

How to add your article (contribution to a journal) to Pure

TU Delft Library, 21 December 2016

Please note the following before registering research output:

1. The research output to be registered should refer to an affiliation with Delft University of Technology or a faculty/department/institute. If this is not the case [please contact the Pure contact person at your faculty](#).
2. Articles *in preparation* or *submitted to an journal* cannot be registered; only *electronic publications ahead of print* or finally *published* output must be registered in Pure.
3. Only those fields marked with an asterisk (*) are required and should be completed.
4. In order to complete the registration please submit the accepted author manuscript (post print) of your article in Pure (see step 9).
5. Research output entered in Pure is deposited in the [TU Delft Institutional Repository](#), meeting the [Open Access policy](#) requirements.

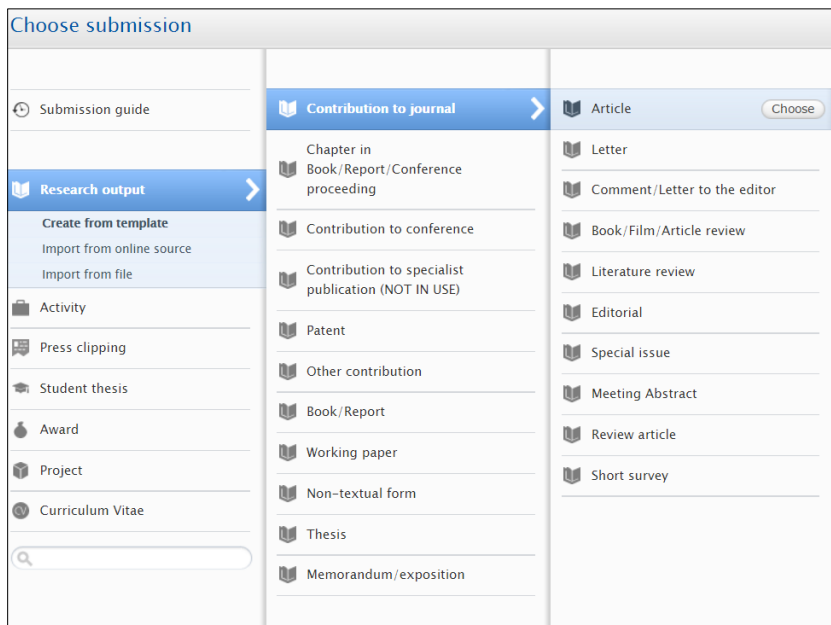
1. New research output

After [logging into Pure](#) select the + next to **Research output** on the left side of the screen.



2. Correct research output type

Select '**Contribution to journal**' and then select '**Article**'.



3. Publication Type: Scientific, Professional or Popular

Choose the correct 'Publication category'.

Type

Publication category *

☐ Scientific ☐ Professional ☐ Popular

SEP output type

Not eligible ▼

If 'Scientific', mark 'Peer-reviewed' or 'Not peer-reviewed'.

Type

Publication category *

☒ Scientific ☐ Professional ☐ Popular

Peer-reviewed *

☒ Peer-reviewed ☐ Not peer-reviewed

SEP output type

Refereed article ▼

If 'Professional':

Type

Publication category *

☐ Scientific ☒ Professional ☐ Popular

SEP output type

Professional publication ▼

If 'Popular':

