Pure-manual for researcher

A quick user guide



Erasmus University Rotterdam Make it happen.

Ecolomy

Table of contents

1.	Intro	Itroduction		
2.	Ger	eral	6	
	2.1	Logging in	6	
	2.2	Problems with logging in	7	
	2.3	Dashboard	9	
	2.4	Required fields	9	
	2.5	Searching in Pure	9	
	2.6	Check (your) content before registration		
	2.7	Help	11	
3	Reg	ister research output	11	
	3.1	Types of research output	11	
	3.1.1	. Publications	11	
	3.1.2	2 Activities, Prizes and Press/Media	15	
	3.2	Quick submit (only upload full text)		
	3.2.2	Preconditions to use the Quick submit feature		
	3.2.2	2 How to submit a full text in Pure	17	
	3.2.	3 Fulltext: for which publication types?		
	3.3	Manually registering publications and other content types	20	
	3.2.2	I Manually registering publications	20	
	3.2.2	2 Manual registration of other content types	23	
	3.4	Harvesting	26	
	3.5	Import from online source	26	
	3.6	Claiming and disclaiming research outputs	26	
	3.6.1	1 Claim a publication (researcher)	26	
	3.6.2	2 Disclaim a publication (researcher)	27	
	3.6.	3 Administrator of Claims		
4	Prof	ïle settings	29	
	4.1	Public portal (phase II Pure project, 2nd half of 2021)	29	
	4.2	(Adding) Profile information	29	
	4.3	The CV		
			2	

4.4	Highlighted content	3	4
-----	---------------------	---	---

Vision management

Document properties

Date:

Version: 0.1

Status: Draft

History

Version	Date	Contributions	Author(s)
0.1		Initial set up manual;	

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.

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.

Login via SURFconext				
Review your information that will be shared.				
Pure Research Information System - EUR will receive				
User ID 43742ate@eur.nl (
provided by Erasmus University Rotterdam Something incorrect?				
Pure Research Information System - EUR (offered by Erasmus University Rotterdam) needs this information to function properly. SURFconext is being used by your institution to securely send your information to Pure Research Information System - EUR (read more about SURFconext).				
Proceed to Pure Research Information System - EUR				
Cancel				

Login via SURFconext		
Select an account to login to Pure Research Information System - EUR		
Your accounts	edit	
Erasmus University Rotterdam		
දී⊕ Use another account		



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* 1

History	Q, Bearch history		
Chrome history Tabs from other devices	Today - Tuesday, June 29, 2021		
Clear browsing data	11:19 AM Xou are now logged out of Pure pure eur.nl		:
	🗌 11:01 AM 📲 Administrator login oameeurp.uci.ru.nl	*	:
	□ 10:57 AM 3 User - Pure 5.20.3-1 pure.eur.nl		:
	🔲 10:57 AM 🔊 Pure 5.20.3-1 - Users - Editable pure.eur.nl		:
	🔲 10:57 AM 🗦 Pure 5.20.3-1 - Users - Editable pure eur.nl		:
	10:56 AM Pure 5.20.3-1 - Master data overview pure.eur.nl		:
	9:59 AM 3 Pure 5:20.3-1 - Editorial overview pure.eut.nl		:
	9:59 AM > Pure 5.20.3-1 · Editorial overview pure.eur.nl		:
Your browser is managed by your organization	9.53 AM Pure 5.20.3-1 - Research outputs - Editable pure.cur.nl		:

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

Clear browsing data					
		Basic		Advanced	
Time range All time 🔻					
	Srowsing history 537 items (and more on synced devices)				
	Download history 15 items				
	Cookies and other site data From 189 sites (you won't be signed out of your Google Account)				
	Cached images and files 302 MB				
	Passwords and other sign-in data 23 passwords (for live.com, digid.nl, and 21 more, synced)				
	Cancel 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:

Tweed	ල Private
Add controlume where Add controlume where Tet is profile	
M Restarch outputs (33) in Archites (0 Ards Chapter Paper 136 62 61	
My supervision	+ Add content
M Research outputs (29) Descuird Thesh 19	25 Resarch outputs can be imported from Scoper
Research network	2 Research outputs are waiting to be pushed to next workflow step
Relations Top internal co-authorships on research outputs	n od

