

# Pure and Open Access (OA)

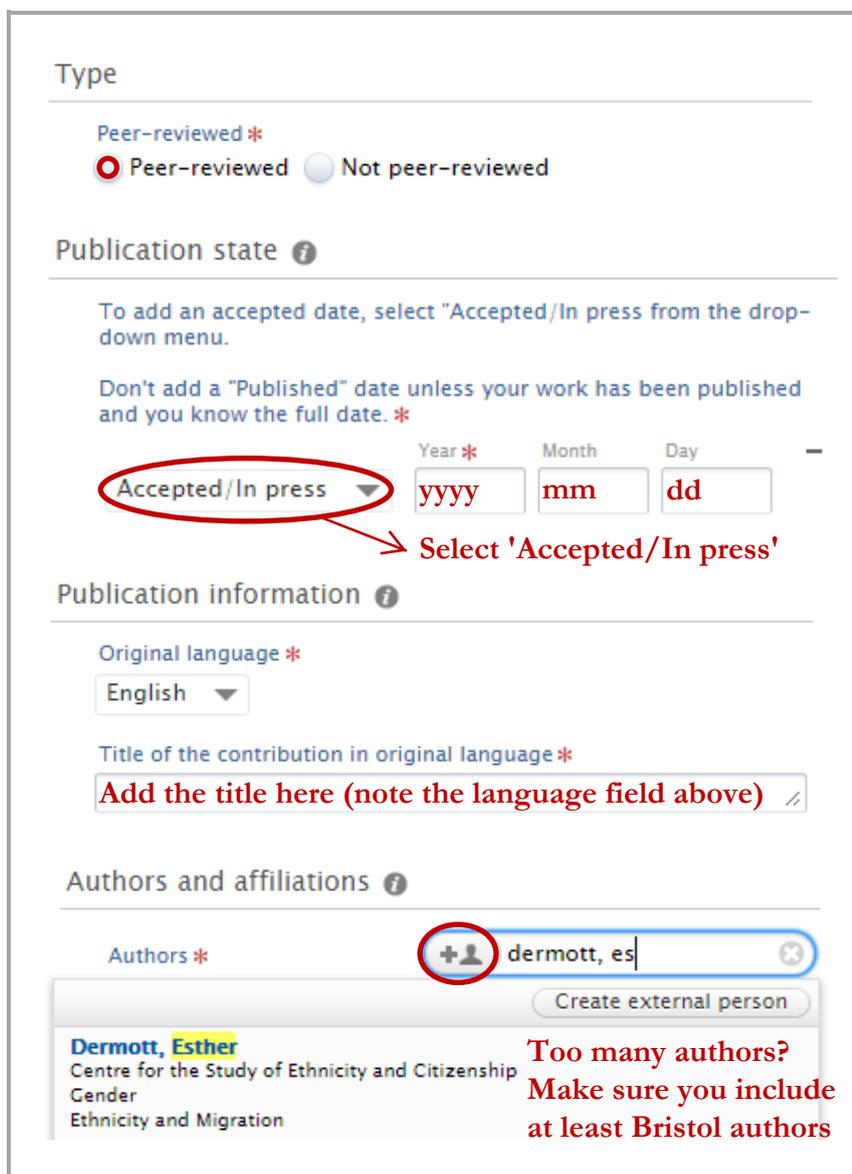
## How to create a Pure record for an accepted manuscript

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:

A screenshot of the Pure record creation form. The form is divided into sections: "Type", "Publication state", "Publication information", and "Authors and affiliations". In the "Type" section, "Peer-reviewed\*" is selected. In the "Publication state" section, "Accepted/In press" is selected in a dropdown menu, with a red circle around it and an arrow pointing to the text "Select 'Accepted/In press'". In the "Publication information" section, "English" is selected in the "Original language\*" dropdown, and the "Title of the contribution in original language\*" field contains the text "Add the title here (note the language field above)". In the "Authors and affiliations" section, "dermott, es" is entered in the "Authors\*" field, with a red circle around the person icon and a plus sign. Below the input field, a dropdown menu shows a suggestion for "Dermott, Esther" with her affiliation: "Centre for the Study of Ethnicity and Citizenship, Gender, Ethnicity and Migration". A red text box next to the suggestion says "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

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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

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

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.

## 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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