Getting Started

What is Pure

Pure is The University of Aberdeen’s research management system, which aggregates information about Discipline, School and researcher outputs. Available contents included publications, projects, awards, datasets, press clippings, posters, and more.

Pure includes a searchable web portal, https://abdn.Pure.elsevier.com/en/ that enables you to find and discover experts from within certain fields.

Pure automatically pulls publication data from online databases, such as Web of Science, PubMed, Scopus, etc., and internal systems to create comprehensive and accurate profiles, allowing you to find and be found by potential collaborators at the University of Aberdeen and beyond.

You can verify, add, or update the information in your profile – including checking for new publications – at any time. Data in Pure can also be reused to generate up-to-date CVs with a single click.

Pure is also used to coordinate and submit the Research Excellence Framework (REF) return.

Logging in

The URL to access Pure is https://Pure.abdn.ac.uk/admin/login.xhtml

Your Log in details are your university ID e.g a12ab1 and your university password, this is the same password that you use to log in to your PC and to your email.

TIP: When you are asked to change your university password, you may find that some systems take a few hours to synchronise the changes so if you have any issues logging in please try both the old and new passwords.

Types of Content

Pure can be used to store a wide variety of content types, most of what you have access to is determined by the role and access rights that you have been provided with. The content you have access to can be seen on the right hand side of the window when you log in.
Some of the content you have access to include:

- **Research Output** – Publications, conference papers, editorials, comments, reviews and letters are all considered Research Outputs.
- **Activities** – Conference attendance, Public engagement, External Talks and Presentations, and hosting visitors are all considered activities.
- **Prizes & Press/Media** – Articles in “The Conversation”, TV, Radio or online interviews, national press coverage are all various types of Press/Media content
- **Projects & Applications / Funding** – applications, awards and grants, these are synchronised from other University of Aberdeen databases.
- **Impacts** - impacts should tell the story of how your research made an impact on society and describe what that impact was.
- **Datasets** – data used to supplement publications and datasets generated in the course of your research can be recorded or uploaded to Pure to comply with Funder requirements.
- **Student Theses & Student supervision details** – Student Theses, uploaded by individuals, can be stored in PURE; Student supervision details are synchronised from other University of Aberdeen databases.
- **Curricula Vitae** - functionality in PURE used to generate a list of research, Activities, Grants and other content, for grant applications or review purposes.
- **Research Facilities** – a list of facilities that can be related to publications, activities etc. to demonstrate the value and use of University facilities.
- **Persons & Organisational units** – information synchronised from the HR system providing Pure with unique identifiers, e.g. HESA ID and employment history.
- **External Persons & External Organisations** – information imported or added when creating research outputs and activities, this data is used when generating network and geographic information for PURE and the public research portal.
- **Journals and Publishers** – Information imported or added during the creation of research outputs, this is validated and monitored by the library team.
- **REF 2021 Submission Data** – Information used to create the external return to the Research Excellence Framework.
Synchronised Content

Some content in Pure is taken from other systems and cannot be edited in Pure.

- HR data such as Name and current job title cannot be amended in Pure, any incorrect data should be flagged up with HR for correction.
- Supervision Data is synchronised from Student Records and any changes to this should be made in the student records system which will then synchronise with Pure overnight
- Applications/funding (grant applications) and Projects (awarded grants) are synchronised from the Grants and Contracts Database, any issues with this data should be flagged to the relevant grants administrator in Research Financial Services.

Automated search

Automated searches for research outputs can be set up in PURE to make entering your research information and keeping up to date with publication dates easier.

Once logged into Pure, click on Edit Profile, from the personal overview screen.

Click Automated Search from the left hand menu

Switch on the various import options and add the suggested names or enter your name manually.
You can choose to be notified by ticking the box next to the ‘Inform me by email’ text near the top of the screen

☑ Inform me by e-mail when candidates are found

Once you have added as few or as many automated searches as you want, click on save at the bottom of the screen to save the changes.

If you don’t click on ‘Save’ then the system will not store the automated searches

Updating your Profile

Adding a profile picture

• Logon to PURE at https://Pure.abdn.ac.uk/admin/login.xhtml

Most users will only have access to their own research space, however some users will have additional roles and responsibilities. Depending on the roles you have been given, your top bar may look like this or like this

(or any combination of these tabs)

To edit your personal profile you will need to click on the personal Tab.

• Click on the tab “Personal overview” and choose the “Edit profile ” button
• Scroll down to “Profile photos” and click on “Add file…”

We recommend that you use a photo which is recognisable as you, it doesn’t need to be passport style but it should clearly show your face.

• Upload your new photo, from a file stored on your computer, and click on “Create”

• Any old images can be removed with the “minus button”

• Click on the save button at the bottom of the screen to save the changes

• Your new profile photo will now be uploaded onto your profile.

• Your profile photo will also be uploaded to the Public research portal https://abdn.Pure.elsevier.com/en/persons/
Adding Research Interests

- Click on the tab “Personal overview” and choose the “Edit profile” button

- Scroll down to the ‘Profile Information’ section and click on add profile information

- In the pop up window select the relevant type and enter the text that you feel best represents your research interests Teaching Interests or other details. Then click on create.

- Save your changes by clicking on the save button at the bottom of the screen
Managing your outputs

Paper Accepted

For the next Research Excellence Framework (REF) assessment, journal articles and most conference proceedings presented for assessment have to be publicly accessible within 3 months of acceptance. To make sure that research outputs comply, we ask researchers to take some simple steps to make sure they meet the criteria for REF:

- Before you submit your article for consideration of publication: Check that the journal is REF compliant (see: www.sherpa.ac.uk/romeo )
- As soon as your paper is accepted: Forward the acceptance notification along with the final accepted manuscript to paperaccepted@abdn.ac.uk
- On publication, let paperaccepted@abdn.ac.uk know

Publications

Adding Content:

As a Personal User, you can create, edit, and/or view personal content – e.g. Research output, Activities, Impacts etc. There are two main ways in which you can add new content to Pure:

1. Create content from scratch using a predefined template of your choice (All content types)
2. Import from an online source such as Web of Science, PubMed, Scopus, or from a file, e.g. Bibtex. (Research output only)

Create content from scratch

Pure provides you with useful templates so that you can quickly and easily create new content. The example below demonstrates creating a research output – a Contribution to journal (Article), however, the process can be applied to most other types of content.

