Pure-manual for researcher

A quick user guide

Erasmus University Rotterdam
Make it happen.

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Vision management

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1. Introduction

In this manual we will explain the most important functionalities especially for the researcher. We will help you by logging into the system and help you making the correct decisions within the registration of your research output.

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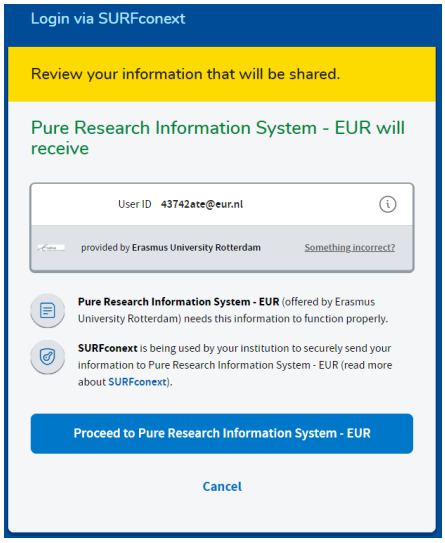
2. General

2.1 Logging in

You can log into Pure with your ERNA-id. To log into Pure, go to https://pure.eur.nl/admin (Figure 1).

The browsers Google Chrome, Edge and Firefox can be used.

The first time you login you will be directed to the screen below, because of the SURF Conext login procedure. Click proceed to Pure Research Information System. After proceeding, this screen will not appear the next time you login.



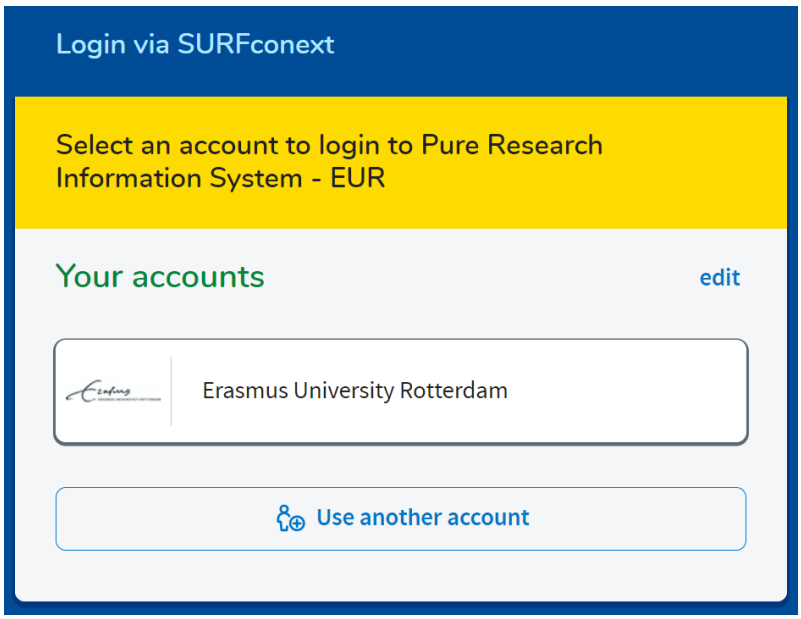
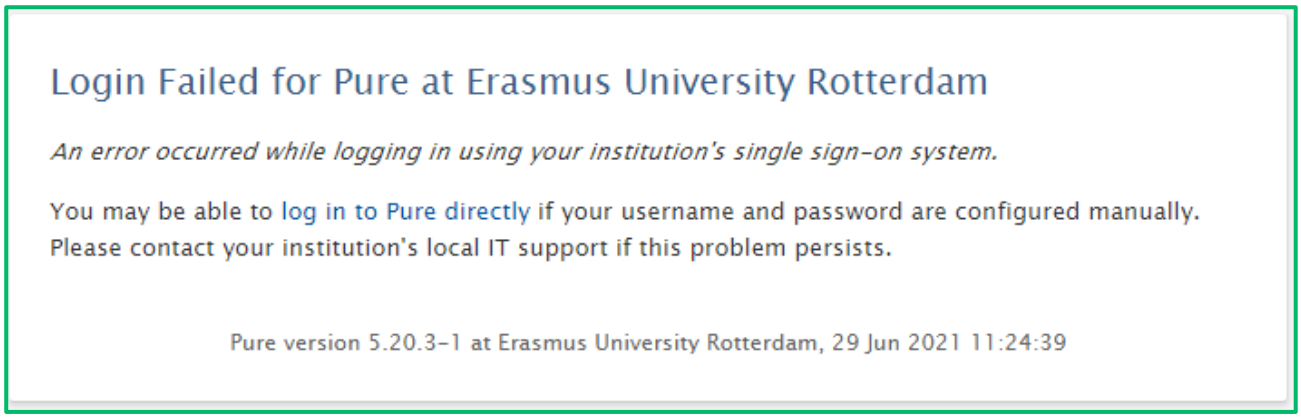


Figure 1: Log in of pure

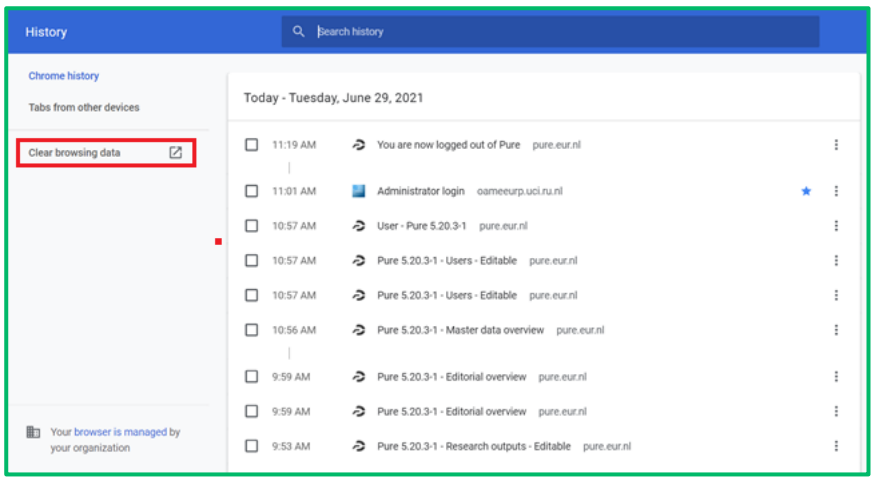
2.2 Problems with logging in

A frequently appearing notification will happen if the browser contains cookies related to the login procedure. For example, when Single Sign On (SSO) has been used for other purposes and has not been closed correctly, a cookie remains stored within the browser. In that case you are not able to login:

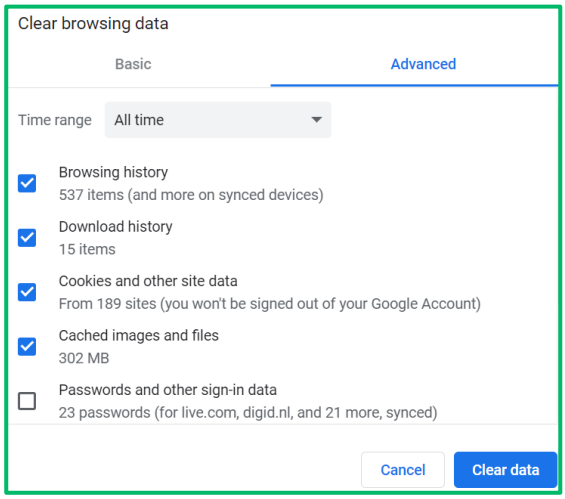


To solve this problem, please follow the next instruction (an example from Google Chrome has been used)

- At the top right click More ⋮ *Settings*
- At the bottom click *Advanced*
- Under *Privacy and security* click Cookies and other site data
- Click *See all cookies and site data*
- At the top right, search for the website's name (https://pure.eur.nl/admin)
- To the right of the site, click *Remove* 🗑



- Select the following items and click on *Clear data*



- Type in the correct URL for logging into Pure within the opened browser.
- You will be directed to the SURF Conext screen again.
- Login by using your network account and your network password.

Finally, if this instruction will not work for you, please try another browser which has not been used for signal sign on (SSO) today.

2.3 Dashboard

After successfully logging in, you will see the following page:

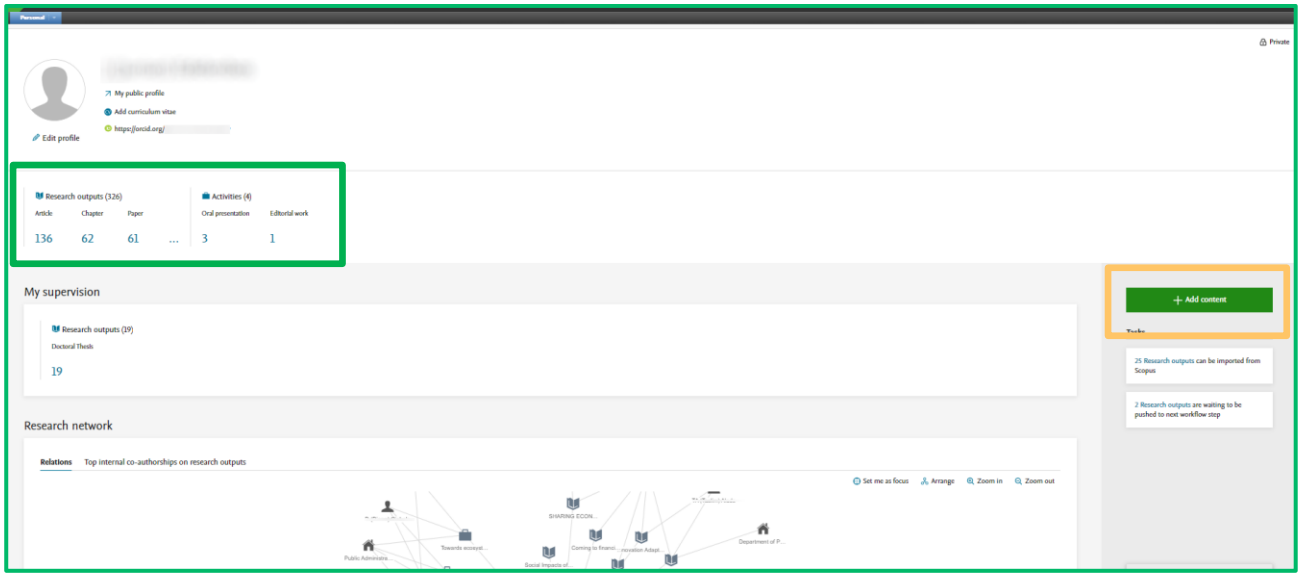


Figure 2

In the green part you see the existing content; the orange part is where you can add content. In the top of the page it is possible to add/adjust your profile (for more information, see chapter 4 Profile settings). In the right side you see the option to submit research output (+ add content) and just below that button, you will see the tasks. Tasks that appear, but does not require action on your part, are the one with 'import form Scopus (or PubMed, etc.). the UL takes care of these import questions.

