

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

TU Delft Library, 8 February 2024

This instruction explains how you manually add a journal article into Pure.

In accordance with the [TU Delft Open Access policy](#), all TU Delft researchers should make a free version (PDF file) of their TU Delft affiliated publication publicly available. Files are uploaded into the [TU Delft repository](#) using [Pure](#).

Please note:

- Before you start, check if your publication is not already present in Pure: the Library imports TU Delft publications from Scopus on a daily basis. If you have published your article in a Scopus indexed journal, it is likely already added to Pure.
- Only fill out the necessary fields (those marked with an asterix *).
- The Library checks and completes your entries where needed.

Adding content (add research output)

After [logging into Pure](#), you start by clicking the green ‘**add content**’ button on the right. Pure will ask you to select a Research output type.

1. Research Output type

Select **contribution to journal** and then **article**.

2. Type

With the **publication category** you indicate the ‘targeted audience’ of your publication.

- Scientific = aimed at academic peers;
- Professional = aimed at professionals such as journalists, policy makers, teachers, etc.;
- Popular = aimed at the general public.

NB: If you choose ‘**scientific**’, you will be asked to indicate whether the publication has been **peer-reviewed**.

Type

Publication category *

Scientific Professional Popular

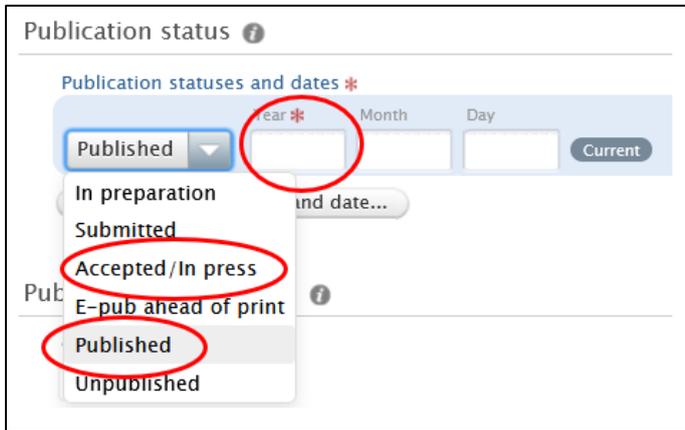
Peer-reviewed *

Peer-reviewed Not peer-reviewed

3. Publication status

Specify when the article was *published*.

- Register your publication when it is in its final stage, ‘**published**’. Don’t register publications that are still ‘in preparation’ or ‘submitted’.
- Add only the **year** of publication (leave *month* and *day* blank).



4. Publication information

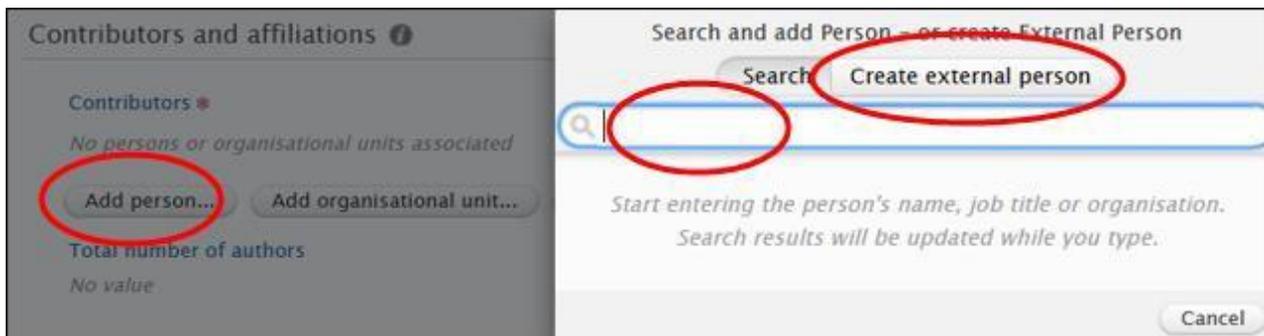
Specify the following:

- **Original language** – Change if not published in English.
- **Title** – If you need to insert mathematical/chemical symbols or diacritics, please click on ‘*symbols formatting*’.
- **Subtitle, abstract** – if applicable.
- **Pages (from-to)** or the **article number** (whichever applies).

5. Contributors and affiliations

Add the names of your co-authors. Your own name and affiliation have already been filled out by Pure. Click on **add person** to add a co-author. If the co-author can't be found, you can **create** a new **external person**.

The role is set to ‘author’ by default. Please change if needed.



Your TU Delft **affiliation** has automatically been filled in by Pure. Pure does the same for internal (TU Delft) co-authors.

Note:

- If your publication is **not** affiliated with the TU Delft, you should **remove** your TU Delft affiliation, and replace it with the correct external affiliation.
- For external co-authors the affiliation can be left empty. Affiliations are always checked and completed by the Library.

If applicable, check the box next to **corresponding author**.

6. Publication managed by

You can ignore this field; Pure will have filled this out automatically. The Library will change the value if necessary.

7. Journal

- Select **add journal** and select the journal.
- Provide the **volume** and **issue number** if these are not provided with the publication itself.