Type

Publication category *

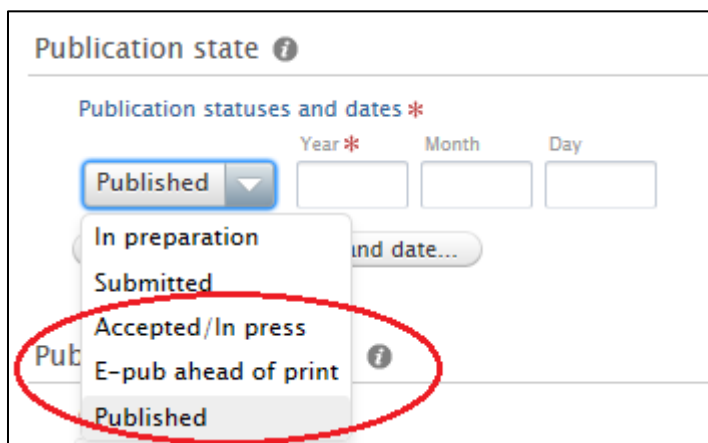
☐ Scientific ☐ Professional ☒ Popular

SEP output type

Publications aimed at the general public ▼

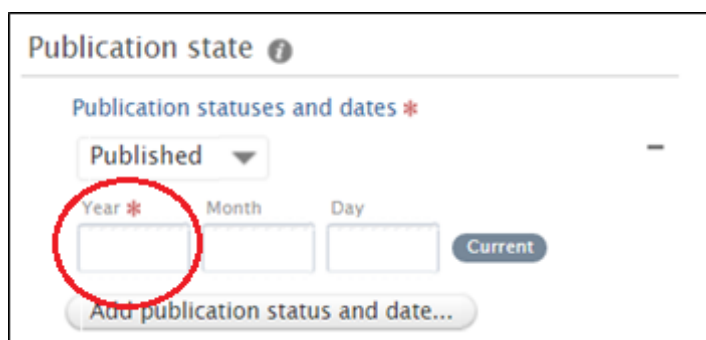
4. Publication state

- Articles 'In preparation' or 'Submitted' must not be registered.



The screenshot shows the 'Publication state' section of a form. A dropdown menu is open, displaying several options: 'Published', 'In preparation', 'Submitted', 'Accepted/In press', 'E-pub ahead of print', and 'Published'. The option 'Accepted/In press' is circled in red. Above the dropdown, there are input fields for 'Year *', 'Month', and 'Day'. A button labeled 'Add publication status and date...' is also visible.

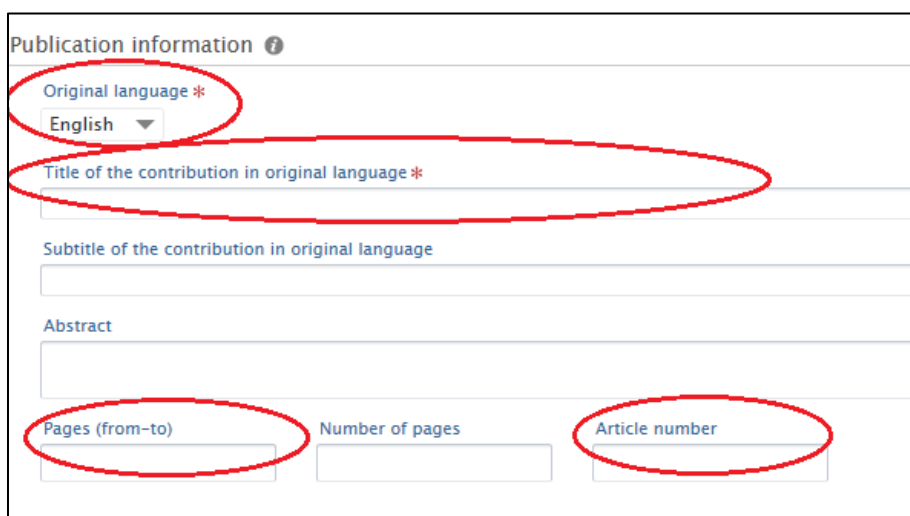
- Only fill in the publication year. Month and Day are not required.



The screenshot shows the 'Publication state' section of a form. The 'Published' dropdown is selected. Below it, there are input fields for 'Year *', 'Month', and 'Day'. The 'Year *' field is circled in red. A button labeled 'Current' is next to the 'Day' field. At the bottom, there is a button labeled 'Add publication status and date...'.

5. Publication information

- Check/correct 'Original language'.
- Fill in the 'Title of the contribution in original language'. If you need to insert mathematical/chemical symbols or diacritical marks please click on 'Symbols formatting'.
- If known please indicate 'pages (from-to)' and/or the 'article number'



The screenshot shows the 'Publication information' section of a form. Several fields are circled in red: 'Original language *' (with a dropdown menu showing 'English'), 'Title of the contribution in original language *', 'Pages (from-to)', 'Number of pages', and 'Article number'. There are also input fields for 'Subtitle of the contribution in original language' and 'Abstract'.

6. Authors and affiliations

- If you are logged into Pure your name and affiliation are automatically filled in. Check if this information is correct. If not, click on 'edit' next to your name.
- Click on the button '**add person...**' if you need to add another author to your article.
- In case the author is an employee of Delft University of Technology, enter the name in the **search field** and choose the right person. A new field will pop up. Check if the information is correct. Please make sure to choose the correct '**Affiliation on the research output**'.

Publication information ⓘ

Original language *
English ▼

Title of the contribution in original language *

Subtitle of the contribution in original language

Abstract

Pages (from-to) Number of pages Article number

Authors and affiliations ⓘ

Authors *
No persons or organisational units associated

Add person... Add organisational unit... Add group author...