2.4 Required fields

Fields with an asterisk (*) are required. When leaving these fields empty, Pure will give an error.

2.5 Searching in Pure

There is a variety of possibilities to search your content. In the next figure is indicated with arrows where you can search and filter your content.

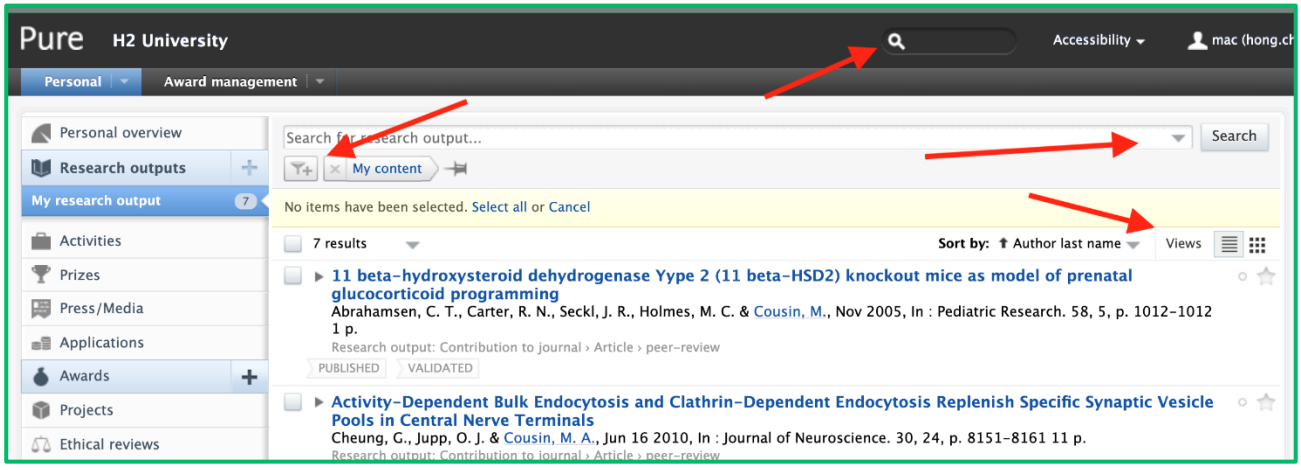


Figure 3

2.6 Check (your) content before registration

The *My Content* filter shown in figure 3, shows the list of research output in which you are included as internal co-author. If your name has been used in a publication as an external author than that specific publication is not visible by the My content filter. So, to check if a publication is already registered in Pure, please delete the My content filter, type the title of the publication in the search bar and click on the Search button.

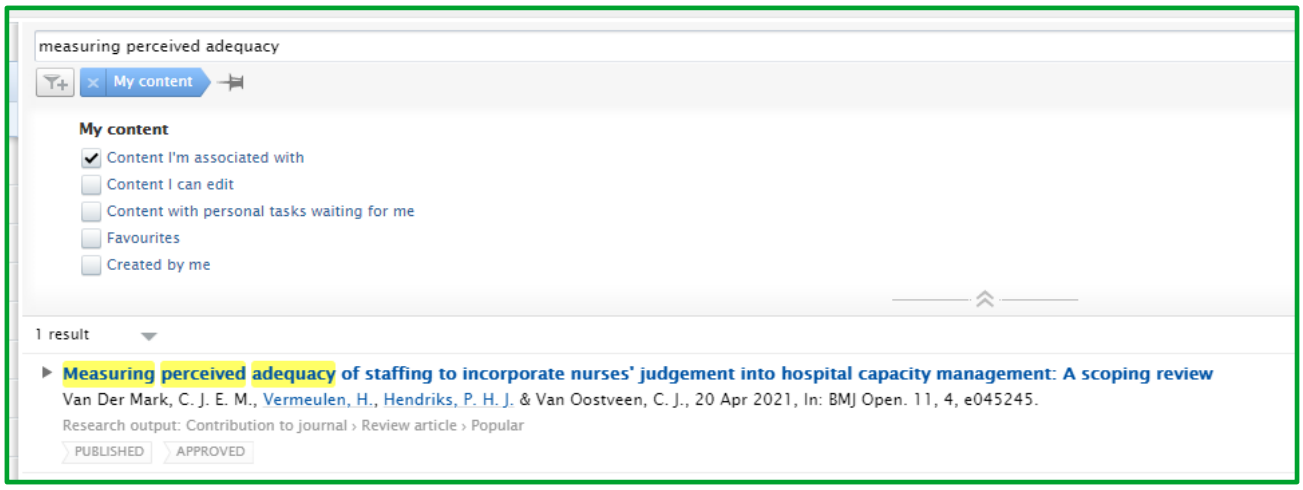


Figure 4: My content filter

After deleting the My content filter the list with publications changes: A duplicate becomes visible but the first publication was registered with Hendriks as an exernal researcher compared with the second publication. In the situation in which you as an external author has been added, please claim this publication as your publication by using the claim button (see paragraph 3.6).

So, check if a result has already been registered before you start with the registration process.

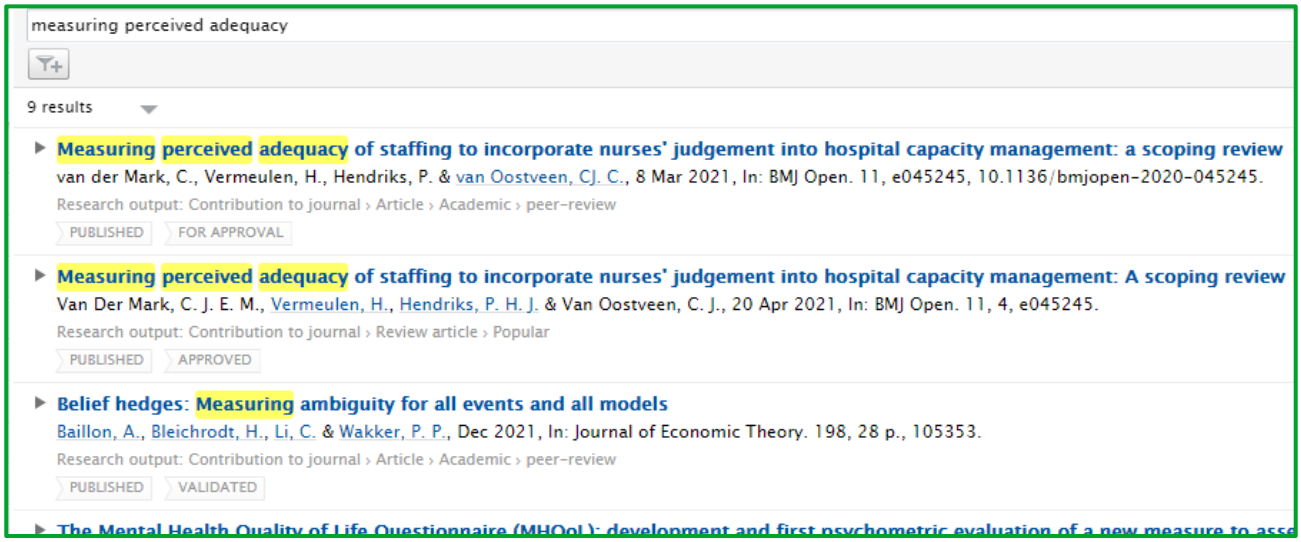


Figure 5: My Content filter has been deleted and leads to more results with the same title

2.7 Help

When experiencing any difficulties with the system, please contact the key user within your faculty:

For an up to date overview, consult https://www.eur.nl/en/library/research-support/pure-registration-research-output/faculty-key-users You can also consult the help button in the bottom right of your screen:

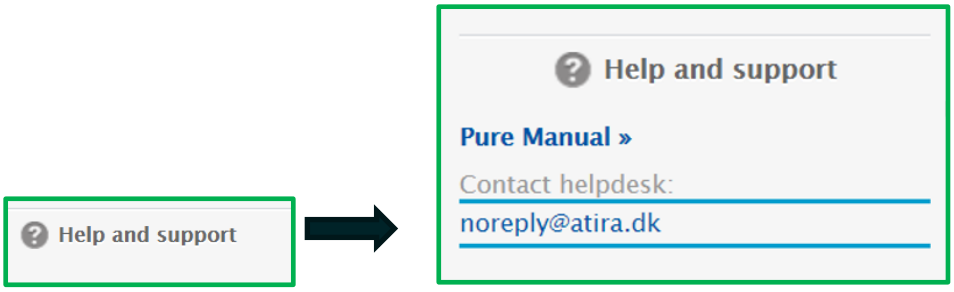


Figure 4: Help in Pure

3 Register research output

Pure is the application to register publications (in Pure these publications are indicated as 'research output'), but also activities, prizes and media output. In chapter 3.1 an overview will be given of the different output types in Pure. For faculties who decided in April 2021 to use the University Library service model (UL service model), their researchers can use the Quick submit feature (see chapter 3.1). Others need to use the manual registration (see chapter 3.2). Pure also offers researchers and faculties to register other content types (like activities and awards). These can be registered via the manual registration, chapter 3.2. For all researchers applies that there is an automated harvesting from online sources. This means that Pure searches for new publications and updates on existing publications. How this works, you can read in 3.3. In 3.4 is the last possibility described, the submitting of publications via the importing feature of Pure.

3.1 Types of research output

3.1.1 Publications

Research output in Pure refers to publications.

The figure below shows the different publication categories from where a sub type can be chosen.

