

# Pure user guide for open access



## Creating Pure records: open access guide for academic staff



**Summary:**  
Create a record of your article in Pure and:

- add the date of acceptance
- upload the accepted manuscript

Open access queries: [openaccess@st-andrews.ac.uk](mailto:openaccess@st-andrews.ac.uk)

General Pure support: [purelive@st-andrews.ac.uk](mailto:purelive@st-andrews.ac.uk)

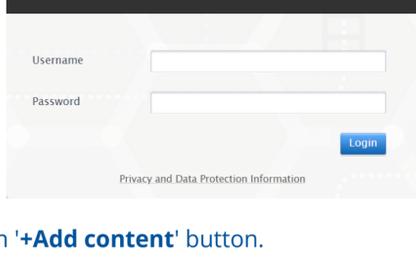
OA Pure AAM upload guide v5.1 Website: [www.st-andrews.ac.uk/research/support/open-research/open-access/](http://www.st-andrews.ac.uk/research/support/open-research/open-access/)  
March 2024 Blog: [openresearch.wp.st-andrews.ac.uk/](http://openresearch.wp.st-andrews.ac.uk/)

# Pure user guide for open access

This guide shows you how to create a Pure record for an article in a journal.

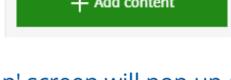
Note: the process may differ slightly for other research output types - the open access team can offer advice for adding other output types.

- Log in to your Pure profile at [risweb.st-andrews.ac.uk/admin/](http://risweb.st-andrews.ac.uk/admin/)



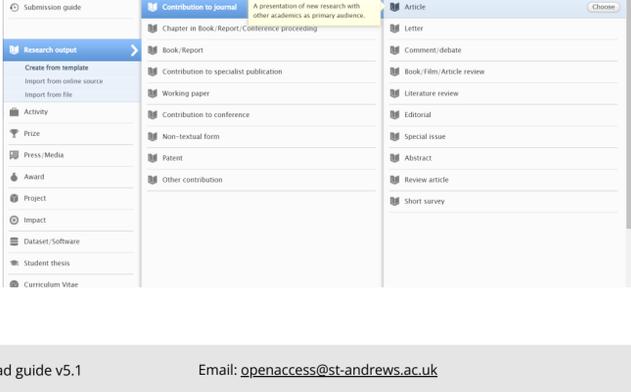
Log in with your university username and password.

- Click the green '+Add content' button.



- The 'Choose submission' screen will pop up and 'Research output' should be pre-selected from the left hand menu, if not, click to select it.

- Then, choose 'Create from template', 'Contribution to journal' and then 'Article'.



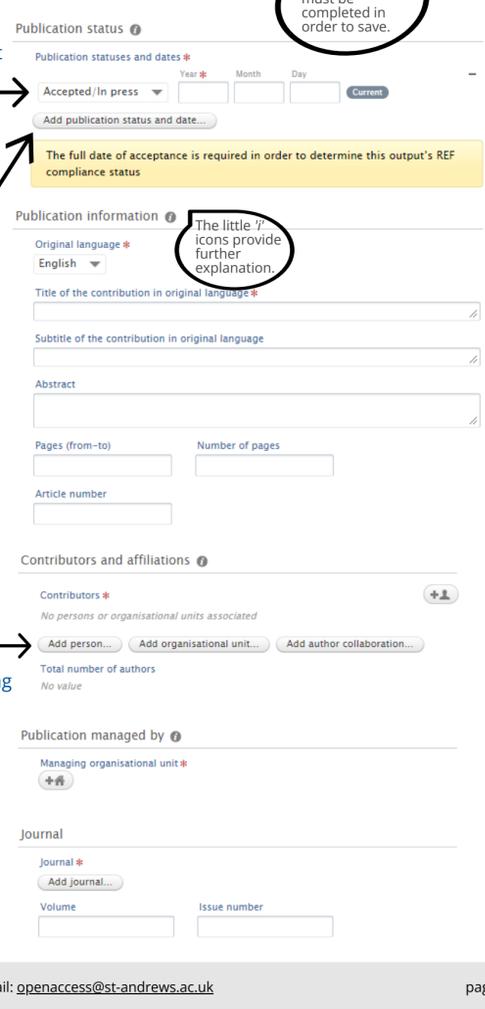
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- Add the *full* date of acceptance, select the 'Accepted/in press' status.