Tip: If, at any time while filling in a template, you think the template you have chosen is not the most appropriate one, you can click on the Change template button (top right of window) and select a different template type. Any information you have already typed in will be copied to the new template.

- Click on the Add new button on the top right.
- The Choose submission window opens.
• Click on Research output in the left hand navigation then select Create from template. A list of source options is displayed on the right.

• Select Create from Template from the list of source options.

• Select the most appropriate option from the list; hover your cursor over menu items in this window, to view explanatory text for each category. This text is displayed in a yellow box to the side of the category.

• Once the type is selected e.g. Contribution to Journal, you can then select the sub type, e.g. Article. The Template will now open and you can complete the fields for that template. All fields marked with a red * are mandatory.
The template will open with the **Metadata** menu on the left of the window active. An explanation of Metrics, Relations, Fingerprints, Display, and History and comments is available in the glossary.

To find out more information about a section hover over the Information icon. This will provide some explanatory text in a small pop up window.

**Required fields (*)**

- **Peer reviewed** – Information from the journal should indicate if your work has been peer reviewed, most journal Articles are peer reviewed, other outputs such as conference posters might not be peer reviewed.

- **Publication state** – the most common state is ‘Published’ but we encourage you to include In Preparation, Submitted, Accepted/In Press, E-Pub ahead of Print and Unpublished where relevant. To open a sub-form to enter the relevant data, click the button marked “Add Publication status and date” to add relevant Publication dates as appropriate, if you do not have the full date then you can add just the month and year or just the year, depending on information available.

- **Original language** will default to English. This can be changed, if required, via the drop-down list of language options.
• **Title of the contribution in original language** should be entered in full and as accurately as possible, alternatively, copy and paste this information from another source.

• **Authors, Organisation, and Placement.** Organisations can be Departments, Schools, Colleges, etc. within the University and synchronised from HR data, as well as *ad hoc* Research Pools/Centres. By default, your name and organisation are already listed. **Placement** is set by default to you and your Organisation. You do not need to change this setting. You can add additional **Authors** by clicking on the **Add person** button and either searching for internal persons (as you start to type in the Search field, the results will be updated as you type), or creating external persons (type name in the text field).

• By adding an author you will ensure that the output will also appear in the co-author’s records. Use the **Quick Add** button to quickly add **multiple** authors. To edit the role details of any author, click on the **Edit** button. To change the order in which Authors appear, click on the up or down arrows next to the names. To remove any entry, click on the minus symbol next to it.

• Add the **Journal** in which your article appears by clicking on the **Add journal** button. You can **Search** by starting to type the Journal name or ISSN – the search results will be updated as you type – or create new.

**Link funded research output to research projects**
If your research output is funded (for example, BBSRC or EPSRC), you should link it to the relevant funded project within Pure.

• Scroll down the window to Relations and click the + button under ‘Projects’.
• Type the title (or part of the title) of your research output in the text box.
• Search results are populated as you type.
• Select the relevant project from the list of results.
If you can’t find the project, contact Research Financial Services for help.
Optional fields
Optional fields include; Subtitle, Abstract, Pages, Number of pages, Article Number, Group author, Volume, Issue number, Documents, Links, keywords, Bibliographical note, Event, and Relations. Although there fields are optional we encourage you to complete the record as fully as possible.

Visibility
Pure provides the facility to display your publications or activities on the staff web pages and, the Public Research Portal.

- To add a publication to your staff pages, ensure the Yes radio button is selected (note that this is selected by default).
- To add a publication or activity to the Pure Portal, ensure Public – No restriction is selected from the dropdown Visibility menu (note that this is selected by default). If you do not wish for your publication or activity to appear in the Pure Portal, select Backend-Restricted to PURE users.

After inputting all possible information about your publication into the database, you will have the option to select the status of your record before saving it. Output records can be at a variety of stages.

The most common status for a new output is ‘For approval’. Outputs saved in this status will be sent to the library for validation. If you are still working on the record and want to save it for updating later you should change the status to Entry in progress.

- The final step in creating an output from scratch is to click on the Save button. If you forget to save, all the information entered on the record will be lost.
- Provided you have completed all the required fields, you will be returned to the Personal overview screen.

All your outputs can be viewed on the my research screen in your personal overview.
You can also see your outputs by selecting **Research output** from the left navigation pane. The content you have just added will be listed in the central content area along with your other research output items.

**About validation**

To help with quality assurance of data, the Library has responsibility for checking content of all Published research output for accuracy. The Library may return the content to you for amendment. You should receive an email notifying you that the library require you to take action, or you will receive a message when you log into Pure. If any messages or emails are received please read the comments carefully to find out why the content has been returned and what action, if any, you should take.

The validation process does not prevent bibliographic data from being displayed or searched for in Pure.

**Import from online sources**

It is possible to use Pure to import publications data from a range of external databases, allowing you to fetch your existing publications from a range of online sources, including PubMed, Scopus, Web of Science and ArXiv, or from a file, e.g. Bibtex. Or RIS

The example below demonstrates importing publication from Web of Science, however the process can be applied to other online sources.

- Click on the Add new button on the top right.
- Click on Research output in the left hand navigation then select Import from online source. A list of source options is displayed on the right.
- Select Web of Science from the list of source options.
- A search box is displayed: Enter the title of the publication, and/or the name of the author, and/or the year of publication range, and/or part of the Organisation name (e.g. Aberdeen), as accurately as possible into the relevant search fields.
Click the Search button.

Browse through the search results to locate the relevant publication.