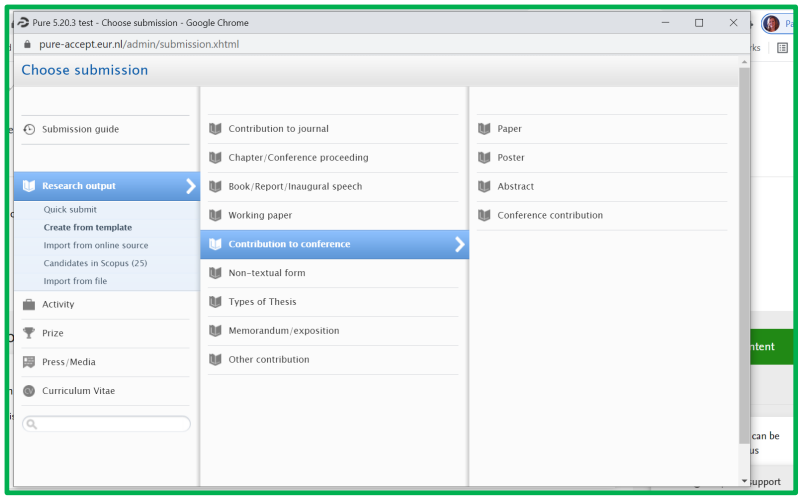


Figure 5: sub types

Table: Pure Research output (sub) types which are being considered as publications

Research output type in Pure	Sub-type in Pure	Description
Contribution to journal	Article	An journal article is a self-contained nonfiction prose composition on a specific topic, written by one or more authors and published in a journal.
	Book/Film/Article review	A book/film/article review is an evaluative account of a recent book, film, or article, usually written and signed by a qualified person, for publication in a current newspaper, magazine, or journal.
	Case note	A case note (also called annotation) serves as a summary of the law and the facts of a case note/annotation and demonstrates how a particular law enacted by Congress or a state legislature is interpreted and applied. Annotations usually follow the text of the statute they interpret in annotated statutes.
	Comment/Letter to the editor	A letter, usually printed at the discretion of the publisher on the editorial page of a newspaper or magazine, in which a reader expresses his or her views on the subject of a previously published article or editorial, or on the editorial policy of the publication in general, sometimes followed by a brief response from the editor(s). A letter to the editor can also be a response to a previous letter to the editor by the author(s) of the original article)"
	Conference article	An article that has been presented on a conference and has been published in a journal.
	Editorial	An article in a newspaper or journal presenting the opinion of the publisher or editor.
	Literature review	A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books, and other sources relevant to a particular area of research.
	Meeting abstract	Abstract of a meeting
	Review article	A journal article review is an evaluative account of a recent of a newly published literary or scholarly work, usually written and

		signed by a qualified person, for publication in a current newspaper, magazine, or journal.
	Short survey	the collection of information from a sample of individuals through their responses to questions.
Chapter/Conference proceeding	Chapter	Texts written by a single author or collaboratively based on research or scholarly findings and expertise in a field.
	Conference proceeding	Collection of academic papers published in the context of an academic conference or workshop. Conference proceedings typically contain the contributions made by researchers at the conference.
	Foreword/postscript	A foreword is a piece of writing placed at the beginning of a book or other piece of literature. Typically it is written by someone other than the primary author. A postscript is text added at the end of a book or other document. They can be used as short add-on to the original story.
	Entry for encyclopaedia/ dictionary	A short article about or description of a specific (scientific) subject. It will often be aimed at an audience that is not familiar with the subject.
Book/Report/Inaugural speech	Book	An independent publication about a limited number of subjects (monograph, possibly in several volumes) of which the full content was written by the same author(s); usually published with an ISBN.
	Book editing	Editorship of a book which was not written by the editor(s).
	Report	Document reporting on research, often commissioned by a third party.
	Inaugural speech	Published version of an inaugural speech. This can contain more text than the speech itself and usually has an ISBN.
Working paper	• Working paper (Accepted version or version of record) • Discussion paper	Working paper A preliminary scientific or technical paper Discussion paper A "discussion paper" is a quantitative depiction of a specified topic, including but not limited to, a summary of applicable objections and appropriate conclusions drawn from the project. The root cause of a discussion paper is to understand a given topic more fully for a committee or commission's review
Contribution to conference	• Paper • Poster • Abstract • Conference contribution	Paper A conference paper is a manuscript that is submitted as a contribution to a conference Poster A (scientific) poster is an illustrated summary of research that scientists and engineers use to present their scientific discoveries to larger audiences. Abstract A (scientific) abstract summarizes your research paper or article in a concise, clearly written way that informs readers about the article's content. Researchers use abstracts to determine whether

		a paper is relevant to their work and/or decide which papers to acquire and read. Conference contribution Contributions to a conference that are not published in a regular journal. They may be published on the conference website. (Attention: For a conference paper, poster or abstract you can select the specific document type.)
Non-textual form	• Design • Digital or visual products • Software • Web publication/site	Design A description (model) of a of the (future) reality. Can take different forms, like text, Computer Aided Design (CAD), drawing, pattern or scale model Digital or visual products Digital product based on or as result of research. Needs to be available to third parties and stored (archived) in a durable way. Software Code, script, software or computer program developed during research. Organized in a way that it is verifiable and reusable. Web publication/site Publication on a reputable website within the research domain available through internet, which is not published in a regular journal nor in the context of a conference
Types of thesis (To be uploaded in Hora Finita. The UL takes care of registration in Pure)	Doctoral thesis (Accepted version or version of record)	Scientific publication with which the title of doctor (PhD) was obtained.
Memorandum / exposition	• Research case • Research proposal • Teaching case	Research case [to be added] Research proposal A detailed plan or 'blueprint' for the intended study. (A document that is written to present and justify your interest and need for researching a particular topic) Teaching case A teaching case is a rich narrative in which individuals or groups must make a decision or solve a problem. Teaching cases provide information, but neither analysis nor conclusions
Other contribution	• Other contribution	Choose for publications for which a specific document type could not be found

3.1.2 Activities, Prizes and Press/Media

According to the definitions of the VSNU, activities are those scientific activities that do not result in a publication. In Pure these are divided in the types Activities, Prizes and Press/Media. In following three tables give an explanation about the various types and sub-types

Table: Pure Activities

Activity type in Pure	Sub-type in Pure	Description
PhD Examination	Examination	Teaching and supervising PhD candidates (post-academic education) resulting in a successful PhD defence
Publication peer-review and editorial work	Publication Peer-review	Peer review of a publication (e.g. journal article) not resulting in co-authorship
	Editorial work	Membership of an editorial staff of a journal, book, book series or website
Talk or presentation	Invited talk	Lecture aimed at a broader audience (but not as part of a congress)
	Oral presentation	Presentation that is public and aimed at a broader audience
Hosting a visitor	Hosting an academic visitor	Organising or supervising a visit from an academic from another institution
Visiting an external institution	Visiting an external academic institution	*No explanation needed*
Consultancy	Consultancy	offering expert or professional advice in a field
Membership	Membership of board	Membership of an academic or societal board, committee, council or network for the active contribution of academic/scientific expertise ('passive' memberships do not count)
	Membership of committee	
	Membership of council	
	Membership of network	
Participating in or organising an event	Attending an event	Attending, organising or contributing to a public event, like a congress, symposium, workshop, masterclass
	Organising and contributing to an event	
Other	Other	Choose for research activities that have no separate category

Table: Pure Prizes

Activity type in Pure	Sub-type in Pure	Description
Prize format types	Prize	A reward won in a contest or competition or as acknowledgement for an achievement
	Honorary award	An honorary award is a gesture of respect given to recognize performance and value to the organization. Honorary awards are generally symbolic

	Other distinction	Choose for acknowledgements that cannot be classified as prize or honorary award
	Fellowship awarded competitively	An (academic) fellowship is a scholarship, form of financial aid, or award given by a charity foundation, government, or company

Table: Pure Press/Media

Activity type in Pure	Sub-type in Pure	Description
Press/Media	Public engagement activities	Cooperation with (non-scientific) colleagues of a PR or Marketing department concerning research or valorisation (e.g. publishing about the societal relevance of the research)
	Expert comment	Public performance for television, radio or other media. (Taking part in a regional, national or international program on tv, radio or internet.) [This can also be an interview if the researcher had an active part in cooperation with the interviewer]
	Research	To be added

3.2 Quick submit (only upload full text)

This part of the manual does not apply to researchers of faculties ESSB, RSM and ESE.

This paragraph only applies if your faculty uses the University Library service model. Participating faculties are: ESL, ESHCC, ISS, ESHPM, ESPhil and Erasmus MC.

3.2.1 Preconditions to use the Quick submit feature

There are a few preconditions in place to use the Quick submit feature.

Submitting a full text is mandatory for ***publications***. See chapter 3.1.1 for an overview of the (sub) types in Pure.

As the EUR intends to make the publications available in open access, the Library encourages researchers to submit the *Definitive Version of Record*, that is, the publisher's version. As an alternative, the accepted manuscript can be submitted.

Please do not submit drafts that have not been accepted or are not published at a pre-print platform or otherwise released as an original work.

For all sub types applies that the full text is considered eligible for Quick submit if the:

1. full text = pdf
2. full text includes
    - Year
    - Name publication/title*
    - Name publisher
    - Pagination
    - Names author(s) + organisation
    - DOI (if existing, otherwise a URL to the publication)
    - ISBN (if existing on books and chapters)
3. **Notes** section should be used for :
    - The specification of the output type (article, book, chapter etc)
    - The notification that this specific publication should **not** become open access (opt-out) unless the Taverne-amendment.

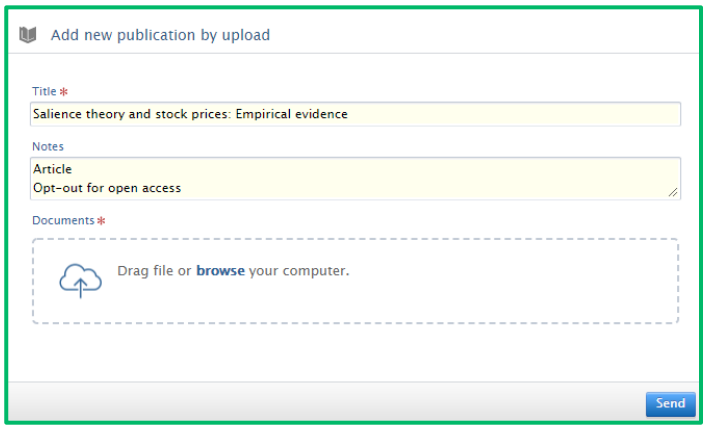


Figure 6: Notes section with title, notes and uploaded publication

3.2.2 How to submit a full text in Pure

In the right of your screen you see a green button: +add content.