Figure 2

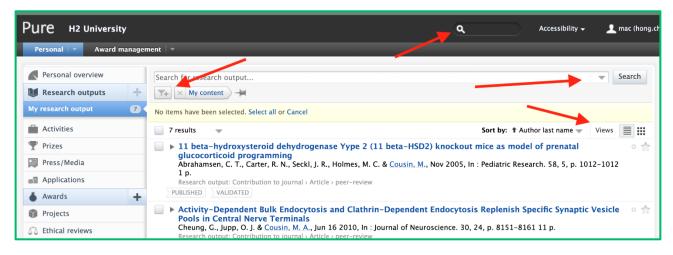
In the green part you see the existing content; the orange part is where you can add content. In the top of the page it is possible to add/adjust your profile (for more information, see chapter 4 Profile settings). In the right side you see the option to submit research output (+ add content) and just 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.



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.

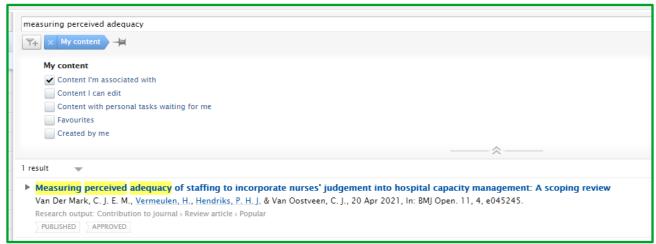


Figure 4: My content filter

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.

Y +	
9 results	▼
van de Researc	uring perceived adequacy of staffing to incorporate nurses' judgement into hospital capacity management: a scoping rev or Mark, C., Vermeulen, H., Hendriks, P. & <u>van Oostveen, CJ. C.</u> , 8 Mar 2021, In: BMJ Open. 11, e045245, 10.1136/bmjopen-2020-045245 ch output: Contribution to journal > Article > Academic > peer-review SHED > FOR APPROVAL
Van De Researc	uring perceived adequacy of staffing to incorporate nurses' judgement into hospital capacity management: A scoping rev er Mark, C. J. E. M., <u>Vermeulen, H., Hendriks, P. H. J.</u> & Van Oostveen, C. J., 20 Apr 2021, In: BMJ Open. 11, 4, e045245. ch output: Contribution to journal > Review article > Popular SHEDAPPROVED
Baillon Researc	hedges: Measuring ambiguity for all events and all models I, A., Bleichrodt, H., Li, C. & Wakker, P. P., Dec 2021, In: Journal of Economic Theory. 198, 28 p., 105353. ch output: Contribution to journal > Article > Academic > peer-review SHED > VALIDATED

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 <u>https://www.eur.nl/en/library/research-support/pure-registration-</u> <u>research-output/faculty-key-users</u> 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.

pure-accept.eur.nl/admin/sub	mission.xhtml		rks
Choose submission			
Submission guide	Contribution to journal	M Paper	_
	M Chapter/Conference proceeding	💓 Poster	
🔰 Research output	> 😻 Book/Report/Inaugural speech	Mbstract	
Quick submit Create from template	💓 Working paper	Conference contribution	
Import from online source	U Contribution to conference	>	
Candidates in Scopus (25) Import from file	1 Non-textual form		
Activity	🔰 Types of Thesis		
🍸 Prize	Memorandum/exposition		ntent
Press/Media	Uther contribution		itent
Curriculum Vitae			
Q			
			can be

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
		newly passioned iterary or scholarly work, asadily 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 	fully for a committee or commission's review 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 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	Doctoral thesis (Accepted version or version of record)	Scientific publication with which the title of doctor (PhD) was obtained.
(To be uploaded in Hora Finita. The UL takes care of registration in Pure)		
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	Publication Peer-review	Peer review of a publication (e.g. journal
editorial work		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
	Membership of committee	board, committee, council or network for
	Membership of council	the active contribution of
	Membership of network	academic/scientific expertise
		('passive' memberships do not count)
Participating in or organising	Attending an event	Attending, organising or contributing to a
an event	Organising and contributing to an event	public event, like a congress, symposium,
		workshop, masterclass
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
	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
 - o Year
 - o Name publication/title*
 - o Name publisher
 - o Pagination
 - o Names author(s) + organisation
 - o DOI (if existing, otherwise a URL to the publication)
 - o 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.

itle *						
alience theor	and stock pr	ces: Empiric	al evidence			
lotes						
Article Opt-out for op	en access					
ocuments *						
	Drag file or b	rowse your	computer.			
Ą						

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.

