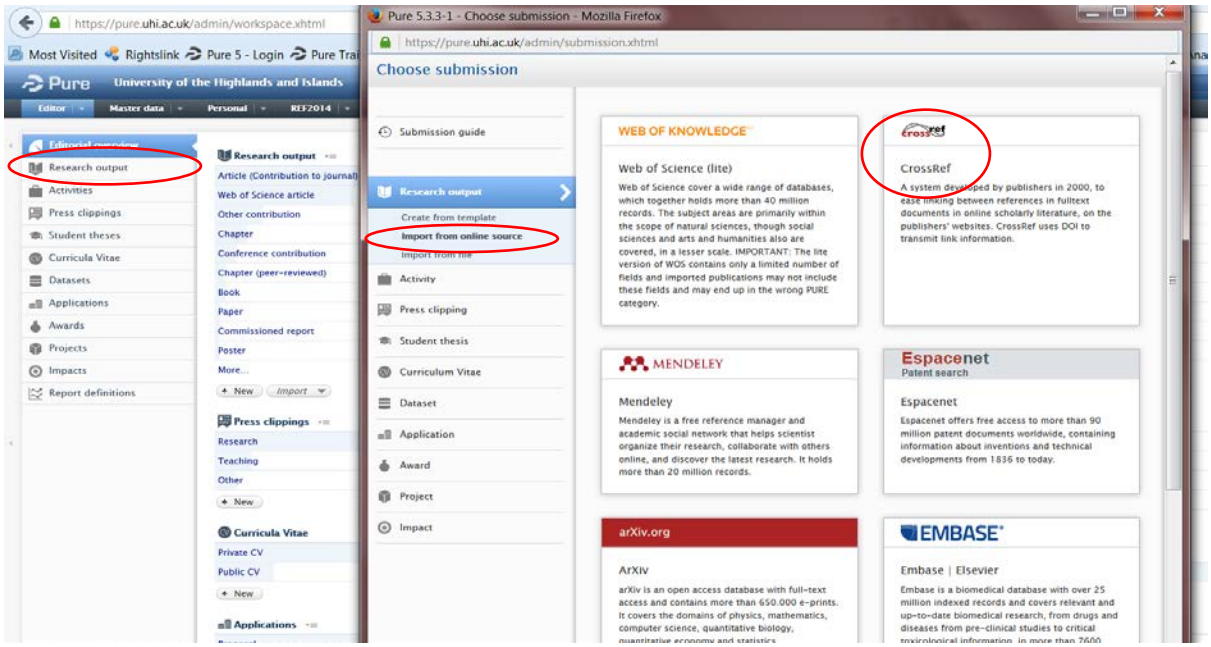
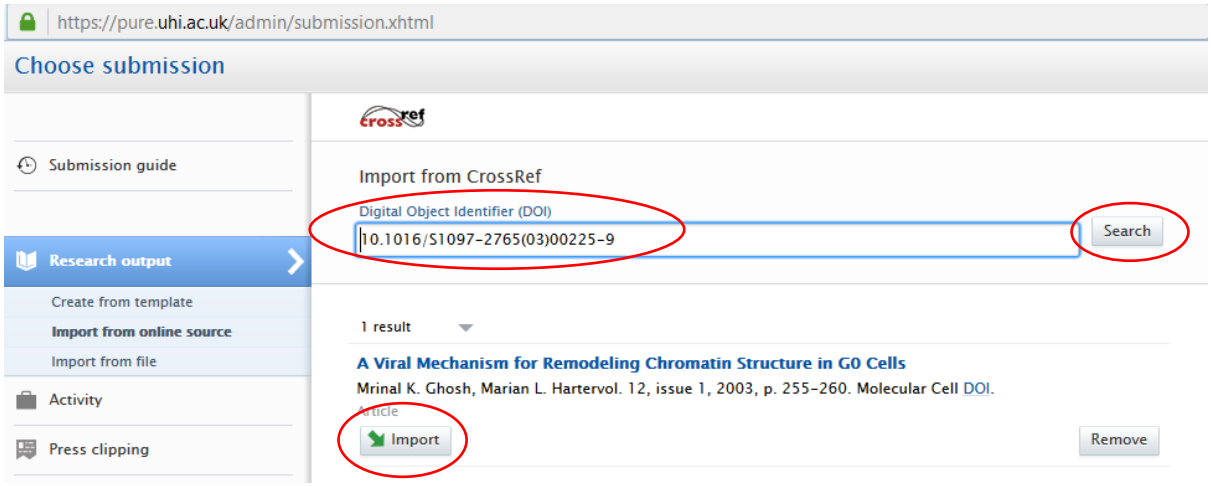
ADDING OUTPUTS TO PURE IN 4 STEPS

Adding a new output using the DOI (if you know it)

The easiest way to add an article is by using the Digital Object Identifier (DOI), hover your cursor over 'Research Output' click the + that appears then click 'Import from online source' then click the 'CrossRef' panel.