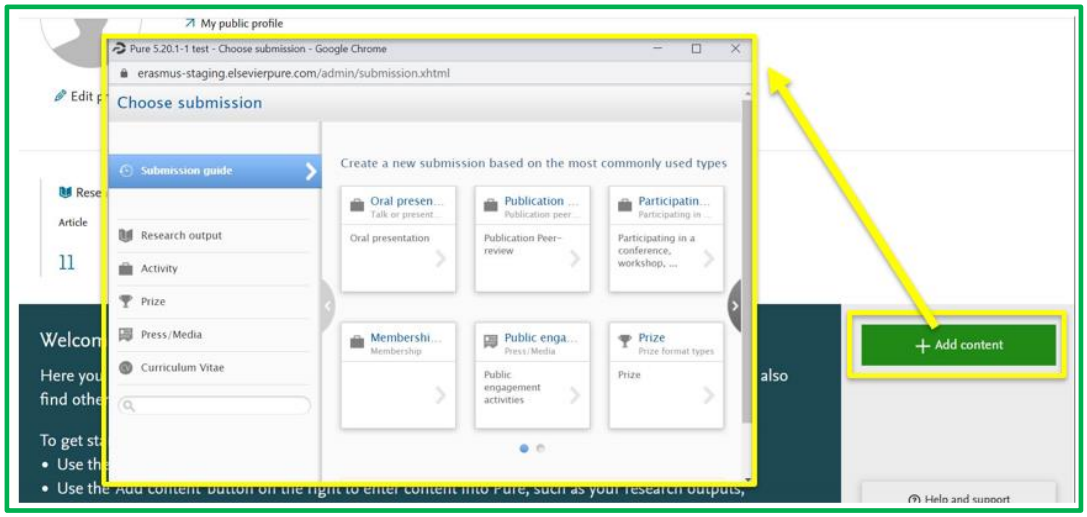


Figure 7: Dashboard: adding of content

A new screen appears. Now click 'Quick submit':

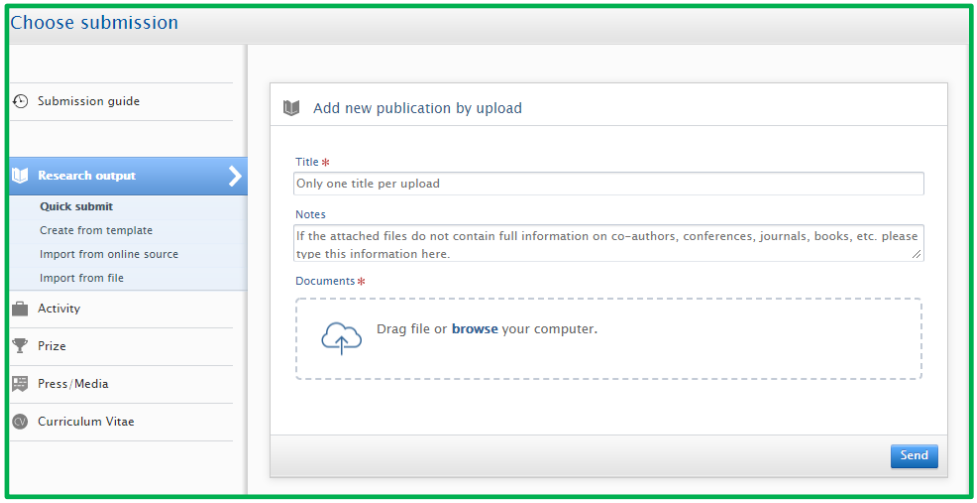


Figure 8: Quick submit to upload your publication

You can now easily submit your publication.

3.2.3 Fulltext: for which publication types?

We follow the EUR Open Access policy.

According to this policy all short scientific works need to be made available in Open Access.

But what do we mean by short scientific works? The UKB Open Access Working Group created a list with output types which represent the short academic works, that should be made available in Open Access.

We translated that list to the research output types defined in Pure.

The output types marked with an X do represent the short academic works from which we need a full text.

Category Pure	Result type Pure	Academic	Professional	Popular
Book/Report/Inaugural speech/Farewell speech	Book			
Book/Report/Inaugural speech/Farewell speech	Book editing			
Book/Report/Inaugural speech/Farewell speech	Farewell speech			
Book/Report/Inaugural speech/Farewell speech	Inaugural speech			
Book/Report/Inaugural speech/Farewell speech	Report			
Chapter/Conference proceeding	Chapter	X	X	
Chapter/Conference proceeding	Entry for encyclopedia	X	X	
Chapter/Conference proceeding	Foreword/postscript	X	X	
Chapter/Conference proceeding	Non refereed conference proceeding	X	X	
Chapter/Conference proceeding	Refereed conference proceeding	X		
Contribution to Conference	Conference contribution			
Contribution to Conference	Paper			
Contribution to Conference	Poster			
Contribution to Journal	Book/Film/Article review	X	X	
Contribution to Journal	Case note	X	X	
Contribution to Journal	Comment/Letter to the editor	X	X	
Contribution to Journal	Conference article	X	X	
Contribution to Journal	Editorial	X	X	
Contribution to Journal	Literature review	X	X	
Contribution to Journal	Meeting abstract	X	X	
Contribution to Journal	Non-Refereed article	X	X	
Contribution to Journal	Refereed article	X	X	
Contribution to Journal	Review article	X	X	
Contribution to Journal	Short survey	X	X	
Memorandum/exposition	Research case			
Memorandum/exposition	Research proposal			
Memorandum/exposition	Teaching case			
Non-textual form	Design			
Non-textual form	Digital or Visual products			
Non-textual form	Software			
Non-textual form	Web publication/site			
Other contribution	Other contribution			
Types of thesis	Doctoral thesis	X		
Types of thesis	Master's Thesis			
Working paper	Discussion paper			
Working paper	Working paper			

3.3 Manually registering publications and other content types

*3.2.1 Manually registering **publications***

This part of the manual is relevant for:

a) Researchers of faculties that are not using the UL service model
b) All researchers that do not to use the Quick submit feature and prefer to submit their publications themselves.

In the right of your screen you see a green button: +add content (see figure 3). Click 'create from template'.

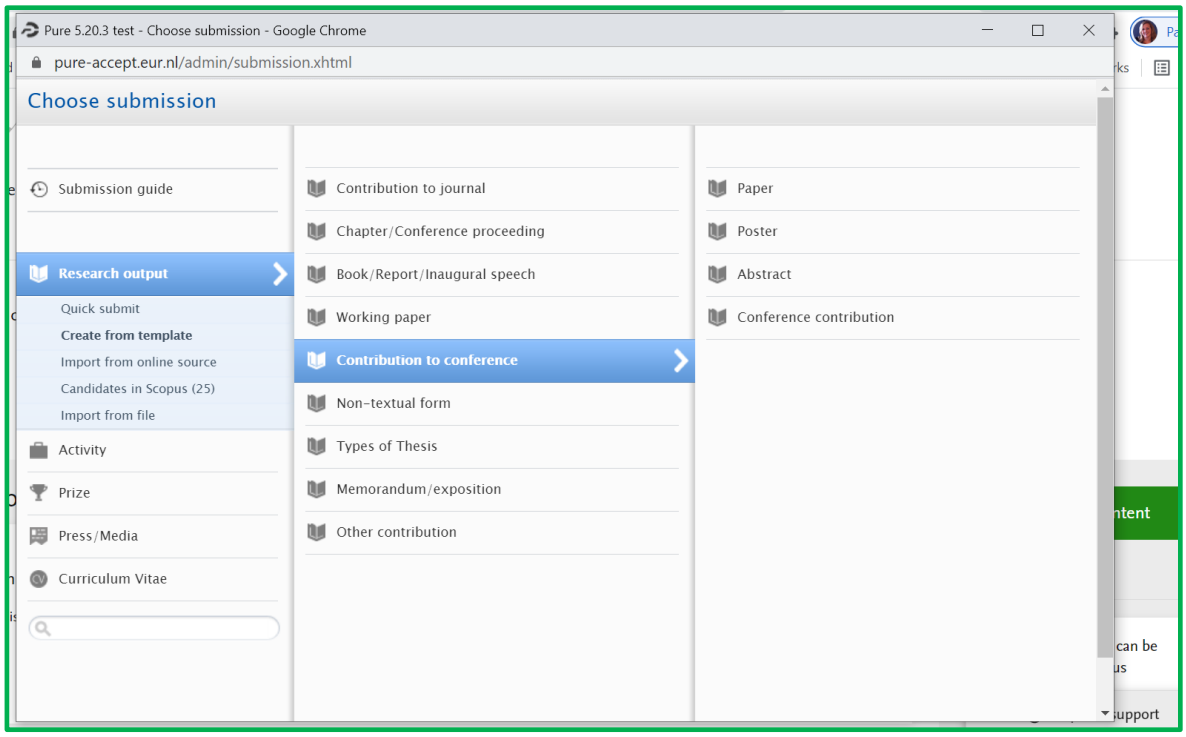


Figure 9: Adding of content

Just select the type of output you want to register. There are several types and sub types of research output. See chapter 3.1 for the definitions of the available content types.

In this example a conference contribution is added. The corresponding template will appear:

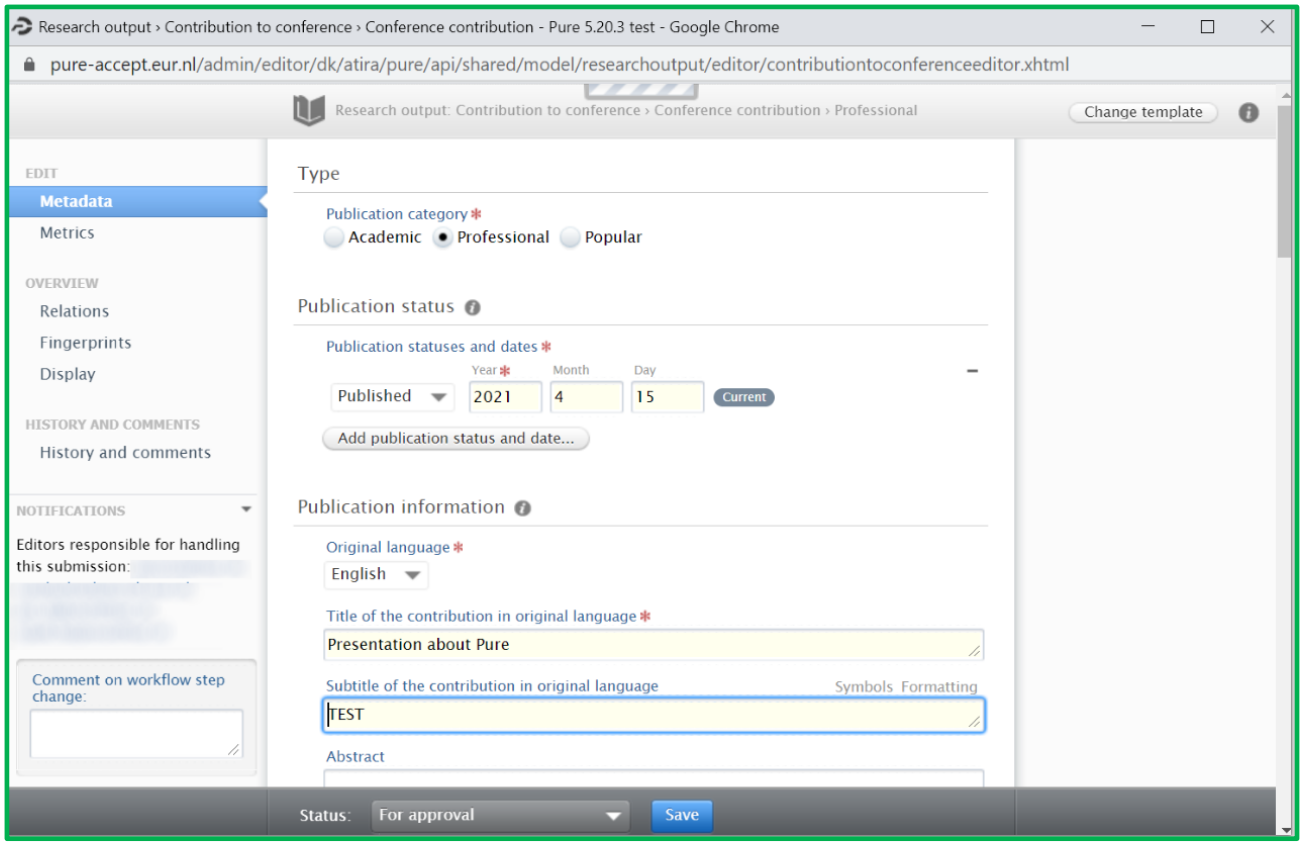


Figure 10: Entering data in the template

Explanation about the most common fields in the templates:

Section	Field	Explanation
Type	Publication category	Academic, Professional or Popular. This indicates what the audience is.
	Peer reviewed	*No explanation needed.*
Publication status	Year, Month and Day	Choose the right publication status: Accepted, E-pub ahead of print or Published
Publication information	Title of the contribution in original language	*No explanation needed.*
Contributors and affiliations	Contributors	The output needs at least 1 person and organisational unit. This part is automatically filled with your (contact) info. This is also the field where you can add co-authors.
Publication managed by	Managing organisational unit	This part is automatically filled with your (contact) info.