	Pure 5.20.1-1 test - Choose submiss	ion - Google Chrome		- 0	×	
-	erasmus-staging.elsevierpure	.com/admin/submission.xhtml				
🥒 Edit p	Choose submission	1				
	Submission guide	Create a new submis	sion based on the most	commonly used types	$ \land$	
M Rese		Gral presen Talk or present	Publication	Participatin Participating in		
	😻 Research output	Oral presentation	Publication Peer-	Participating in a conference.		No.
11	Activity	2		workshop, >		
_	T Prize					
/elcon	Press/Media	Membershi	Public enga Press/Media	Prize Prize format types		+ Add content
ere you	Curriculum Vitae		Public engagement	Prize	also	
nd othe	(Q		activities	>		
o get sta Use th			• •			

Figure 7: Dashboard: adding of content

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

Choose submission	
Submission guide	Madd new publication by upload
🔰 Research output	Title # Only one title per upload
Quick submit	Notes
Create from template	If the attached files do not contain full information on co-authors, conferences, journals, books, etc. please
Import from online source	type this information here.
Import from file	Documents *
Activity	Drag file or browse your computer.
🏆 Prize	
Press/Media	· · · · · · · · · · · · · · · · · · ·
Ourriculum Vitae	
	Send

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	Rook aditing			
Book/Report/Inaugural	Book editing			
speech/Farewell speech	Farewell speech			
Book/Report/Inaugural				
speech/Farewell speech	Inaugural speech			
Book/Report/Inaugural speech/Farewell speech	Poport			
Chapter/Conference proceeding	Report Chapter	X	Х	
Chapter/Conference proceeding	Chapter	X	X	
	Entry for encyclopedia	X	X	
Chapter/Conference proceeding	Foreword/postscript	X	X	
Chapter/Conference proceeding	Non refereed conference proceeding		^	
Chapter/Conference proceeding	Refereed conference proceeding	Х		
Contribution to Conference	Conference contribution			
Contribution to Conference	Paper			
Contribution to Conference	Poster			
Contribution to Journal	Book/Film/Article review	Х	Х	
Contribution to Journal	Case note	X	Х	
Contribution to Journal	Comment/Letter to the editor	X	Х	
Contribution to Journal	Conference article	x	Х	
Contribution to Journal	Editorial	x	х	
Contribution to Journal	Literature review	х	х	
Contribution to Journal	Meeting abstract	Х	Х	
Contribution to Journal	Non-Refereed article	х	х	
Contribution to Journal	Refereed article	х	х	
Contribution to Journal	Review article	x	х	
Contribution to Journal	Short survey	x	х	
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	Х		
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'.

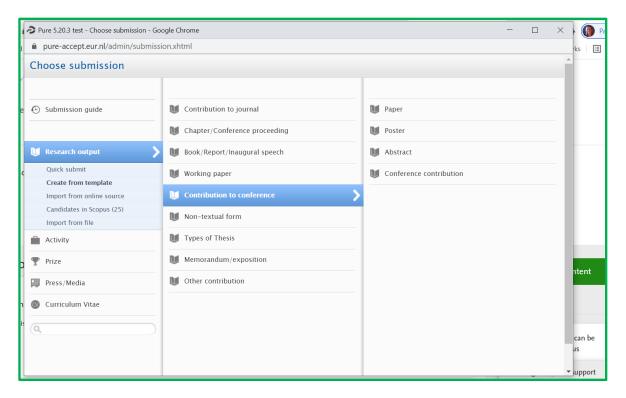


Figure 9: Adding of content

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:

Research output > Contribution to	conference > Conference contribution - Pure 5.20.3 test - Google Chrome	- 0	×
e pure-accept.eur.nl/admin/ed	ditor/dk/atira/pure/api/shared/model/researchoutput/editor/contributiontoconferenceeditor.x	(html	
	Research output: Contribution to conference > Conference contribution > Professional	Change template	0
EDIT Metadata Metrics	Publication category * Academic Professional Popular		
OVERVIEW Relations	Publication status 👔		
Fingerprints Display HISTORY AND COMMENTS History and comments	Publication statuses and dates # Year # Month Day - Published 2021 4 15 Current Add publication status and date		
NOTIFICATIONS	Publication information 👩		
Editors responsible for handling this submission:	Original language * English Title of the contribution in original language * Presentation about Pure		
Comment on workflow step change:	Subtitle of the contribution in original language Symbols Formatting FEST // Abstract //		
	Status: For approval Save		