This will open a pop up box where you can input the DOI – **just add the section 10.XXXXXXXXXX** leaving out the prefix http://doi.org/..... , click 'Search' and the result will be displayed as below;

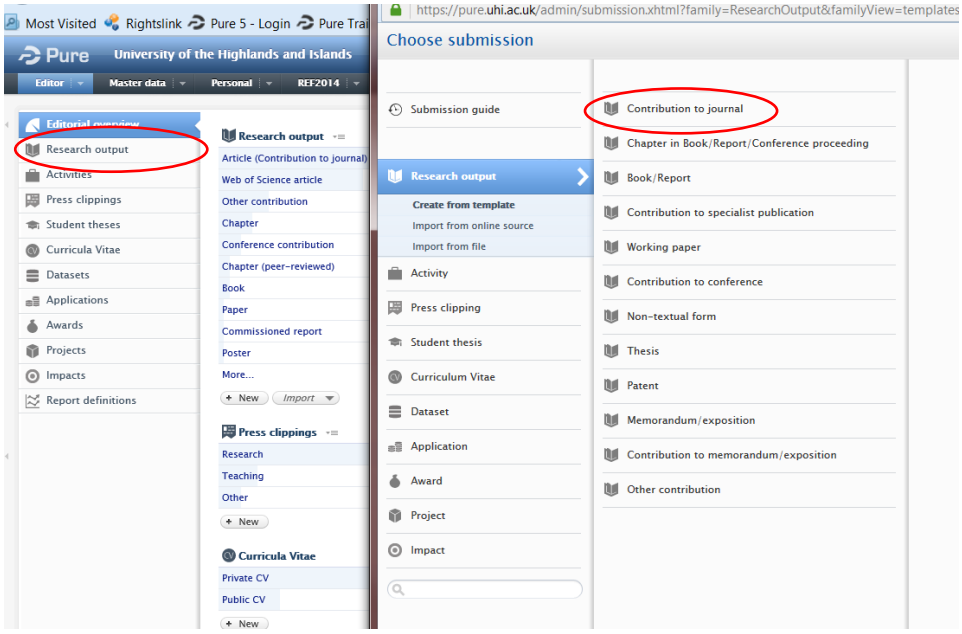


Assuming this is the correct article click 'import' and review the information imported, adding any missing information you can. If it is not the correct article, check the DOI you used.

For ALL articles you now must attach your author accepted manuscript pdf by following step 2 on page 2 of this short guide. See page 4 for the reasons why.

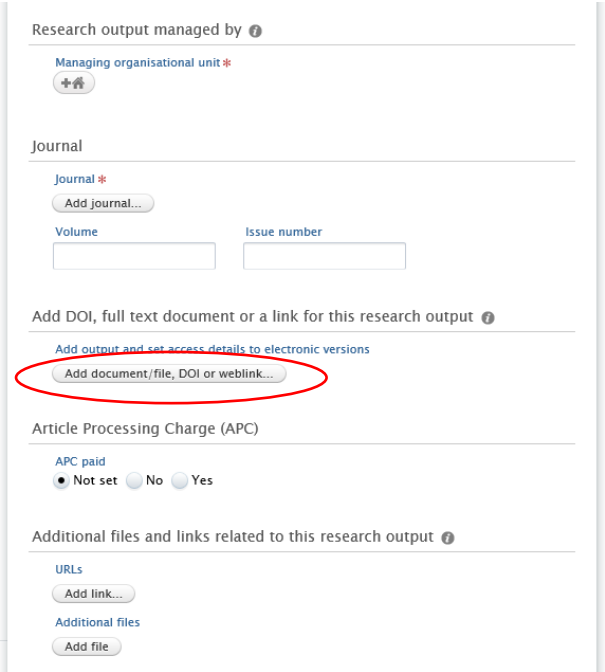
Adding a new output manually

To add a DOI, pdf document or a weblink of an article click the + beside 'Research Output', then choose 'Contribution to journal', then 'Article' which then opens the window to add your article. Here you add details such as title, publishing date, mark the visibility and DOI. All fields marked with * are mandatory. Then add your AAM, step 2 below.