Journal	Journal	By clicking Add journal you are able to search for the journal. If it does not exist. Please contact your faculty staff member.
Electronic version(s), and related files and links	Add electronic version (file, DOI or link)	Clicking this button enables you to select which data you want to add (upload electronics version, DOI or a link). NB: Submitting a full text is mandatory for all publications. As an alternative the DOI or URL of an internet site is enough when the full text is available for the Library.
Electronic version(s), and related files and links	Add another link	Use this button to upload another link of a webpage (URL).
Electronic version(s), and related files and links	Add other file	Upload file related to output
Research programs		Faculty related information about projects, themes or other categorisation managed by the key user of your faculty (ESHPM excluded).
Open Access status (VSNU)		Will be managed by the Library and refer to the types gold, hybrid, green or closed
Document licenses		Managed by the Library and Key user of your faculty
Notes	Bibliographical note	IMPORTANT: If your publication should not become open access, let the Faculty key-user know that by say "Opt-out of open access" Otherwise your short work (article, chapter etc) will become open access after 6 months (Taverne-Amendment).
Event (optional)	Event	*No explanation needed.*
Relations (optional)		Connect your output to another output (prize, activity, etc.)

Visibility (optional)		For indicating the level of confidentiality (public, campus, restricted).
External publication ID's	Additional source ID's	Scopus, WoS, Pubmed (etc.) ID's will be filled automatically after harvesting this publication.
Status	(see the black ribbon in the very bottom of the pop-up screen)	If you are ready to let the output be validated by the faculty, select 'For approval' and click save.

In case you have entered data and you conclude that you are in the wrong template, you can easily switch template whilst keeping the entered data. Just click the button 'Change template' (See figure 7). Entered data will re-appear in the new template.

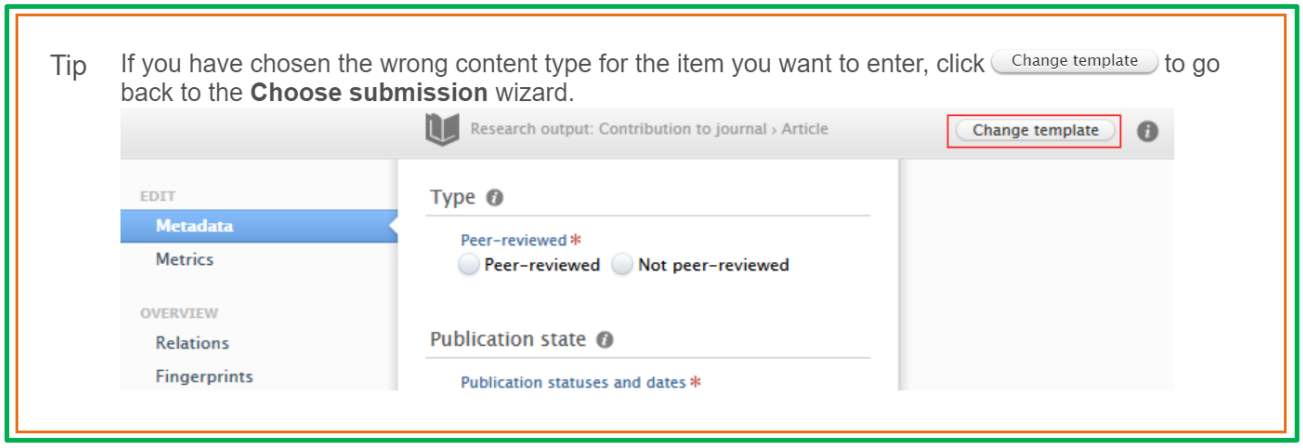


Figure 11: Switching templates

3.2.2 Manual registration of other content types

For **all researchers** applies that other content types, such as Activities, Press/media performance and prizes need to be submitted manually by the researcher (a faculty staff member can take care of this as well).

Registering other content is similar to the way publications are summitted. You click + Add content, and instead of clicking Research output, you click either Activity, Prize or Press/Media (see figures 8, 9 and 10).

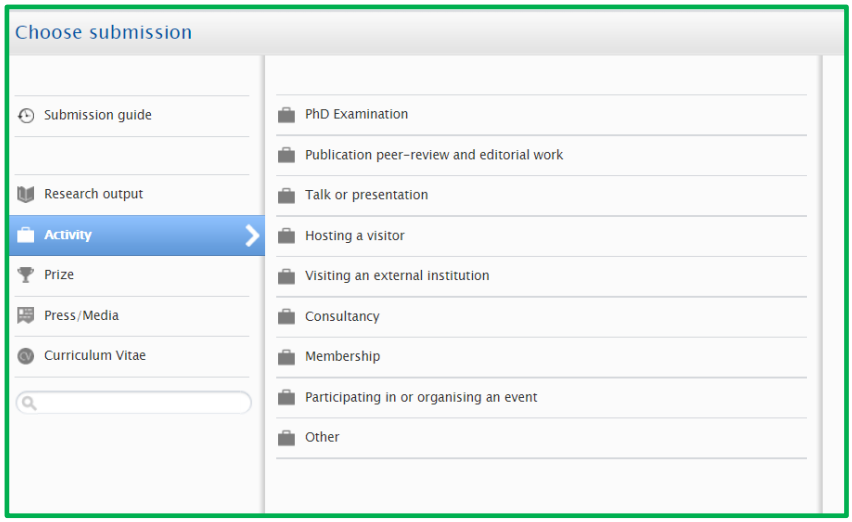


Figure 12: Activities

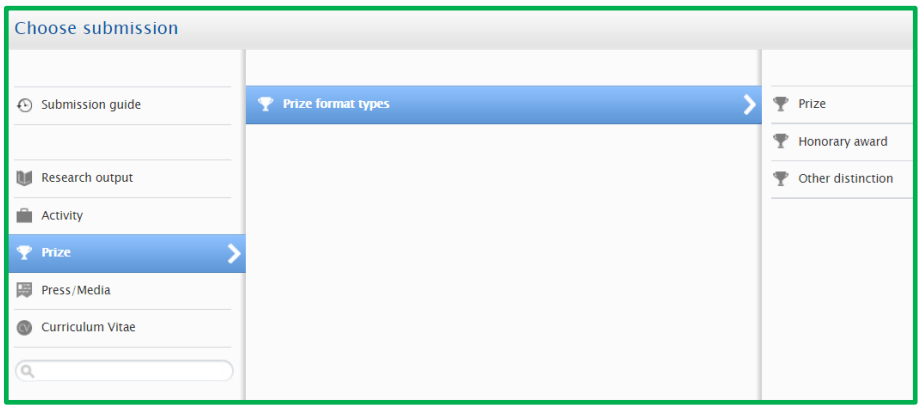


Figure 13: Prizes

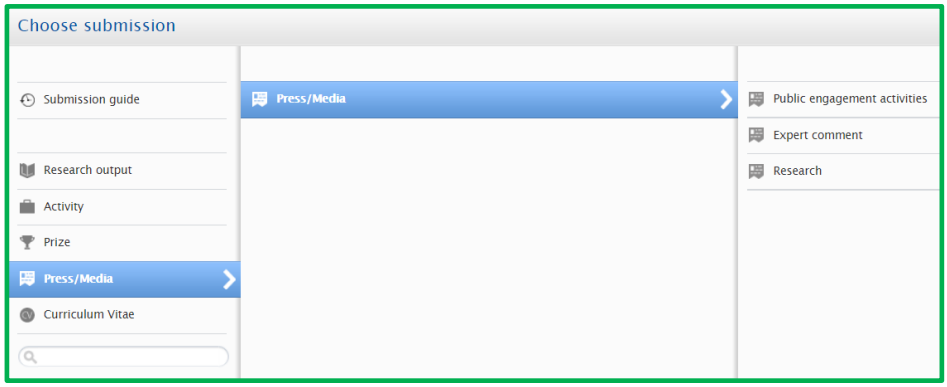


Figure 14: Press/media performances

Once you selected an output type, the corresponding template will appear:

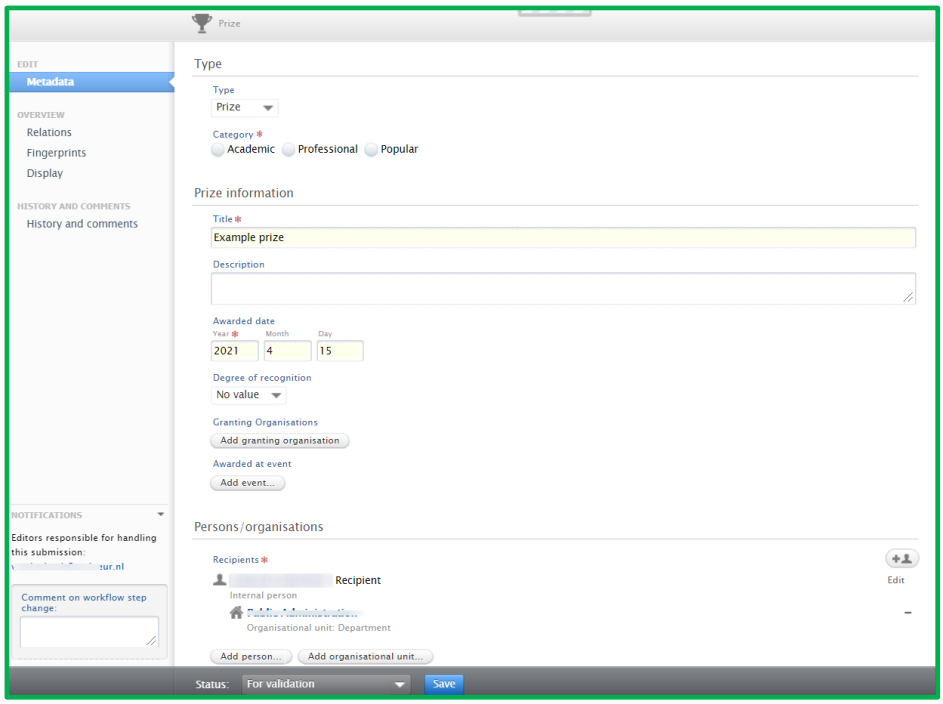


FIGURE 15 TEMPLATE OF CONTENT TYPE PRIZE

If you click **Save** the submitted output will be available for the faculty staff member (see name under Notifications in the left side of the screen) to process and validate the input.