Click the Import button next to the publication

A list of the publication’s authors and possible matches of internal authors in Pure makes it possible to match the right authors to the current publication. A green Match icon indicates a match has been found.

**TIP:** Make sure that each author is displayed correctly. Internal authors with a Pure user account will display a current University job description alongside their name – this option should be selected. If necessary, click on the arrow to select the correct author from the drop-down list.

It is also possible to edit authors within the Publication once it is imported; so, if a match is not found at this stage you can correct it on the Publication.

- Click the Import button. The information will be imported and the main editing window will open.
- Check publication details: check the details that have been imported into the main editing window. Fields marked with a red asterisk (*) are required and must be filled out. The import process should complete these automatically. However, if necessary, you can edit the information that has been imported, or add to it.
- To replace a listed external author with an internal author, choose the ‘Edit’ button next to the author you wish to replace - Select Replace and use the search field to find the desired internal author - Click on Update.
- To replace a listed internal author with an external author:- choose the ‘Edit’ button next to the author you wish to replace - Select ‘Make External’ - Click on Update

**Link funded research output to research projects**

If your research output is funded (for example, BBSRC or EPSRC), you should link it to the relevant funded project within Pure.

- Scroll down the window to Relations and click the + button under ‘Projects’.
- Type the title (or part of the title) of your research output in the text box.
- Search results are populated as you type.
- Select the relevant project from the list of results.

If you can’t find the project, contact Research Financial Services for help.
Visibility

Pure provides the facility to display your publications or activities on the staff web pages and, the Public Research Portal.

- To add a publication to your staff pages, ensure the Yes radio button is selected (note that this is selected by default).
- To add a publication or activity to the Pure Portal, ensure Public – No restriction is selected from the dropdown Visibility menu (note that this is selected by default). If you do not wish for your publication or activity to appear in the Pure Portal, select Backend-Restricted to PURE users.

Editing content

This example refers to editing Research output, however, the process can be applied to other types of content.

- Login to Pure
- From the left navigation, click on Research output
- Your research publications are displayed in the central content area.
- Click once on the publication you wish to edit.
- The publication opens in a new window. (This window is the same window you see when adding new content, either from scratch or by importing from online sources.)
- Make changes as required.
- Click on the Save button.
- Notification of your edited content will be sent to the Library for Revalidation.

Removing content

It is possible to delete a publication from your Research output up until the point of validation by the Library. Once an item has been validated it can only be deleted by an administrator with the relevant role.

Open the item you wish to delete then click on the Delete button at the bottom right of the editing window.

You may use the Delete function for other content types (e.g. Activities, Projects, and Impact case studies) as long as the item has not been validated

AURA

What is AURA?

AURA is a database of full text, publicly accessible outputs, which are free to read. AURA is fully integrated with Pure so there is a single workflow for creating a publication and adding the full text. The only way to add a document to AURA is through Pure.

Documents added to Pure will appear in AURA once they have been copyright cleared by the Library.
Uploading a document to Pure
You can add a full text document to AURA while adding a new publication in Pure. If you are creating content from scratch or Importing content from online sources, you can take a few extra steps to add the full text of your output to Pure and, once validated, it will be added to AURA.

During the import or creation process in Pure, Scroll down the editing window to the “Electronic version(s), and related files and links” section.

- Click on Add Electronic version (file, DOI, or Link)
- In the pop up box choose Upload an electronic version
- The Upload an Electronic Version dialog box opens.
- Click on Browse... and locate and select the file you want to upload then click Open.
- Enter an appropriate title for the file, e.g. the name of the publication, in the File title text box.
- Under Document version, click on the arrow and select a version type from the drop down list.
  - Note: In order to avoid potential copyright infringement, it is not advisable to select Publisher final version unless you are certain there are no copyright restrictions on the publication – if in doubt, check the publisher’s agreement.
- Under Public Access to file click on the arrow and select an option from the drop down list. If you know the publisher has imposed an embargo date, click on the embargoed option and enter relevant dates in the date boxes which appear.
- Under Licence to Document, click on the arrow and select an option from the drop down list.
- The Rights statement relates to any requirement, as specified by your publisher, for making full text available for open access via AURA. In many cases, the statement you need to add will be included in the copyright transfer agreement made at the time of submitting research output to your publisher.
• Click Create to upload your document.
• You will be presented with licence agreement dialog. Read the agreement carefully then click on Accept licences.
• You will only be asked to do this once for each publication you upload to AURA.
• Your document will be displayed in the Documents section of the editing window.
• Add further documents if you wish, for example images, music manuscripts, cartographic material, media files, etc., by clicking on Add document... and following the steps as detailed above.
• From the Documents and links section, you can also:
  - Click Edit to make any changes
  - Click to delete.
  - Click Show to view.
  - Change the order in which documents are displayed, if you have uploaded more than one document.

![Documents and links](image)

• Save, Remember to save your record or the documents will not be stored and uploaded to AURA

When will my publication appear in AURA?
Documents added to Pure will appear in AURA once they have been copyright cleared (note this can take up to 7 days) and the publisher’s embargo has passed.

Datasets

Information for RCUK Grant Holders:
Making research data available to users is a core part of the Research Councils’ remit and is undertaken in a variety of ways. RCUK are committed to transparency and to a coherent approach across the research base. The RCUK seven common principles on data policy provide an overarching framework for individual Research Council policies on data policy. The seven principles and further guidance can be found here [http://www.rcuk.ac.uk/research/datapolicy/](http://www.rcuk.ac.uk/research/datapolicy/)
Information for EPSRC Grant Holders:

From 1 May 2015 the Engineering and Physical Research Council (EPSRC) requires all grant holders to make datasets arising from EPSRC funded research publicly available. Information about the EPSRC Policy can be found here: [https://www.epsrc.ac.uk/about/standards/researchdata/](https://www.epsrc.ac.uk/about/standards/researchdata/)

The EPSRC expects that all research data is made publicly available within 12 months of creation. If you have a data management plan, then the plan will guide you through the decision making process. If you do not have a data management plan, you will need to give thought whether and how your data can be made publicly available.