Research output managed by ⓘ

Managing organisational unit *

Edit person

Internal person

Name and role on the research output

First name Last name *

Role *
Author ▼

Affiliation on the research output

Mechatronic Systems Design
(1/05/16 -- 31/10/16)

Space Systems Engineering
(1/01/70 -- present)

Affiliate to another organisational unit...

Affiliate to an external organisation...

Cancel Create

- In case the author is not an employee of Delft University of Technology, enter the name in the **search field** and choose the right name, or click on '**create external person**'. When filling in a new name please note that initials are required, separated by dots, and choose the right external organisational unit.

Publication information ⓘ

Original language *
English ▼

Title of the contribution in original language *

Subtitle of the contribution in original language

Abstract

Pages (from-to) Number of pages Article number

Authors and affiliations ⓘ

Authors *
No persons or organisational units associated

Add person... Add organisational unit... Add group author...

Research output managed by ⓘ

Managing organisational unit *

Search and add Person - or create External Person

Search **Create external person**

First name Last name *

Role *
Author ▼

Type
External person ▼

Country
▼

Affiliation on the research output

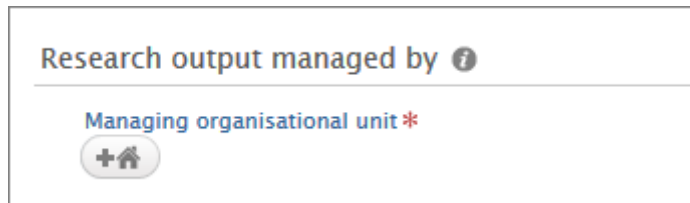
Organisational unit


Add organisational unit...

Cancel Create


7. Research output managed by

- If you are logged into Pure the managing organisational unit will be filled in automatically. Select the section of the first author with an affiliation of Delft University of Technology. Please note that this could be another section than yours.
- Important (!): only select the department/faculty if the first TU Delft author is directly working for the department or the faculty and does not have a section / research group .
- In case of multiple employments, remove the incorrect one(s) for this publication.



Research output managed by 

Managing organisational unit *

8. Journals

Select 'Add journal' and select the journal where the article is (or will be) published and if available fill in the volume and issue number.



Journal

Journal *

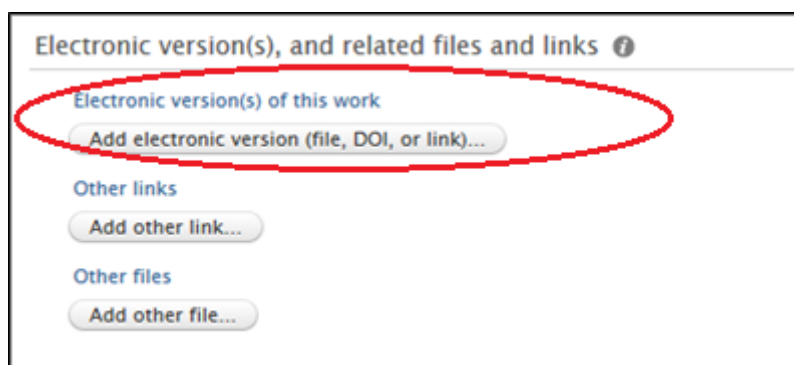
Add journal...


Volume

Issue number

9. Electronic version(s), and related files and links

If available please add electronic version by uploading the file, DOI or link by choosing 'Add electronic version (file, DOI, or link)'.



Electronic version(s), and related files and links 

Electronic version(s) of this work

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

Other links

Add other link...

Other files

Add other file...

Choose one of the options:

Choose type
Upload an electronic version
Add DOI of an electronic version
Add link to an electronic version

- Depending on your choice, upload an electronic version from your computer (see print screen below), DOI or link.
- Select the correct '**Document version**': *Accepted author manuscript* (if possible upload a PDF version of the 'Accepted Author Manuscript').
- Select the correct '**Public Access to File**'. If case of an embargo, choose '**Embargoed**' and fill in the Embargo dates. In case of doubt of the Open Access status, select **Closed**. The Library will check this and select the right value for this field.
- Click 'Create'.

Upload an electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File *

Drag file or [browse](#) your computer.

File title

Document version

No value

Access to electronic version

Public access to file *

Select access...

Visible on portal date

No value

License

License to document

Select license...

Cancel Create

10. Save your research output

Click save on the bottom of the screen.

Status: For validation Save

Additional information like TU Delft Research ID's, author's keywords and abstract (if available in your file) will be added by the Library.