Add your Author Accepted Manuscript (AAM)

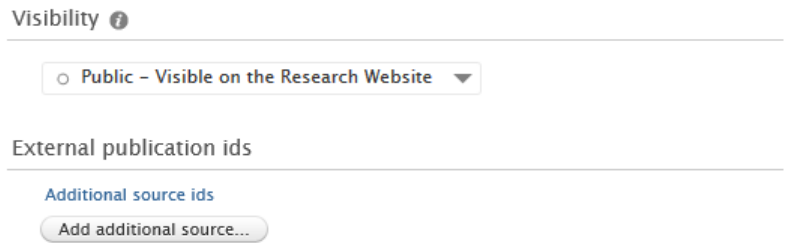
(AAM can also be called the 'postprint' version – **it is the version post review and any suggested corrections that YOU send back to your publisher**) Scroll down and when you get to the section called 'Add DOI, AAM, full text document or a link for this research output' ;



Click the button 'Add document/file, DOI or weblink'. This will cause a selection window to pop up where you can choose which item you want to add. Add the DOI, then repeat these steps to **add your pdf file**. If you also want to add a weblink to give another avenue of accessing your work just use the same button. In the next section below you can add detail of any article processing charge you have paid (to make the output Open access) followed by a section where you can add any additional files related to the article but not the actual article. This could be a separate document with images, data or just something you think should be held with or made available with the main output.

Additional settings

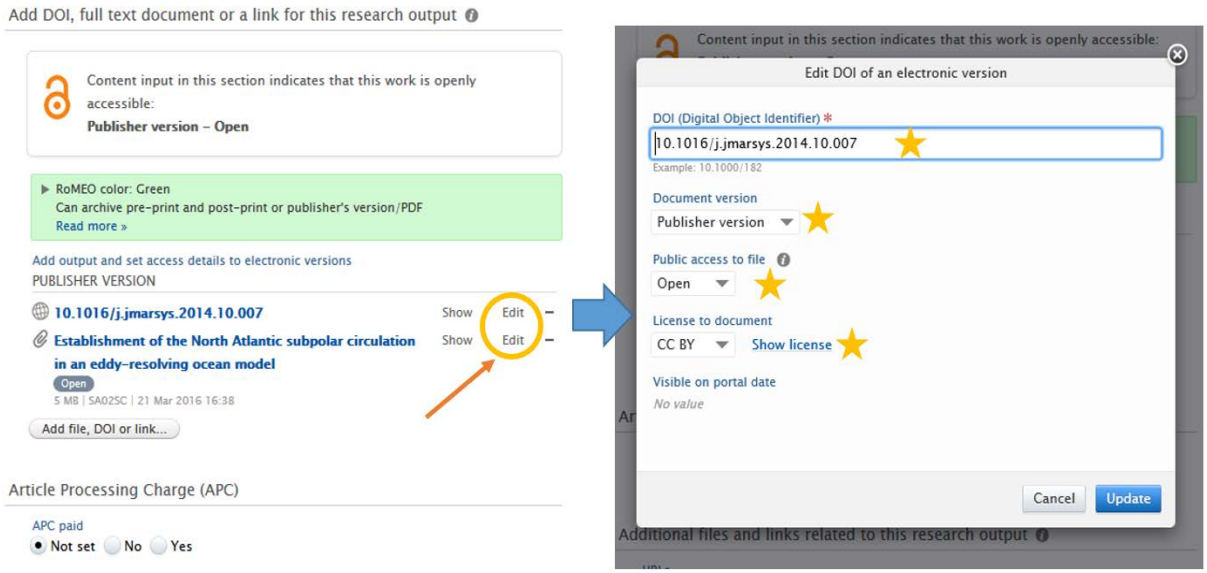
If your output is commercially sensitive you can change the visibility to confidential (by default this is set to 'public'), scroll down the upload window to the last section and click the drop-down to select 'confidential';



3 Setting the document version and re-use license

When you add either the DOI or a pdf of your work it is important to also state how your output should be re-used by anyone that views or downloads it; remember once you finish your upload and the details are validated it will be available to anyone with an internet connection. Ensuring you have all the elements added to your record (starred in the image below) will stop it being returned to you for re-validation and streamline the process of adding your outputs. Below are screenshots of a fully completed and compliant PURE entry. To the left is an extract from the research output submission window in PURE, where the DOI and a copy of the article are added. Clicking 'Edit' opens the window to the right in the below image – all four starred fields must be completed for both.