Guidance on how to create a data management plan, along with an online tool to create an EPSRC specific plan, is available here: [https://dmponline.dcc.ac.uk](https://dmponline.dcc.ac.uk)

The EPSRC require grant holding institutions to maintain a catalogue of all datasets arising from EPSRC grants, regardless of public accessibility. Pure will be used for this purpose. We will need to be able to provide to EPSRC a list of grant numbers with linked datasets, so it is important to link your dataset to the relevant grants in Pure.

How to add datasets in Pure:

- Log in to Pure using your usual log in details: [www.abdn.ac.uk/Pure](http://www.abdn.ac.uk/Pure) you will be presented with your personal account page which may differ from the one you see here.

- Click on the + icon next to Datasets on the Editor tab of Pure. The + sign will appear when you hover the mouse over it this will open up a new Dataset record. All fields marked *are compulsory fields and need to be completed before you can save the record.

- Title and Description: The description should enable other researchers to understand the dataset and allow them to validate your outcomes or re-use the data. If you have published a journal article that describes the methodology you could cut and paste or refer to it in the description section. The description field can take at least 1,000 words (6.5k characters)

- Date of data production: This is not a compulsory field. However it is useful to complete these fields so that other researcher can see if the time period of data production is relevant to their research.

- People: Pure will add your name automatically, and the default role displayed is ‘creator’. You can change this by clicking on ‘edit’ and choosing from the drop down menu [creator, owner, contributor, editor, funder, producer, rights holder, sponsor, supervisor, other], then click update. Please add the PI of the project that generated the data, so the dataset can be linked to the project. Add other authors/contributors etc. by clicking on ‘Add person’ – start typing their name and Pure will display them on the drop down menu if they are already on the system, otherwise the system
will prompt you to create the external person record by typing their name. You can also add administrators – this will enable them to access the Pure record.

- Dataset Managed By: Managing organisational unit, this is driven by the people who are added to the dataset, however you can add other units (e.g. research groups, themes etc.) or edit what is displayed.

- Publisher: this defaults to the University of Aberdeen. If you are recording a dataset published elsewhere, e.g. the UK Data Archive or Figshare, you will need to change the publisher.

  Data availability

  - DOI: If you have a DOI for your dataset, click on add existing DOI to enter the information.

  - Electronic Data: You can upload and store your dataset directly into Pure. Pure accepts a wide variety of file formats, up to 100MB. Please get in touch with n.strong@abdn.ac.uk if you wish to upload a dataset that exceeds 100MB. You can upload multiple files, e.g. a number of csv files, code and a text file explaining how to access the data. Preferred file formats for long term preservation are:

<table>
<thead>
<tr>
<th>Data type</th>
<th>preferred format</th>
<th>not preferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tabular data</td>
<td>CSV, TSV, SPSS portable</td>
<td>Excel</td>
</tr>
</tbody>
</table>

Return to contents Page
Further examples are available at http://www.data-archive.ac.uk/create-manage/format/format-formats-Table

- To upload, click on ‘upload electronic data’ browse your computer for the file or files and then a pop up box will prompt you to select, Visibility, licence and type for your dataset(s). The system defaults to No Value. So you will need to select the most appropriate licence for you data. CC-BY, which allows any user to reproduce all or part of your data provided it is properly attributed to the original author, is the preferred licence type for the EPSRC. If you have any questions about the appropriate licence please contact the Copyright Officer, Mary Mowat, m.mowat@abdn.ac.uk Further information on licences is available at: http://creativecommons.org/licenses/  

- Physical data: Most funder’s policies apply to physical data as well as electronic data. You are required to complete the metadata for all datasets, and provide reasonable access to physical data. You will need to describe the data (e.g. paper records of questionnaires) and describe the arrangements that are in place to access the records (e.g. by contacting the person named in Access contact details)  

- Add link: if your dataset is stored in an external repository, please click ‘add link’ and enter the URL.  

- Date made available: please enter the date. Only the year of publication is compulsory but it is helpful to be more specific if you can.  

- Access to the Dataset: Options are: Open/Closed/Embargoed/Restricted. For some datasets, the data management plan will set out the appropriate access option. For all data that is not open, a reason for not allowing public access should be given in the Legal/Ethical section.  

- Contact person: you can nominate a contact person for access requests –the default contact displayed is data@abdn.ac.uk this allows the university to monitor/manage access to dataset centrally.  

- Geo location: geographical coverage, this is not mandatory but it can be helpful to indicate the regional, national or international coverage of the date. For further information or geospatial references, visit: http://mygeoposition.com/. Further information about the metadata fields can be found by on any i-icon on the screen  

Return to contents Page
• Legal / Ethical: If your dataset cannot be made publicly available, you will need to record the reason for that in the Legal/ethical section. Check the relevant tick box, and enter the reason in the free text box (takes at least 2,000 words). You can draw on your data management plan if you have one, or your ethics application for the research project the data relates to.

  ![Legal/ethical section](image)

  Is the data subject to any of the following constraints?
  - Data protection
  - Ethical approval
  - Commercial constraints
  - Sensitive (Animal, tobacco, security sensitive, GMO, stem cell)

  ➢ If there are any intellectual property issues, please seek advice from your Business Development Officer. If the dataset cannot be made public because of IP issues, then this needs to be recorded.
  ➢ If your data is contains personal information, you will need to give thought to how the dataset can be anonymised prior to publication. If this is not possible, then the reason for not making the data accessible needs to be recorded. You can discuss this further with the University’s data protection officer.
  ➢ If your data relates to a project that required ethical approval, you may wish to seek advice from your College/school ethics contact.

