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 a 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’.

If ‘Scientific’, mark ‘Peer-reviewed’ or ‘Not peer-reviewed’.

If ‘Professional’:

If ‘Popular’:
4. **Publication state**
- Articles ‘In preparation’ or ‘Submitted’ must not be registered.
- Only fill in the publication year. Month and Day are not required.

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’
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’.

- 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.
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.

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.

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).
Choose one of the options:

- 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’.

10. Save your research output
Click save on the bottom of the screen.

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