3.4 Harvesting

Pure has an automated process and searches the internet using several sources for retracing new publications and updating publications which are already validated in Pure. All new/updated publications will first be assessed by the University Library (UL). Once the UL has assessed the new or updated publication, it will become available for the Faculty (consult your key user for more information). As soon as the responsible faculty Pure colleague has validated the new or updated content, it becomes visible on your profile page.

3.5 Import from online source

As a researcher you will not need to familiarize with this possibility because this part is entirely managed by the UL.

3.6 Claiming and disclaiming research outputs

If a co-author of an item of your research output has already entered the item into Pure and has forgotten to associate you with the item, you can claim that you should also be associated with (added to) this content. If you are added to a record, you can also make changes to the record depending on its workflow state.

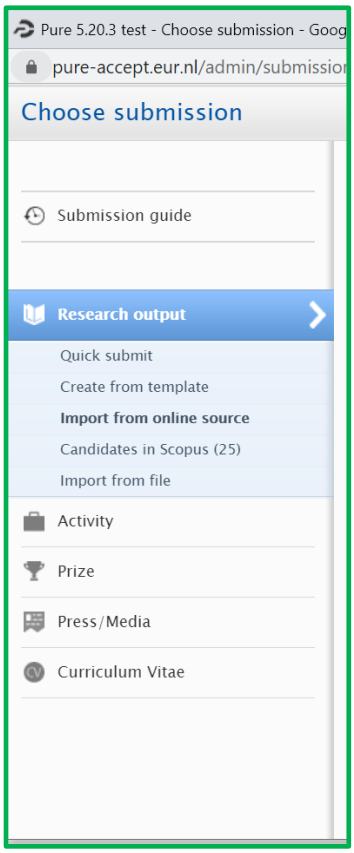


FIGURE 16 IMPORT FROM ONLINE SOURCE

Similarly, if someone associates you with an item of research output and this is incorrect, you can disclaim the record.

3.6.1 Claim a publication (researcher)

1. Search for the publication you want to claim.
2. Remove the "**My content filter**" to search and filter over content that is not (yet) associated with you.
3. Click the name of the publication to open the Research output editor window. Only the display information will be shown. In the footer of the editor window, click Claim this content.

4. In the **Do you want to be added to this content**? dialog, add an optional message to inform the editor about your association to the record.

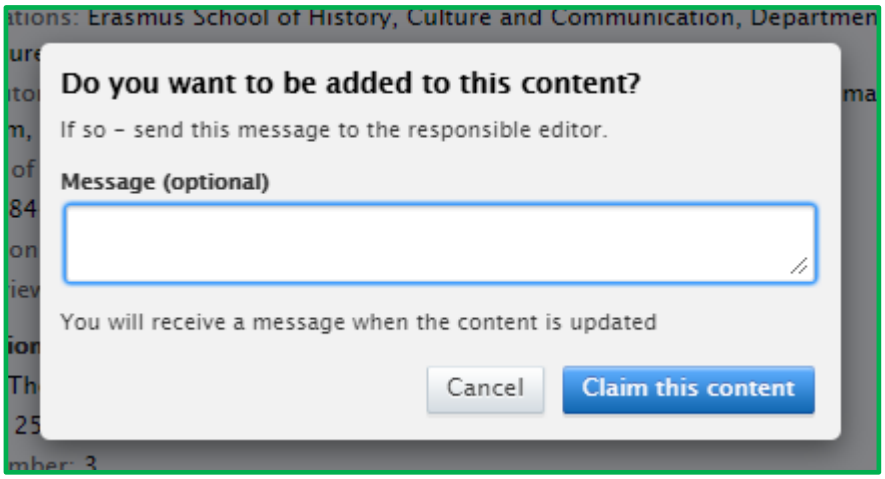


Figure 17

5. Click Claim this content.
6. Wait until the editor of this content at your institution responds to the notification and adds you to the publication. You will be informed by email, according to your notification settings.

3.6.2 Disclaim a publication (researcher)

In Pure, other users can link you to publications when they create or edit the item of research output. If you have been added to an item of research output by another user of Pure, a notification is displayed below each item when shown in the content list view.

If you feel this is incorrect, you can disclaim the publication:

1. Search for the publication you want to disclaim.
2. Click the name of the publication to open the Research output editor window.
3. In the footer of the editor window click Disclaim this content.
4. In the Do you want to be removed from this content? dialog, add an optional message to inform the editor about your association to the record.

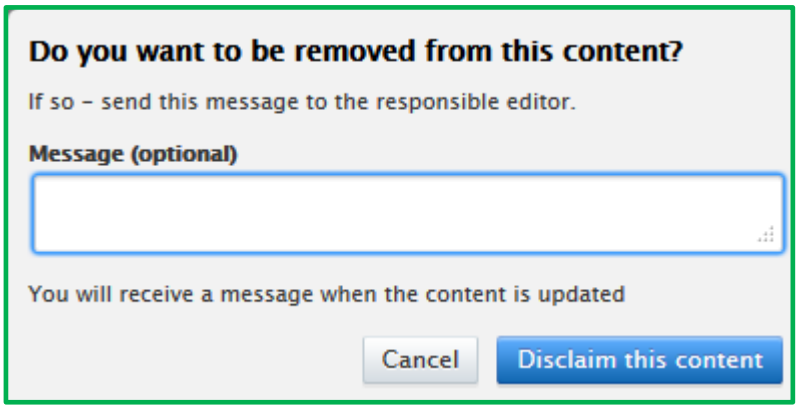


Figure 18:

5. Click Disclaim this content.

3.6.3 Administrator of Claims

Claimed content by researchers must be approved by someone. This someone is the Administrator of claims. This is a General role in the system that can be added to a person – In this case the UB staff. The claimed content can be found at Editor / Research Outputs / Claimed / disclaimed research outputs.

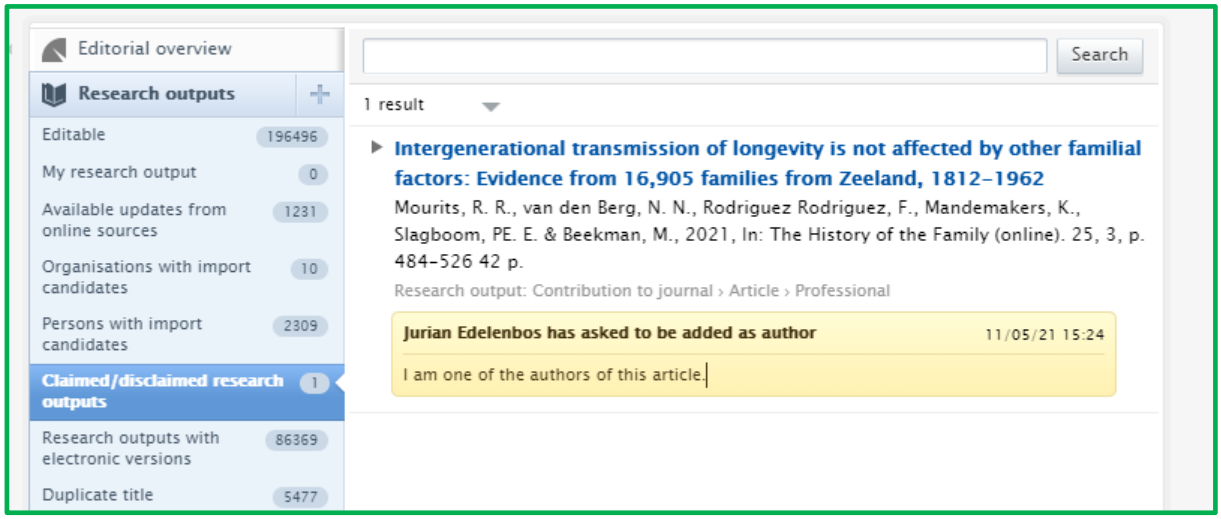


Figure 19

If you open the output, you will find the question to be added to the content in the 'contributors and affiliations' section of the metadata. See screenshot below.

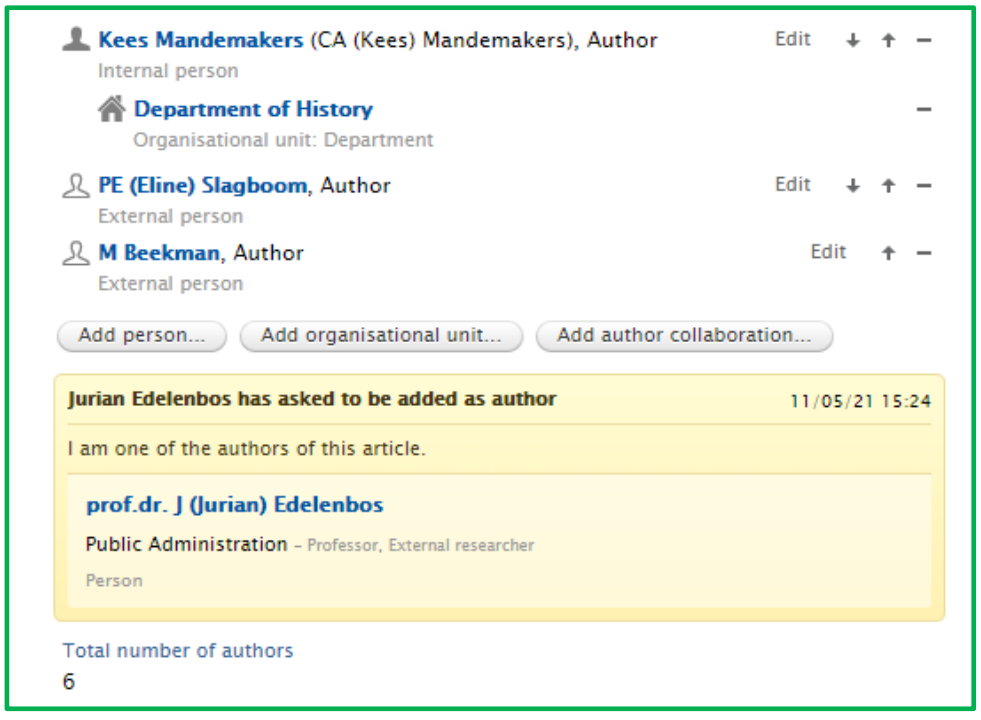


Figure 20

If this is correct you must add them manually by clicking the 'add person...' button. Once the person has been added to the content, the message will automatically disappear, and it will be removed as a task.