• Relations to other content: This allows you to relate the dataset to other content held in Pure. Projects: this is the grant that supported the generation of the data. Click on the + icon, then enter either grant number or grant title (or words from the grant title,) and Pure will display the relevant grant(s). You can relate the data to multiple grants (i.e. parent grant, follow on grant etc.). For the EPSRC mandate it is essential that you relate your dataset to your EPSRC grant. Publications/other content types: You can relate the dataset to relevant publications (e.g. that refer to the dataset), activities (e.g. academic visits or collaborations which helped to generate the data), impacts (e.g. non-academic use or application of the data) or equipment (which was used to generate the data). Click on the + icon, then start entering the title, and Pure will display relevant content in a drop down menu for you to select. You can relate the dataset to multiple content types and records.

• Visibility: the Access options earlier in the template relate to the datasets and the physical data, Visibility at this point in the template relates to the metadata record or data catalogue record, if you are happy for the description and ‘metadata’ to be visible then the visibility should be set to ‘Public - No restriction’.

• When you’re finished, remember to SAVE!

The Cataloguing Team within the library will be validating the records prior to publication, i.e. checking the metadata is complete, setting the access options and ensuring that any links to documents or webpages work.

Adding Other Outputs
Activities

‘Activities’ covers a range of interactions, from awards and conferences, to engaging with schools and membership of advisory committees. The ‘Activities’ module of PURE can be used to record all types of interactions, whether they are in the academic or non-academic arena.

The example below shows some of the categories of activity that can be recorded in PURE, with some of the sub-categories. We recognise that the categories in ‘Activities’ aren’t perfect. Please choose the category that’s the closest fit for you activity, and then ensure that you describe the activity clearly when adding the data to PURE.

How to add an Activity

- To add a new activity, click ‘Add new’. This will open up a list of options for adding new content.

- Click on ‘Activity’ of the left side bar and then click to choose a template type from the middle of the page.

  Hover over your chosen template on the right side of the page and click ‘Choose’.

  Fill in the template, which provides the ‘Metadata’ for your entry. Items marked with a red asterisk must be completed. If at all possible, please complete all boxes, as fully as you can.

  Adding Relations (linking to other PURE content). To add a relation to the activity you are creating, use the options under “Relations”,
Remember that before you can make ‘relations’ between your Activities and other content, you will need to have added that other content to PURE.

- Choose the “visibility” option you want for your Activity:

- Finally click Save. Forgetting to click the save button will mean that the content entered into the template will be lost.

**Impacts**

Impacts should include a summary of the impact, a narrative description of the underpinning research, a list of underpinning publications, a narrative description of the details of the impact and a list containing evidence of the impact.

An activity or series of activities is NOT in itself an “Impact”, even if it does have an impact. If you can’t fill in most of the boxes in the “Impact” section, then it is possible that what you are recording is not really an Impact – or not yet ready to be recorded as one. Most Impacts will have links to one or more Activities, links to one or more projects or outputs, and will be evidenced by one or more attachments.

Click the green ‘Add New’ button in PURE and select ‘Impact’ from the menu.
Whilst only the boxes marked with a red asterisk * are mandatory, you should aim to enter as many of the boxes as you can.

Impact Status. The options are

- “In preparation” – at the embryonic stage; you are collecting together evidence and activities to contribute to an impact, but the impact narrative is in its earliest stage of formation.
- “In progress” – you are in the thick of writing up your impact narrative, and linking it to relevant activities.
- “Completed” – you have done all you can with this (at least for now) and feel the story of your impact is complete.
- “Inactive” – you don’t wish to pursue the development of this impact narrative at the present time.

Note that you can change the status as often as you need to.

Impact Title – Try to make this specific and clear. E.g. “Report on Biofuel Production influenced Local and National Policy”, rather than “Policy impact”. Including at least an outline of the beneficiaries and the impact in the title is a good start.

Description of Impact – This section should give a short overview of what the impact has been. It should be possible to outline what has changed as a result of the take-up of your research, and who benefited. A good way to approach this section is to give succinct answers to the questions “what has changed” and “who has benefited”? If you can’t answer those, it may be that you need to use the activities module to record the information instead. Please also include timescales or dates involved in your impact, as these aren’t specifically requested elsewhere. (e.g. “the activities leading to the impact largely took place during the second half of 2015”).

Who is affected – Enter more details about the beneficiaries of your research here, and if possible make it clear how each particular group has been affected (especially if there is more than one group or type of beneficiary). How did the research contribute? – A clear explanation of how the research led to the impact and, where part of a larger body of research, how the research generated in the project made a particular contribution to the impact being achieved.
Narrative – Please provide a more detailed overview of your impact to expand on what you put in the summary, ideally in terms that would be suitable for a broad audience (e.g. not using lots of unnecessary jargon) Again, try and focus on what exactly your impact was i.e. what changed as a result of your research and its uptake.

Period - Specific Date or Period of Time, enter either a specific date when the impact occurred or a period of time over which the impact developed.

Category of Impact and Impact Level - Click on the ‘Add Category of Impact’ button, and choose an entry from the drop-down that is most relevant to the ways you believe your research has been, or is being, used. You can repeat this step to add as many types of impact as are appropriate; however, if you are in fact describing more than one impact, you might want to consider creating a separate “Impact” record in Pure for each one. Select the most relevant impact level from the drop-down. Options are Engagement, Adoption and Benefit.

Evidence – click the button “add impact evidence” and a dialogue box will appear: Select “Quantitative” or “Qualitative” from the Evidence indicator drop-down at the top of the window.

Enter the date or period of the evidence as appropriate (if you select “specific date”, a date box will open up).

Provide a title for the evidence and describe the evidence in the “Evidence summary” box; if required, explain why this evidence demonstrates that your impact took place.
Add any contact information, by clicking on the “Add evidence content information” button a pop up window will open for you to add contact information.

Click on Create to add this information and return to the evidence creation window.

Add any documents or links that are relevant. Normally, we would expect at least one document or link to be included here as the actual evidence.

Click on Create to add this evidence record to the Impact and return to the Impact creation window.