The date of acceptance must not be deleted.

Records with only an acceptance date will default to backend (private) visibility and checks will be made before any uploaded file is made public.

More dates can be added by clicking 'Add publication status and date...'

Fields marked with an asterisk must be completed in order to save.

The little '?' icons provide further explanation.

The 'Contributors' and 'Managing organisational unit' fields are pre-populated with your details when you create a new record.

You can add co-authors by clicking 'Add person...' (or these can be added later by the Open Access team).

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### Electronic version(s), and related files and links

- 1 Add electronic version (file, DOI, or link)...

➤ Upload the accepted author manuscript by clicking on 'Add electronic version'. This is your version of the manuscript following peer-review and including any revisions of an academic nature. Please do not upload proofs or final published versions.

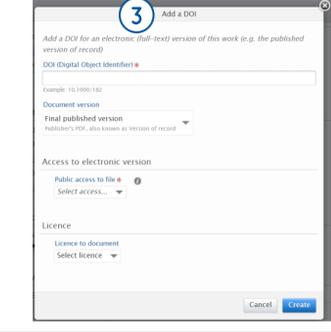


- 1 Electronic version(s), and related files and links
- 2 Choose type
- 3 Add DOI of an electronic version

Set the 'Document version' to 'Accepted author manuscript' if this is the version you have uploaded.

- Set 'Public access to file' to 'Unknown'.
  - When this option is set to 'Unknown' the file will not be made public until the Open Access team has checked the publisher's policies.
  - When editing existing records do not adjust file visibility, instead [contact the Open Access team](#).

- Click 'Create'. Read the file storage licence and click 'Accept licences'.



Click on 'Add electronic version', as above. 1 Click on 'Add DOI of an electronic version'.

Choose relevant 'Public access to file' status, if you are unsure select 'Unknown'.

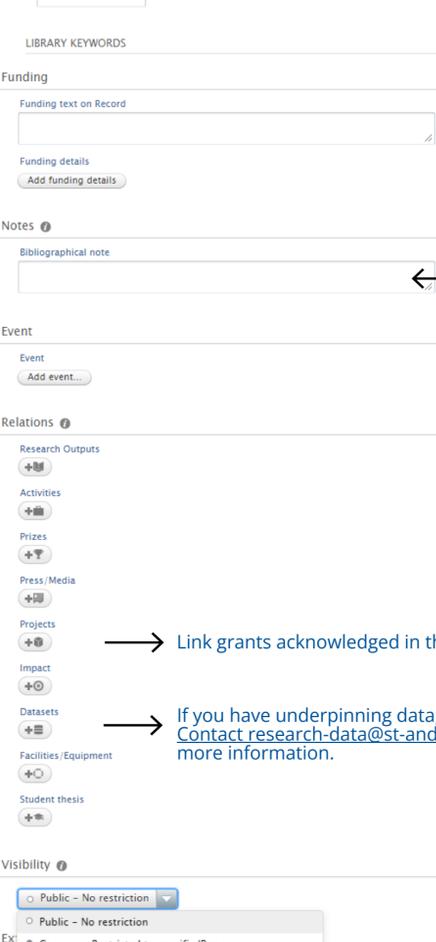
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The Open Access team will check and update the fields in your Pure record.



You may additionally choose to complete other fields shown on this page, such as 'Keywords'.

You can copy the funding acknowledgement from your article into the 'Bibliographical note' field.

➔ Link grants acknowledged in the paper in 'Projects'.

➔ If you have underpinning data, link your dataset. Contact [research-data@st-andrews.ac.uk](mailto:research-data@st-andrews.ac.uk) for more information.

When only the date of acceptance has been added (i.e. prior to publication of the paper), the default visibility will be 'Backend'.

You can choose to set as 'Public'.

Always click the **Save** button when you are done to keep any changes.

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