If the article had already been validated, it will automatically be labeled to be revalidated.

Figure 21

4 Profile settings

4.1 Public portal (phase II Pure project, 2nd half of 2021)

All included figures are views of your dashboard and/or the backend. Pure also has a front end, the profile page. This feature will be become available in the second part of the RIS project.

4.2 (Adding) Profile information

Process add profile information steps

1st step: Log in and view your dashboard

- Log in with your credentials

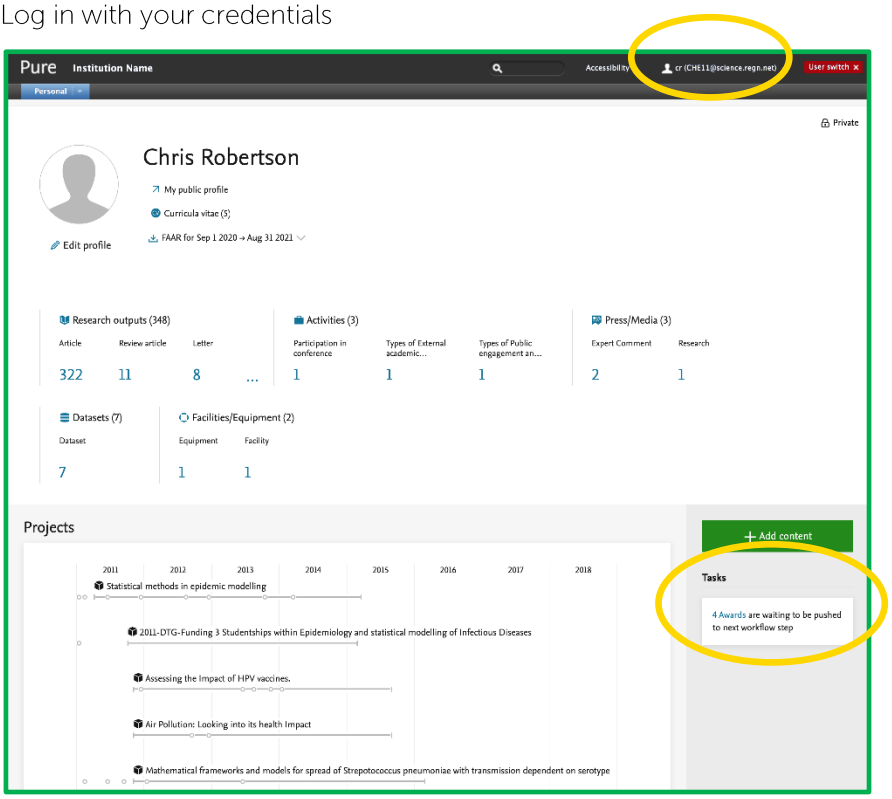


Figure 22

2nd step: add profile information

- Click your username in the black ribbon in the top of your page.

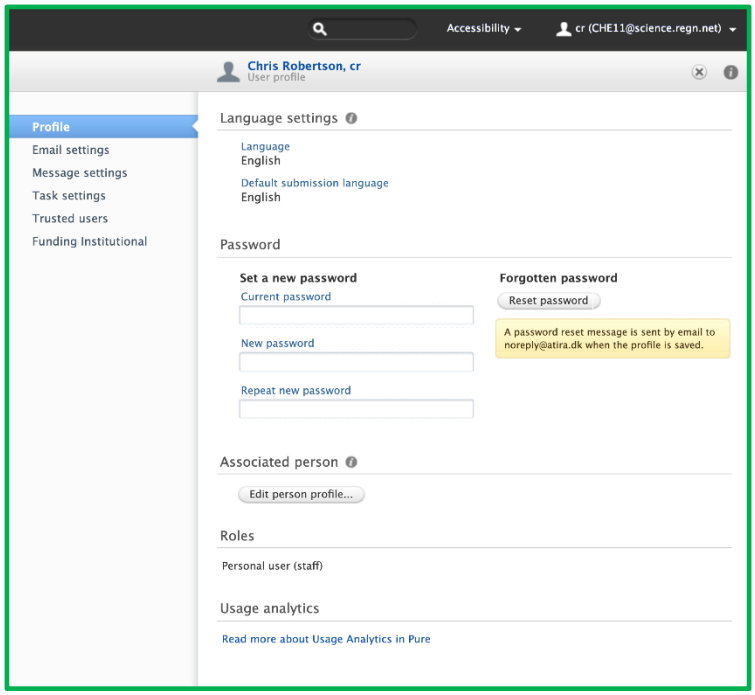


Figure 23

- Specify mail frequency, tasks and messages
- Customize your email notification settings so that Pure doesn't send you too many or too few reminders.
- Add trusted user if away (remember to remove when return)

  If you have an assistant or colleague who will manage your content in Pure for you, add them as a trusted user so they can work on your behalf.

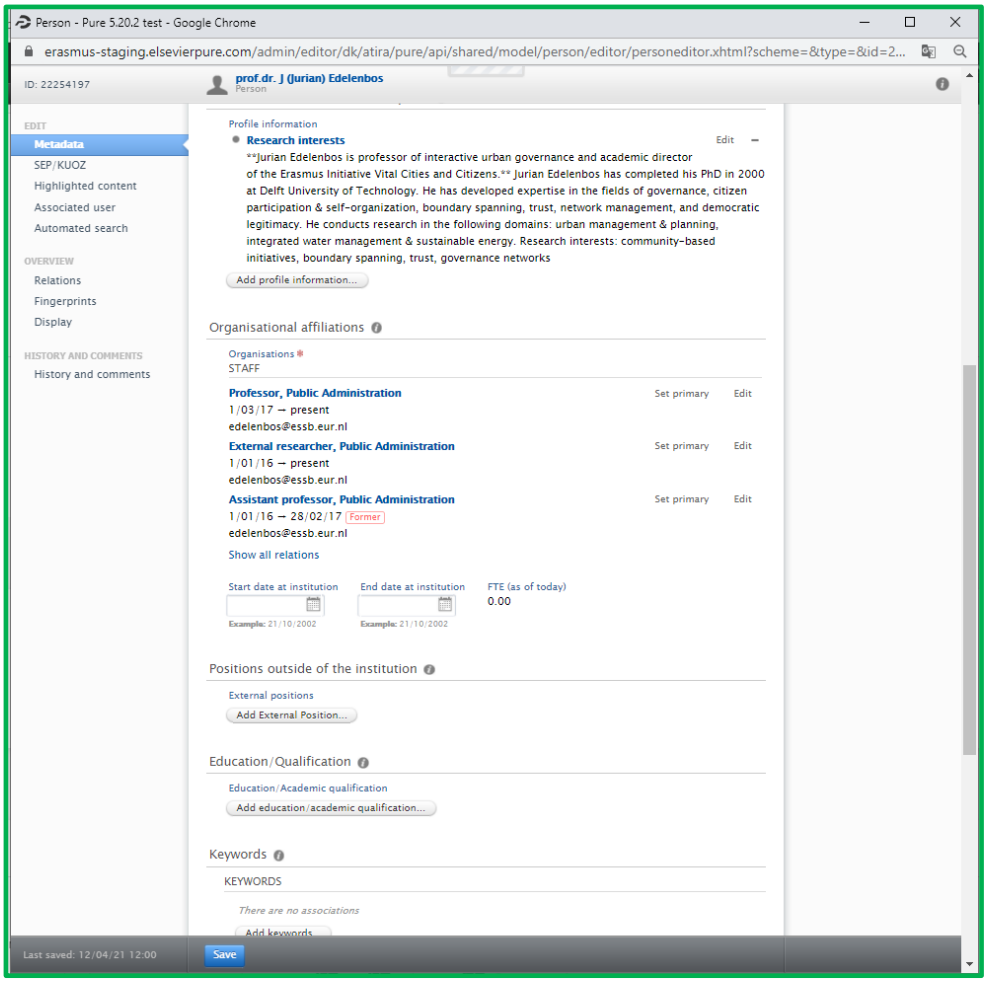


Figure 24

4.3 The CV

Pure offers the possibility to manage your profile. It is possible to set up a public and a private CV. This can be managed via the link Add curriculum vitae[1] on the right of the photo (see figure 25) or by clicking the + and select Curriculum Vitae (see figure 26).

[1] If there is already a CV, then it shows 'Curricula vitae'.

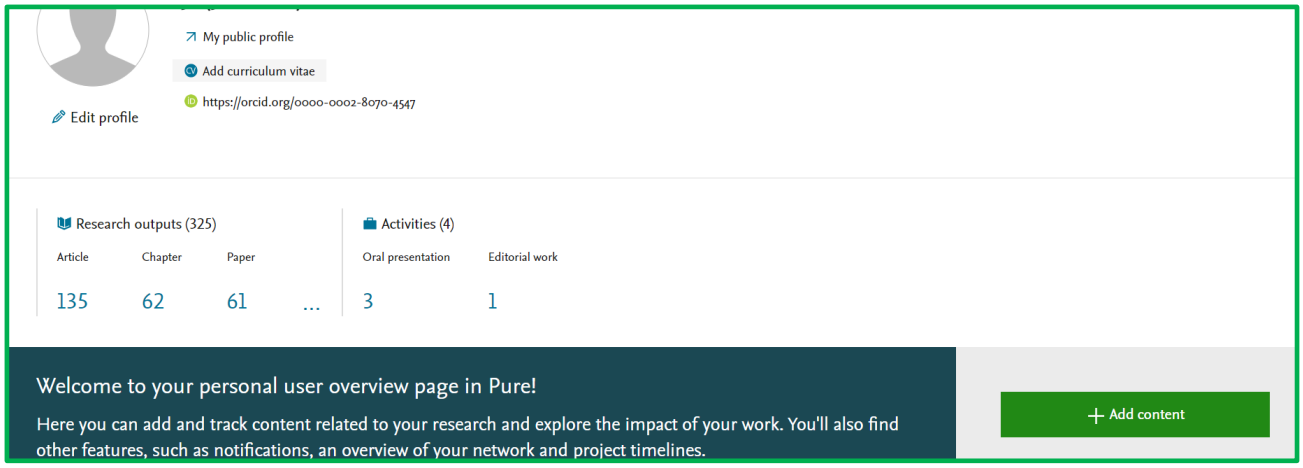


FIGURE 25 ADD CV

Pure will open a pop up where you can choose which one you would like to set up (see figure 11).