If any of these elements are missing from a record it will be returned to you, so getting it right means you will only do this once. Remember, as of 1 April 2016, you only have 3 months from acceptance of your article to complete the upload for it to be eligible for REF submission.



4 Any journal article or conference proceeding must satisfy 3 crucial points to be eligible for REF2021:

1. **A 'post-print' (or AAM) version* needs to be uploaded and available openly on the UHI Research Database (i.e. submitted through PURE, and marked as publicly visible).**
   The post-print version is sometimes called the author final version or the Author Accepted Manuscript (AAM) - it is post-review and all corrections, but prior to publisher formatting. The pre-print version, being the accepted version but possibly subject to additional editing, is **not** acceptable in REF regulations. Not all publishers allow the AAM version to be uploaded to a repository without some form of payment or embargo so don't assume you are allowed to make your AAM open access. Always abide by your publishing agreement and choose your journal carefully if you think an output should be included in the REF.
2. You must **provide a clear link to the publisher version, the DOI reference is ideal.**
3. The post-print version (AAM) must be **publicly available on the UHI Research Database within 3 months of publisher acceptance**** of the article for publication. This is an absolute deadline.

* Author Accepted Manuscript = the manuscript you send to your publisher post review and any suggested corrections prior to any publisher formatting. This is NOT the same as the version your publisher sends you for use "on your personal website", as they usually term it.

**The acceptance date for REF purposes is described by HEFCE as the date of notification of 'firm' acceptance following any updates to include all changes resulting from peer review, as well as any changes of an academic nature requested by the journal editor or conference organiser; the paper is ready for copy-editing or typesetting.

Open Access Publishing and REF – key points of the policy

1. All journal articles accepted for publication after 1 April 2016 **must** make the AAM open access on the institutional repository (PURE for UHI) to be eligible for REF submission
2. All conference proceedings with an International Standard Serial Number (ISSN) accepted after 1 April 2016 **must** make the AAM open access on the institutional repository
3. All other output types (Book chapters, monologues, reports) are **NOT included** in these rules, but if you can choose to add the same details if you wish.
4. Authors' final peer-reviewed manuscripts, generally known as 'Author Accepted Manuscript' (AAM) **must** be deposited in an institutional or subject repository within 3 months of the date of acceptance for publication (date of acceptance is defined as post review and suggested corrections, the date at which the publisher confirms the article will be published in a future issue)
5. Researchers may be asked to provide evidence of the date of acceptance for outputs and, if possible, a copy of their Copyright Transfer Agreement (or similar) following submission to the REF in 2020.
6. Final peer-reviewed manuscript can be replaced by final published version where permissible (e.g., upon payment of Article Processing Charge for 'Gold' Open Access)
7. Publishers' embargo periods can be respected, and items still under embargo at point of REF submission will still be eligible. Ensure your preferred journal allows an embargo on your 'Author Accepted Manuscript' (AAM) that is REF compliant: Embargo periods are set at:
   a. **STEM:** maximum embargo of 12 months
   b. **Arts, humanities and social sciences:** maximum of 24 months
   c. **Biomedicine:** maximum of 6 months (MRC policy)