Figure 10: Entering data in the template

Explanation about the most common fields in the templates:

Section	Field	Explanation
Туре	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	No explanation needed.
	original language	
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	Add electronic version (file, DOI	Clicking this button enables you
files and links	or link)	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	Add another link	Use this button to upload
files and links		another link of a webpage (URL).
Electronic version(s), and related	Add other file	Upload file related to output
files and links		
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 (<u>Taverne-Amendment</u>).
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	
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	If you are ready to let the output
	bottom of the pop-up screen)	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.

	en the wrong content type for the item you want to en se submission wizard.	nter, click <u>Change template</u> to go
	Research output: Contribution to journal > Article	Change template 👔
EDIT	Туре 🗿	
Metadata	Peer-reviewed *	
Metrics	Peer-reviewed Not peer-reviewed	
OVERVIEW		
Relations	Publication state 🚯	
Fingerprints	Publication statuses and dates *	
Fingerprints	Publication statuses and dates *	

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).

Choose submission	
Submission guide	PhD Examination
	Publication peer-review and editorial work
💓 Research output	Talk or presentation
🚊 Activity 💦 🔪	Hosting a visitor
🍸 Prize	Visiting an external institution
Press/Media	Consultancy
Ourriculum Vitae	Membership
Q.	Participating in or organising an event
	Other

Figure 12: Activities

Choose submission		
Submission guide	Y Prize format types	🍸 Prize
		The Honorary award
💓 Research output		Tother distinction
Activity		
🍸 Prize 🔰		
Press/Media		
Curriculum Vitae		

Figure 13: Prizes

Choose submission			
Submission guide	📕 Press/Media 📏	Public engagement activities	
		Expert comment	
💓 Research output		Research	
Activity			
🍸 Prize			
📙 Press/Media 🔰 🔪			
Curriculum Vitae			
Q			

Figure 14: Press/media performances

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

	Prize	
EDIT	Туре	
Metadata	Туре	
OVERVIEW Relations Fingerprints	Pize Category Category Professional Popular Popular	
Display		
HISTORY AND COMMENTS	Prize information	
History and comments	Title *	
,	Example prize	
	Description	
	Awarded date Year to Month Day 2021 4 15 Degree of recognition No value \checkmark Granting Organisations Add granting organisation Awarded at event Add event	
NOTIFICATIONS	Persons/organisations	
Editors responsible for handling this submission:	Recipients * Recipient	+1 Edit
Comment on workflow step change:	Internal person	-
	Add person Add organisational unit	
	Status: For validation 🗢 Save	

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. Pure 5.20.3 test - Choose submission - Goog
 pure-accept.eur.nl/admin/submission
 Choose submission
 Submission guide
 Submission guide
 Research output
 Quick submit
 Create from template
 Import from online source
 Candidates in Scopus (25)
 Import from file
 Activity
 Prize
 Press/Media
 Curriculum Vitae

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.

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.

itioi	ns: Erasmus School of History, Culture and Communication, Departm	ien
ure Itoi	Do you want to be added to this content?	ma
m,	If so - send this message to the responsible editor.	
of	Message (optional)	
84		
on	1	
iev	You will receive a message when the content is updated	
ion	Fou win receive a message when the content is updated	
Th	Cancel Claim this content	
25		
mb	er: 3	

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.

Do you want to be remo	oved from	this content?	
If so - send this message to the responsible editor.			
Message (optional)			
		н	
You will receive a message when the content is updated			
	Cancel	Disclaim this content	

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.

Editorial overview			Search
V Research outputs	+	1 result 🔍	
Editable	196496	Intergenerational transmission of longevity is not	affected by other familia
My research output	0	factors: Evidence from 16,905 families from Zeela	
Available updates from online sources	1231	Mourits, R. R., van den Berg, N. N., Rodriguez Rodriguez, Slagboom, PE. E. & Beekman, M., 2021, In: The History of	
Organisations with impor candidates	rt 10	484-526 42 p. Research output: Contribution to journal > Article > Professional	
2 1	rt 10 2309		11/05/21 15:24
candidates Persons with import	2309	Research output: Contribution to journal > Article > Professional	
candidates Persons with import candidates Claimed/disclaimed rese	2309	Research output: Contribution to journal > Article > Professional	

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.