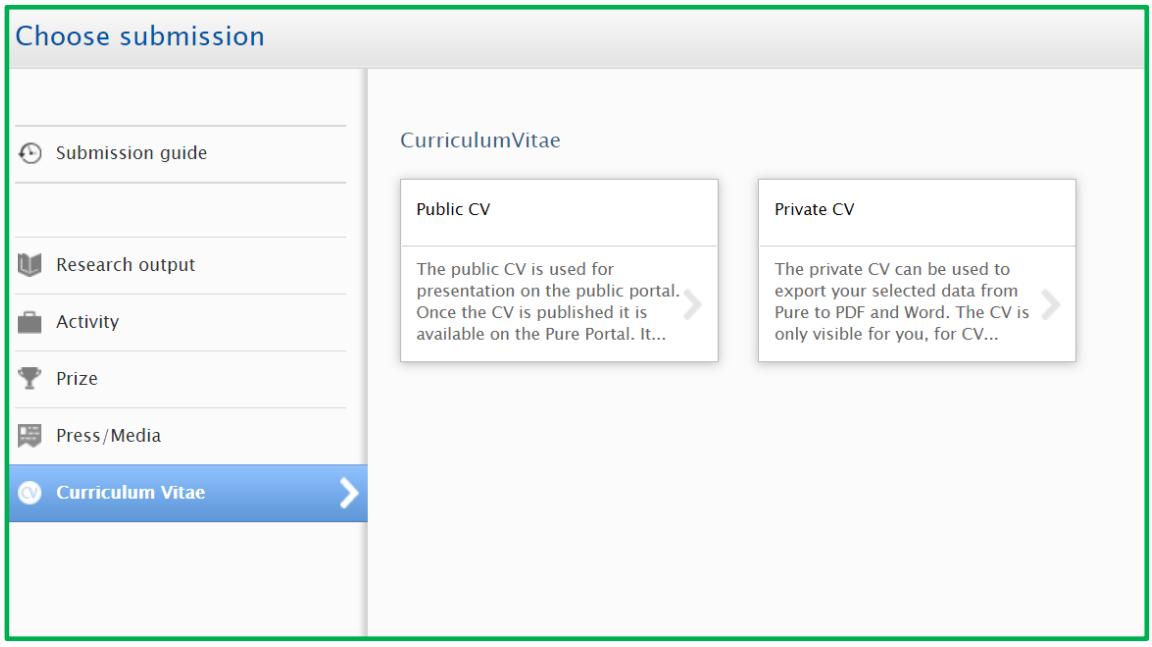


FIGURE 26 SETTING UP CV'S

The difference between the two is described in figure 27.

CV

Type	purpose	comments
Public	Displayed on public portal	Can have 2 public CVs, depends on settings by Admin
Private	The private CV can be used to export your selected data from Pure to PDF and Word.	Only visible in the backend

FIGURE 27 DIFFERENCES BETWEEN PUBLIC AND PRIVATE CV

- Select the PURE data for in the CV (see figure 28)
- Add, delete, sort data in CV and save CV

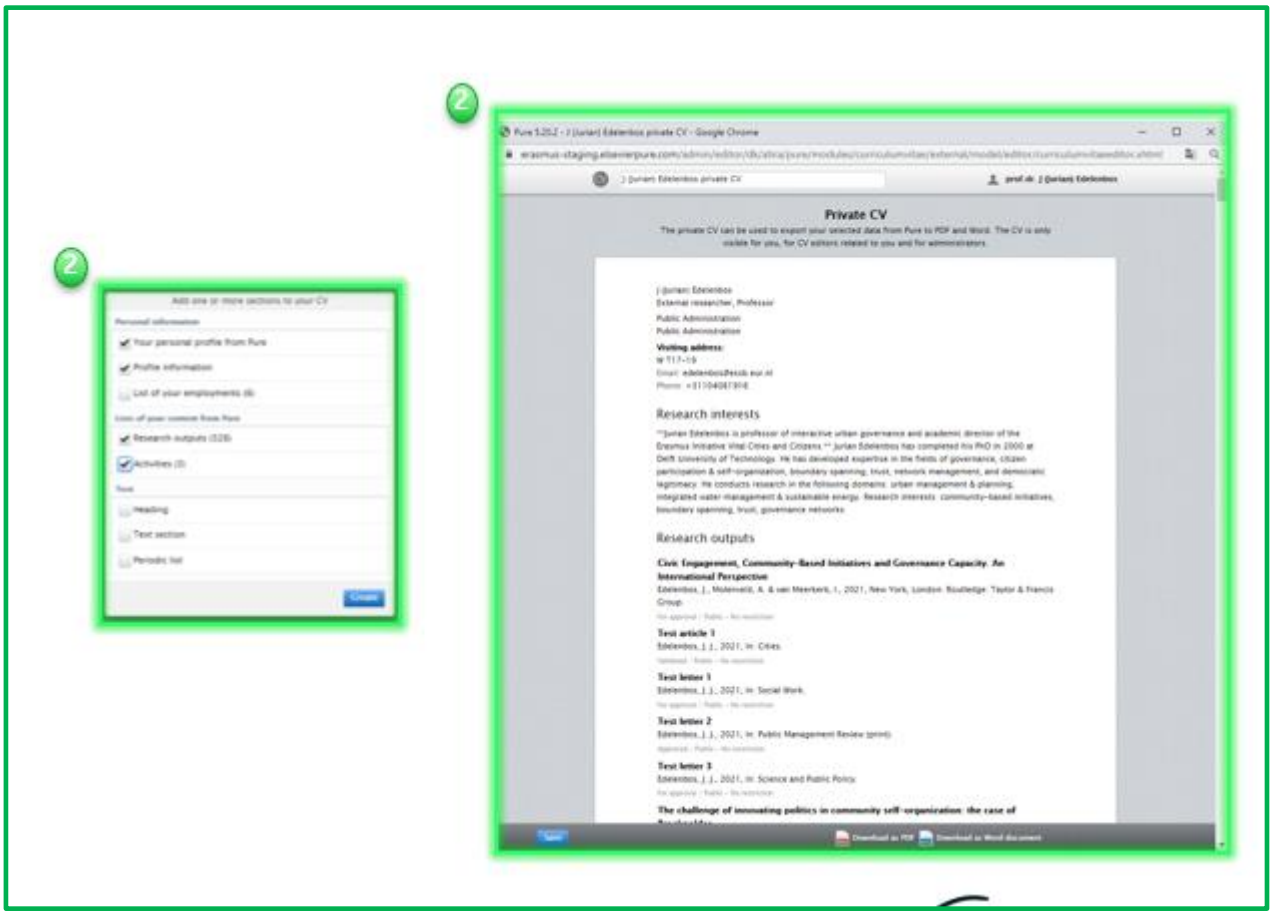


FIGURE 28 SELECTING DATA FOR THE CV.

- Optional to export CV to PDF or Word format

4.4 Highlighted content

Validated content can be marked by you as highlighted content. Once a content type is marked as highlighted content, it will be showed on top in your overview. In Metis (the former application used for registering research output) this was known as key publication. To mark content as highlighted content, go to the Edit profile (underneath your profile photo) and click Highlighted content (see figure 29).

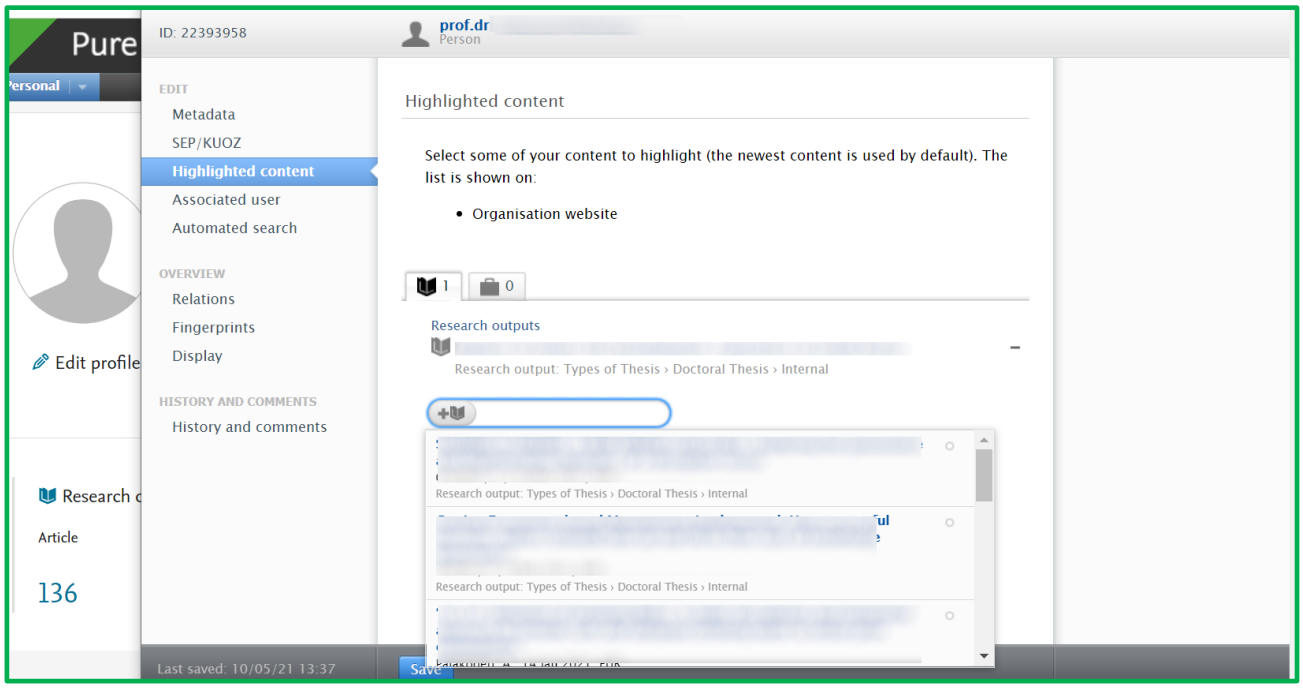


FIGURE 29 HIGHLIGHTED CONTENT

The pop up shows an overview with the validated output. [the exact way on how this shows on the people pages, is not clear on 25 May 2021. The EUR web services team is analyzing the impact].