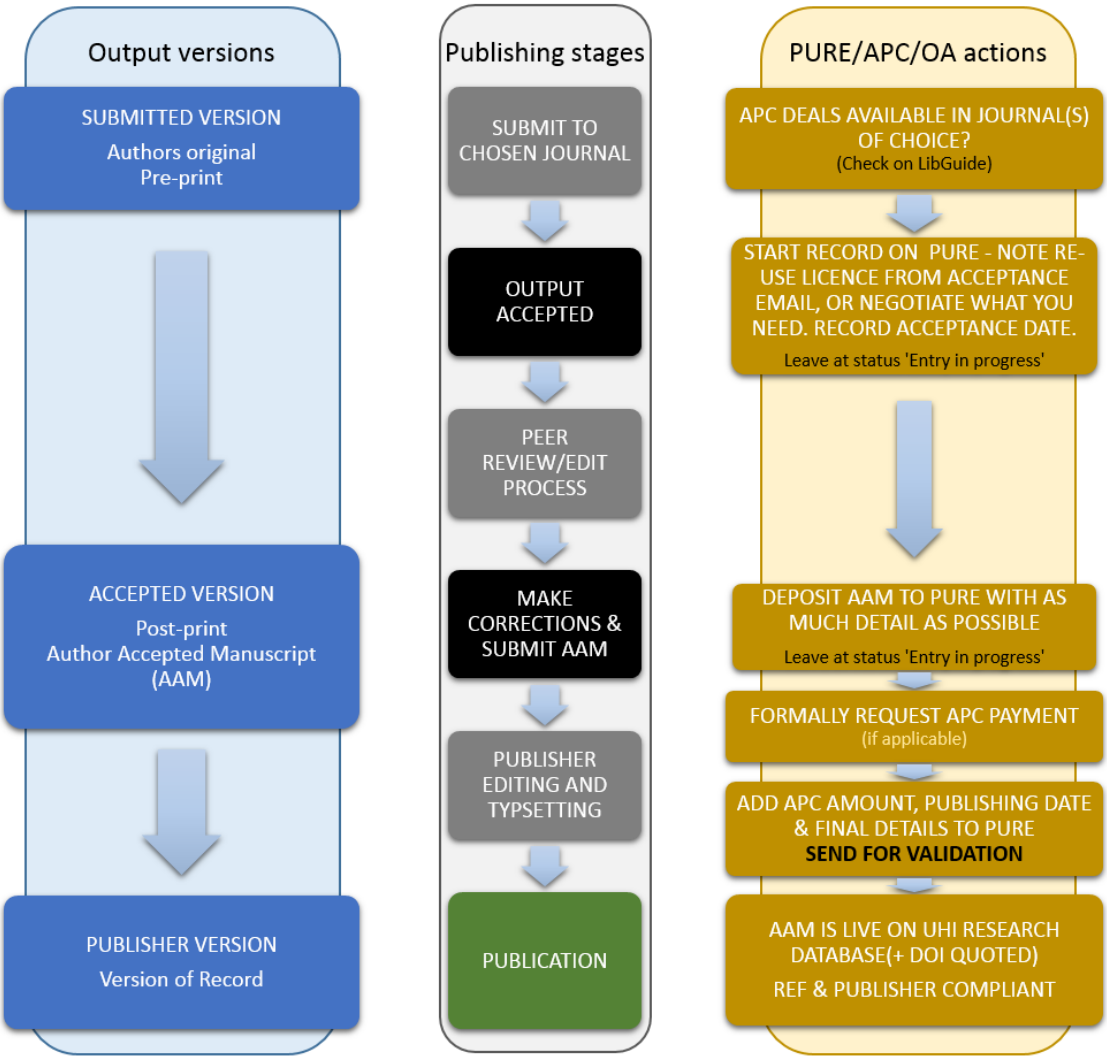
Article versions and publishing stages – what are they?

Submitted Manuscript/Preprint version
Author's own write-up of research results and analysis that has not been peer reviewed, nor had any other value added to it by a publisher (such as formatting, copy-editing, technical enhancements, and the like). Preprints should not be added to or enhanced in any way in order to appear more like, or to substitute for, the Published Journal Article.

Accepted Manuscript/Postprint version
The manuscript of an Article that has been accepted for publication and which typically includes author-incorporated changes suggested during submission, peer review, and editor-author communications. Not typeset or with publisher branding etc.

Publisher version
The fully edited and branded manuscript, usually viewed from the publisher website (or paper publication) via the DOI.

In relation to the process of publishing work, article versions, publishing stages and what to do within PURE the graphic below describes the parallel chronology:



What constitutes an 'open access' article

Put simply, Open Access is about making the outputs of research freely available to anyone without restriction.

Without restriction is key; any article that is published within a journal that is only available by subscription is **not** open access. Likewise, any embargoed article is not open access (although it may become so following the end of the embargo period). To cloud the issue further it is possible to publish a subscription only article within a journal that "supports" open access i.e. the journal has a mixture of open articles and subscription only articles. This is an evolving area but a summary of the basics is outlined above with more detail and further reading has been added to the university research website at:
https://www.uhi.ac.uk/en/research-enterprise/resource/open-access