The final sections of the Impact template allows you to add colleagues involved in the Impact, your organisational unit, any suitable keywords and any further files. Most documents are probably best added as “Evidence”, but there may be times when it is suitable to add further documents or links here.
You should always aim to complete the ‘relations’ section, so that you can relate the impact to relevant research projects, outputs and activities.

**TIP:** before you can make ‘relations’ between your Impact and other content, such as Activities, Projects or Outputs, you will need to have added that content to PURE.

You can set the visibility to whatever is most appropriate – ‘Public’, ‘Backend’ (visible to PURE users within the University) or ‘Confidential’. Highly confidential information that can only be seen by yourself should not be added to PURE all (e.g. where you have a non-disclosure agreement with an external organisation).

Click ‘Save’ to save all changes. Pressing close without saving first will delete all of the content entered into the template.

**Press/Media**

To add content to the Press/Media section click on add new or click on the + button next to Press/Media.

Select the type of Press media, (Research, Teaching, Other, or Articles in ‘The Conversation’)

Enter a Title and Description of the Press coverage.
Click on the ‘add media contribution or media coverage’ button

Enter the title as it appears in the related press coverage and the description or abstract from the coverage

Next add the people who were involved, your details should be added by default. You can also add any internal and external collaborators and their institution or organisation affiliations.

Add details of the date of the press coverage, any links to the original article or media content, the name of the media
Click on Create to add the information to the record and to populate the Person and affiliations section and the managed by section.

Details of Media contribution and Media coverage

Media contribution and media coverage
MEDIA CONTRIBUTIONS

Aberdeen academic named Food and Drink Scientist of the Year
1/09/17
United Kingdom

Add media contribution or media coverage...

Persons and affiliations

Persons and organisations

Wendy Roslyn Russell
Internal person

RINH
Organisational unit: Discipline

E. Smith
External person

L. Jones
External person

The Food and Drink Federation
External organisation: External Organisation

Add any Keywords that are relevant to the Media coverage
If there is a related event add that by clicking the ‘Add Event’ button

Keywords

Event

Next add any relations to research outputs (publications), projects (grants), datasets or equipment
Finally set the visibility of the record and click on Save

Prizes

If you have been recognised with an award or a prize, you can record these achievements in Pure. Click on ‘Add new’ or on the + button next to Prizes.

Select the type of Prize or award that you want to record and then complete the template
• Enter a Title and Description of the Prize or award

• Enter the Award Date

• Add the granting (awarding) Organisation(s)

• Your details should be pre-populated, however you can add any collaborators or colleagues who were also awarded or recognised by the prize.

• The managing organisation will be pre-populated, however you can change it by clicking ‘change organisational unit’

• Documents, Links to the award or Keywords can be added in the ‘Documents and Files’, and ‘Keywords’ sections
REF 2021
Proposing outputs for REF2021

On your personal overview you should see several tabs, My Research, My Profile, Supervision (if you supervise research students) and Propose outputs for REF2021

If the Tab ‘Propose outputs for REF2021’ is missing please email n.strong@abdn.ac.uk to have this section activated.

When you click on the ‘Propose outputs for REF2021’ Tab you will be provided with a list of outputs shown by the year of publication.

• Any relations to Research Outputs (publications), Projects (grants) or other content in Pure can be added by clicking the + button under the relevant relation e.g. ‘Projects’

• Set the visibility of the Prize and then click on Save to store the details.
Click on the blue button and a selection list of publications from 2014 onwards will appear, with a ‘Propose for REF2021 button’ under each publication.

You will need to select and update each publication individually as there are a number of questions which need to be answered for the individual publication. There is no limit on the number of publications that you can propose.

The first tick box, ‘Proposed for REF2021’ will be ticked automatically, please do not alter this.

The next area ‘Order this output’ offers 5 options in the drop down box. – 1st, 2nd, 3rd, 4th, and Alternate. Please select ‘Alternate for all proposed papers, the ranking should only be updated once the paper is selected for REF.

Next, under ‘Give your reason for proposing this output’, a mandatory section, Authors should enter a short paragraph describing the reason for proposal. A paragraph or two should be all that is required, however there is no word limit.

There are three further steps which are not mandatory but should be ticked if relevant to your publication.
‘Has this output arisen from interdisciplinary research?’ Please only tick this box if the work presented in the paper arose from Interdisciplinary research (not compulsory).

‘Co-authored output?’ if you are proposing a paper where you are not the sole author, and there are more than 6 co-authors, please tick the box and enter a description of your contribution. For the last REF, co-authored papers with six or more authors required a statement describing the submitting author’s individual contribution. This can be very brief (e.g. corresponding author) or copied and pasted from the article where the article describes the contribution of various authors. Where the REF panel judges that an author’s contribution is not significant the paper may be marked unclassified. Co-authorship was audited intensively for REF 2014 – the vast majority of our audit enquiries were related to individual author contributions, so we will have to have robust evidence in place.

‘Would you like to propose this output for double-weighting?’ For REF 2014, all panels allowed the double weighting of outputs where the ‘combined scale of academic investment in the research activity and the intellectual scope of the research output is considerably greater than the disciplinary norm, thereby limiting the capacity of an individual researcher to produce four outputs within the assessment period’. Double weighted outputs were extremely rare for Panels A and B (Life Sciences, Medicine, Physical Sciences), more common in Panel C for books and longer form publications (Social Sciences, particularly in Archaeology, Business & Management Studies, Economics, Geography & Environmental Studies, Politics and Sociology), and encouraged for longer form publications such as books and monographs (or feature films /long form compositions such as operas) for all disciplines Panel D. If you wish your output to be considered for double weighting please include a short statement explaining how the output meets the double weighting criteria. If you need further information about double weighting, please contact m.barraclough@abdn.ac.uk or n.strong@abdn.ac.uk

If none of the boxes applies, please leave blank.

When you have completed all of the steps press the update button at the bottom right hand side of the screen.

Once you have pressed ‘update’ the screen will close and the entered information will display under the publication along with an edit button so that you can amend any of the sections.
You should then repeat all of the steps on any of the other publications which you want to propose for REF2021.

