toolbar.

- To create a list of the selected publications:

  o Click on your chosen format from the **Download list** options toolbar.

  o Select your preferred rendering style from the pop-up menu.

  o Choose to **Open** or **Save** your list.