If a journal is not found, you can add it manually. Select **create new** and fill in the **title** (you can leave the other fields blank).

The image shows two parts of a web interface. On the left is a 'Journal' section with a 'Journal *' label, an 'Add journal...' button, and input fields for 'Volume' and 'Issue number'. On the right is an 'Add journal' modal window. It has a 'Search' button and a 'Create new' button. Below these are a 'Type' dropdown menu set to 'Journal', a 'Title *' input field, an 'ISSN' input field, and a 'Publisher' section with a '+m' icon. At the bottom of the modal are 'Cancel' and 'Create' buttons.

For your convenience, the Open Access policy of the journal is shown under 'Open Access guidance'. This can help you decide which version of your article you can upload (either the published or accepted version).

The image shows a box titled 'Open Access guidance'. Inside, there is a link for 'Sherpa Romeo policy recommendations' and a list of four items, each with a right-pointing arrow: 'Submitted version', 'Accepted version', 'Published version', and 'Publisher policies'.

The data of these policies come from the [Sherpa Romeo database](#).

8. The Electronic version(s)

This is where you add your Open Access file(s).

The image shows two parts of a web interface. On the left is a section titled 'Electronic version(s), and related files and links'. It has a sub-section 'Electronic version(s) of this work' with an 'Add electronic version (file, DOI, or link)...' button. Below that are 'Other links' with an 'Add other link...' button and 'Other files' with an 'Add other file...' button. On the right is a 'Choose type' modal window with three options: 'Upload an electronic version' (highlighted with a blue bar and a right arrow), 'Add DOI of an electronic version', and 'Add link to an electronic version'.

There are three options: you can upload a (PDF) file, add a DOI or a link to the publisher's website.

Note:

- To comply with the [TU Delft Open Access policy](#), you should upload a free version (PDF file) of your publication in the TU Delft Repository (via Pure).
- When you provide a (PDF) file, it will be stored in the [TU Delft Institutional Repository](#) and shown on the [TU Delft research portal](#).
- The Library validates all uploaded files, and will help you find a solution in case there is a problem with the file you uploaded.
- If your article has a **DOI** number, **add it**. The DOI is indispensable for making your publication better findable online and is used by the Library staff to verify your publication's details.

Which version can you upload?

If possible always upload the final published version. Dutch copyright law allows universities to share the published version of any article after a six-month embargo, provided they have been publicly funded. Based on this law, The TU Delft will effectuate a new policy in 2023, making the six-months embargo the default for all publications not already Open Access. More details will be shared on the library's ['You Share, We Take Care'](#) page. Please contact the Library if you have any question about your upload (library@tudelft.nl).

When the final published version is not available, please upload the accepted author manuscript.

Uploading your file(s)

When uploading your file, you are asked to fill in the following details:

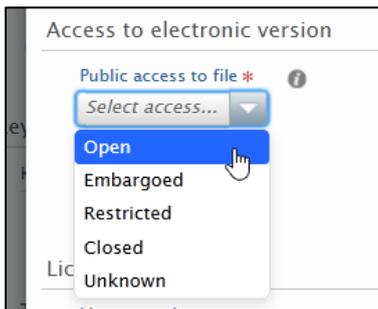
- The **document version**
- The **public access status**
- A **licence** (if applicable)

The image shows a screenshot of a web form for document upload. It is divided into three sections:

- Document version:** A dropdown menu currently showing "No value".
- Access to electronic version:** This section contains:
 - "Public access to file *": A dropdown menu showing "Select access..." with an information icon to its right.
 - "Available on portal date": A text field showing "No value".
- Licence:** A dropdown menu showing "Licence to document" and "Select licence".

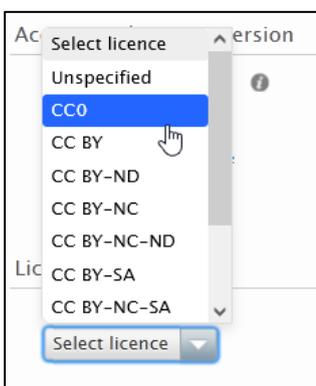
The public access status

Select 'open' unless there is an **embargo** on the file; this should be clear from the Open Access policy of the journal or publisher. Only choose 'closed' if 'open' or 'embargoed' are not an option.



Licence

Add the [Creative Commons License](#) granted to the article, see license listing on the publisher's website.

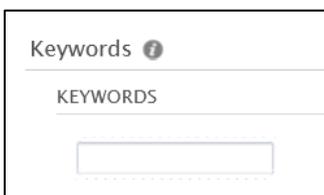


Other files/Other links

Don't use this to upload your file(s), use 'Electronic version(s)' instead. Use these only if you want to add additional sources that are relevant to the publication. Please be aware that these files will also be visible on the Pure portal, so make sure you set the 'public access to the file to 'closed' if you don't want it to be accessible by others.

9. Keywords

Usually, keywords are provided in the article. You can leave this empty, but keywords make your article better findable. Add one keyword per box.



10. Save your record

Always click **save** to save (the changes to) the record.



This work is marked with [CC0 1.0 Universal](#)

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