When you have proposed all of your outputs click the save button at the very bottom of the screen.

If you do not press this save button your outputs will not be recorded as proposed for REF2021.

You will now see publications proposed for REF2021 on the right hand side of the profile screen.

To make any changes to proposed outputs click on the title of the publication (blue text) to open an editing screen.

Click on the edit button,

Make your changes

Click on update to close the editing screen,

Finally, click on save to store the changes.

Once your publication is selected for review the edit option will no longer be available so please check that you are happy with the proposed output at this stage.
As part of the dialogue between submitting authors and the Unit Leads you may find comments on your submitted papers appear in the Propose for REF2021 tab so do check this section for any feedback comments that you need to take action on. Comments appear in yellow underneath the paper that it relates to.

To reply to the comment click anywhere in the Proposed for REF2021 section to bring up the editing screen and then click on add comment.

This will open up a text box where you can enter your comment.

Once you have entered your comment save the record and return to the main screen.

If you encounter any problems while trying to propose your updates please contact n.strong@abdn.ac.uk.

Searching & Reporting

Searching

To search for an item in Pure use the search bars at the top of the screen for each content type that you are using.
Alternatively, if you don’t know what content type the item is under use the search bar at the top right of the screen next to your user name.

![Search Bar Image]

When searching, some special characters may not be recognised so it is often easier to leave them out e.g. large-scale and “large scale” will bring back similar results.

You can use quotation marks to make your search more specific, or you can use the advanced search (click on the down arrow next to the search button) to match exact phrases or search only in the title of a publication.

![Advanced Search Image]

Filtering

Records can be filtered in a variety of ways. The filtering option is a small icon found under the search bar in each of the content types.

For example in research outputs, you may want to filter to see only those publications which have been published in a specific journal, or publications published in the last two years. The Example below shows filtering by journal, Open access Status and Period of Time.

- Using the filter symbol , Filter by journal
- In the search box that appears, search for the relevant journal

![Filtering Example Image]
- Using the filter symbol Add the Open Access Filter

- Click the radial button to Select ‘open’ as the status to filter by

- Using the filter symbol Add the period Filter

- Select Current Year as the filter
Once all of the filters are applied you will see which ones are active by looking at the bar near the top of the screen. The number of results will be displayed below the filters. If there are no results a blank screen will be displayed.

You can remove any of these filters by using the X button next to them or you can save your search, to use later, by using the pin icon on the right.

Type in a name for the filter and click save.

Using the Filters allows you select specific subsets of your work. Stacking these filters gives you fully flexible ways of filtering information.

Reporting

You can export your information and your filtered data in several different formats (PDF/Excel/Word etc.) using the links at the bottom of the screen.

You can also use the CV module to create a list of your publications, activities this can then be downloaded to word or PDF to use as a report.
CV Module

Overview

PURE can be used by individuals to automatically generate CVs using the data they have entered. CVs are a separate content type within PURE. Data available in CVs include personal profile information, research outputs and activities. It is also possible to add custom text sections to add other details.

There are three types of CV available in PURE:

- Public CV: Use this format to generate a CV that is publicly available. It is only possible to have one public CV at a time.
- Private CV: Use this format to generate a CV to easily export your data to other formats (e.g. PDF/Word) from PURE. You can have as many private CVs at a time as you like so it’s possible to generate different CVs for different purposes.
- Highlighted content CV: Use this format to select data that you wish to emphasise on your profile. It is only possible to have one highlighted content CV at a time.

NB. Private CVs are confidential and only visible to the CV owner or users with administrative access. Likewise, Public CVs are not visible to others until published by the user.

How to create a CV

- From your personal PURE profile page, click on ‘Curricula Vitae’ in the left hand sidebar. Click on the + button next to Curricula Vitae of click on the Add new button at the top right of the screen
- Choose the CV format you are interested in.
- Click on your name to confirm that the CV being created is for your user
- Choose the sections of data you wish to include.

- Click the blue ‘Create’ button to generate the CV.
- Once the content has been generated, hover over each section to access the edit options
- You can edit each section to filter or adjust the content included. E.g you can filter the employment section to show only current employment or you can filter the Research Output section by specific publication years or change the layout and style.
Once you have made the changes to your CV you will need to save the CV. If you have chosen the Public CV type, you can publish the CV to make it public by ticking the box next to the save button and then saving the record.

Managing your public Profile

Visibility options

Creating a Public Profile

The public research portal https://abdn.Pure.elsevier.com/en/ displays your work and your profile to the wider academic community and to the public visiting our pages. To make sure that your profile is visible, Log into Pure and follow a few quick steps:

Step 1- Click on your Personal Space and then click on ‘Edit Profile’

Step 2 - In the window that opens, scroll down to the bottom of the page until you see the ‘Visibility’ Section
If the visibility is Backend – Restricted to Pure users, this means that your profile is not public and cannot be seen on the Public Portal. Change the setting to ‘Public – No restriction’ and your profile will become visible on the Research portal. If your profile is Public and you want to remove it from the Public Research portal, change the setting to ‘Backend’ and your profile will no longer be visible.

Step 3 - Click Save. You have now changed your profile visibility settings and the system will update the portal to display or remove your profile. As there is a lot of information in Pure this can take a few hours to complete.

Once complete, your profile will be displayed along with other academic and research staff at the university.

To enhance your profile, the system automatically generates a series of keywords, based on publication abstracts, and a network map, based on the country location of publication co-authors.

