

# Pure and Open Access (OA)

## How to create a Pure record for an accepted manuscript

Once you receive notification from your publisher that your article / conference proceeding (with an ISSN) has been firmly accepted for publication, you will have to carry out the following steps no later than 3 months after the date of acceptance.

1. Login to Pure at [bristol.ac.uk/pure](http://bristol.ac.uk/pure)
2. Click on the 'Add new' green button
3. Select the **Article template** from the 'Add new record' screen (this template should also be used for conference proceedings with an ISSN)



A blank template will appear in a new window. Complete the mandatory fields that are marked with a **red asterisk\*** and upload the accepted manuscript as follows:

Type

Peer-reviewed \*

Peer-reviewed  Not peer-reviewed

Publication state ⓘ

To add an accepted date, select "Accepted/In press from the drop-down menu.

Don't add a "Published" date unless your work has been published and you know the full date. \*

Accepted/In press ▼ Year \* yyyy Month mm Day dd

Select 'Accepted/In press'

Publication information ⓘ

Original language \*

English ▼

Title of the contribution in original language \*

Add the title here (note the language field above) ↵

Authors and affiliations ⓘ

Authors \*

+ person icon | dermott, es | ✕

Create external person

**Dermott, Esther**  
Centre for the Study of Ethnicity and Citizenship  
Gender  
Ethnicity and Migration

Too many authors?  
Make sure you include  
at least Bristol authors

4. Select **Peer-reviewed**
5. Change the publication state from Published to **Accepted/In press** (drop-down) and **add the full date of acceptance** in the boxes to the right
6. Add the **Title** of the publication (note the original **language** of the publication will be English by default)
7. Add authors by clicking on the **person icon / 'Add person...'** button (note you might have been added automatically). **Create external person** records to add authors from other institutions.

**There are thousands of authors in Pure so double-check the data here!**

Research output managed by

---

Managing organisational unit \*

**This field will auto-populate once an author has been added**

Journals

Journal \*

**Note you may be presented with variations in names/ISSNs**

Electronic version(s), and related files and links

Electronic version(s) of this work

*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...

Relations

Outputs Projects Activities Impact Equipment

**If you have projects in Pure link them here**

8. This is the organisation that will have editing access to the record, so **ensure the most appropriate School or Department is listed**

9. Click on the 'Add journal...' button and search for the right journal title and ISSN on the pop-up window

10. Upload the accepted manuscript by clicking on the 'Add electronic version (file, DOI, or link)...' button, then select **Add a File**. On the pop-up:

a. **Browse** the document (PDF)

b. Change **Document version** from 'No value' to 'Accepted author manuscript'

c. In the **Public access to file** field select 'Open' (if you have concerns, please email the Open Access team at oa-audit@bristol.ac.uk)

**Click 'Create'**

11. Researchers are encouraged to **add relations**, particularly to Projects

12. **Finally, remember to save your changes!** This will send the record to the Open Access team for checking. Please note, research outputs will not be visible publicly until validated by the Open Access team.

## Pure tips

**Always save your records as 'Complete'**. Do not save records as Drafts unless work in progress.

**Each publication record in Pure must contain at least one author's affiliation to the University.**

For works published elsewhere, please add this information as an external affiliation (white-house icon) whilst keeping your affiliation to the University of Bristol (internal affiliations appear as a grey-house icon).



pure-support@bristol.ac.uk, about Pure  
oa-audit@bristol.ac.uk, about Open Access



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