Visibility Settings in Pure

Within Pure there are a number of visibility options which can be selected for your publications

The table below shows the most common combinations and provides a description of when to use them
<table>
<thead>
<tr>
<th>Include on Staff Pages</th>
<th>Public Visibility (include on Public portal)</th>
<th>Description:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Public - No Restriction</td>
<td>This is the most common combination and makes sure that your work is displayed on the staff pages and on the public portal.</td>
</tr>
<tr>
<td>No</td>
<td>Public - No Restriction</td>
<td>If you use your staff pages to display only selected publications, you may choose to use this combination to remove older publications from your staff pages while leaving them visible on the public portal. This combination should be used if the publication is not yet ready to be displayed publically, for example the work has been added to Pure as an “In Preparation” or “unpublished” item. (You will need to update the ‘Include on staff pages’ button once your publication has been accepted or published.)</td>
</tr>
<tr>
<td>No</td>
<td>Backend - Restricted to Pure Users</td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td>Backend – Restricted to Pure Users</td>
<td>This combination is not recommended - publications which are confidential should not be displayed on either the staff pages or the public portal as both websites are publicly accessible.</td>
</tr>
<tr>
<td>No / No</td>
<td>Campus - Restrict to IP Range</td>
<td>The new public portal no longer supports the Campus visibility option: Items should be marked as Public, Backend or Confidential</td>
</tr>
</tbody>
</table>

Default Settings: There are some default settings in Pure which you should be aware of

**Include on Staff Pages:** This radial button defaults to Yes, so if your publication is not ready to be made public or it is confidential you will need to change this button to No

**Publication State:**

Some Publication states will automatically change the visibility settings when you add them to Pure. Adding the Publication state “Accepted/In Press”, “E-Pub ahead of Print”, or “Published” will change your visibility settings to “Public – No Restriction”. Adding the publication status of “In preparation”, “Submitted” or “Unpublished” will change the visibility to “Backend - Restricted”.

Keep an eye on your visibility settings if you want to make sure that the relevant publications are displayed on your staff pages and the public portal.
Networks & Metrics

Networks

Pure works to keep a track of your connections to other people, organisations, publications and other content types within the database.

You can view these relations by going to your personal overview and clicking on ‘view graph of relations’ at the bottom left of the screen.

Pure also uses this feature in the Public Portal to show relations and networks in a variety of visual displays.

The geographic map is generated by using the external organisations linked to co-authors in your publications, by making sure that co-authors have the correct university or organisation affiliation assigned to them in all of your publications you can guarantee that all the countries you have collaborated with are represented on the public Portal.
Metrics

Each publication with a scopus id is updated on a nightly basis to update citation metrics, these citation metrics can be found by opening the output records and clicking on metrics in the left hand menu bar, the information can be shown either as a graph or as textual data.

Metrics are also displayed in the Public research Portal, these metrics include Scopus citation data but also alternative metrics from PulmX and from Altmetric.
Managing Notifications & Settings

Notifications & System Messages

There are a number of notifications which will be sent via Pure to your university email account, you can manage these notifications by clicking on the cog icon, which appears when you hover over ‘My personal tasks’ or ‘My messages’ at the top right hand of the screen.

Adjust your email settings to make sure you are alerted to relevant changes in the system, some settings only allow for two options “Mails are never sent” or “Mails are sent instantly” while other settings allow you to group notifications into regular intervals e.g. Daily or Monthly.

No one wants to be inundated with notifications and emails, however as the library use this system to notify you about actions that you need to take it is important to keep the email notifications for research output active.

Once you have made the required changes remember to save so that the changes are stored.

Messages and Tasks are not sent by email, they instead sit in the right hand menu bar and can be set to let you know about various actions that happen in PURE, these settings can be adjusted by checking or unchecking the tick boxes in the relevant section.
Message settings relate to actions such as author changes or comments added, we recommend that you keep the research outputs messages active so that you can spot activity related to your Publications. Save your changes by clicking on the save button.

Task Settings will generally notify you when new research outputs have been detected this is the import candidate message.

Don’t forget to save your changes.

**Trusted Users**

You can set up specific trusted users to act on your behalf, this can be found in the trusted users section which is accessible when you click on the cog icon next to personal tasks or messages.

Search for the name of the user or users who you give permission to act on your behalf.

**Help & Support**

**Online help**

Online help is available within Pure by hovering over on the Help and Support option at the bottom right of the Screen.

Clicking on the Link for the Manual will take you to the online help and documentation pages for Pure.
Clicking on the Pure Support pages link will take you to the online guides produced by the university https://www.abdn.ac.uk/staffnet/research/Pure-306.php

Further training

Further training on Pure is available from the PURE team, please email n.strong@abdn.ac.uk to arrange training

Researcher Toolkit

During 2017 Research and Innovation engaged the help of a summer intern to develop a resource for researchers, the Toolkit is designed to help researchers find the relevant tools, services and support to prepare proposals, manage grants, share knowledge, and publish research. The Researchers’ Toolkit is available at https://www.abdn.ac.uk/staffnet/research/researcher-toolkit-6513.php

Glossary

<table>
<thead>
<tr>
<th>Display</th>
<th>When shown on the left hand menu of a template or editing window the display section is the overview of how the item will export or report out of Pure, there are various formats which are also shown, e.g. Author or Harvard. The display section also contains the system information showing creation dates and modification dates.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fingerprints</td>
<td>Fingerprints are the system generated concepts that are created by analysing the abstract of an output, this can be thought of in much the same way as word maps, the more times a word occurs the more likely it is to become a fingerprint. Fingerprints are seen at output level and at person level. Fingerprints can be managed in the fingerprints section from the left hand menu of an output or the personal profile. Hover</td>
</tr>
<tr>
<td><strong>History and Comments</strong></td>
<td>History and comments record the various changes that happen on a record, they also record where a message has been sent to an author to request the author’s final manuscript or other important documentation.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Metrics</strong></td>
<td>Metrics are recorded on publications with a Scopus id number, if there are no metrics recorded for a publication it may be too new to have been cited, or the record may need updated to include a Scopus ID number.</td>
</tr>
<tr>
<td><strong>Relations</strong></td>
<td>Pure is a relational database and all Items in Pure can be related to one or many other items. E.g. a publication could be related to several activities and one grant, or an Impact could be related to six publications, three activities and two grants.</td>
</tr>
</tbody>
</table>