Kees Mandemakers (CA (Kees) Mandemakers), Author Internal person	Edit 🕂 🕈 🗕
Department of History Organisational unit: Department	-
PE (Eline) Slagboom, Author External person	Edit 🕂 🕇 🗕
A Beekman, Author External person	Edit 🛧 🗕
Add person Add organisational unit Add author collab	oration
Add person Add organisational unit Add author collab Jurian Edelenbos has asked to be added as author	oration 11/05/21 15:24
Jurian Edelenbos has asked to be added as author	
Jurian Edelenbos has asked to be added as author I am one of the authors of this article.	
Jurian Edelenbos has asked to be added as author I am one of the authors of this article. prof.dr. J (Jurian) Edelenbos	

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.

Intergenerational transmission of longevity is not affected by other familial factors: Evidence from 16,905 familia Mourits, R. R., van den Berg, N. N., Rodriguez Rodriguez, F., Mandemakers, K., Slagboom, PE. E. & Beekman, M., 2021, In: The H Research output: Contribution to journal > Article > Professional PUBLISHED APPROVED REVAILDATE UPDATES

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

Pure Institution Name		٩	Accessibility	
Chris Roberts 7 My public profile ● Curricula vitac (3) ⇒ FAAR for Sep 1 2020 + Aug 3				ĝ Prote
Off Research outputs (348) Article Review article 322 11 8 © Datasets (7) © Facilities/Equipment Datasets Equipment 7 1 1	Activities (3) Principation in Types of External conference academic 1 1 1 1 nt (2)	Types of Public engagement an 1	Press/Med Expert Comment	.,
Assessing the Impact of HPV vac Assessing the Impact of HPV vac Assessing the Impact of HPV vac Air Pollution: Lacking into its has	-0	Infectious Diseases	2018 on serotype	+ Add content Tasks 4. Awards are waiting to be pushed to next workflow step

Figure 22

2nd step: add profile information

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

	٩	Accessibility → 👤 cr (CHE11@science.regn.net) →
	Chris Robertson, cr User profile	۵ (۱
Profile	Language settings 🕖	
Email settings Message settings Task settings Trusted users	Language English Default submission language English	
Funding Institutional	Password	
	Set a new password Current password	Forgotten password Reset password
	New password	A password reset message is sent by email to noreply@atira.dk when the profile is saved.
	Repeat new password	
	Associated person 🚳	
	Edit person profile	
	Roles	
	Personal user (staff)	
	Usage analytics Read more about Usage Analytics in Pure	

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.

Person - Pure 5.20.2 test - G	oogle Chrome		- D >	ĸ
🔒 erasmus-staging.elsevi	erpure.com/admin/editor/dk/atira/pure/api/shared/model/person/editor/personedito	r.xhtml?sche	eme=&type=&id=2 🖳 🤇	Q
ID: 22254197	Person		0	^
EDIT Metadata SEP/KUOZ Highlighted content Associated user Automated search OVERVIEW Relations Fingerprints Display	Profile information Profile information Profile information Account of the transmis initiative Vital Cities and Citizens.** Jurian Edelenbos has completed his P at Defit University of Technology. He has developed expertise in the fields of governance participation & self-organization, boundary spanning, trust, network management, and on legitimacy. He conducts research in the following domains: urban management, and pannin integrated water management & sustainable energy. Research interests: community-base initiatives, boundary spanning, trust, governance networks Add profile information Organisational affiliations	, citizen Iemocratic 1g,		
HISTORY AND COMMENTS History and comments	Organisations * STAFF Professor, Public Administration Set primary 1/03/17 - present edlenbos@essb.eur.nl External researcher, Public Administration 1/01/16 - present edlenbos@essb.eur.nl Assistant professor, Public Administration 1/01/16 - present edlenbos@essb.eur.nl Start date at institution Start date at institution External positions Volume Volume Education/Qualification education/Qualification Add External Position	y Edit		
Last saved: 12/04/21 12:00	Keywords KEYWORDS There are no associations Add keywords Save			
				-



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 vitae¹ on the right of the photo (see figure 25) or by clicking the + and select Curriculum Vitae (see figure 26).

 $^{^{\}rm 1}$ If there is already a CV, then it shows 'Curricula vitae'.

Edit profil	SolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolutionSolution	• My public profi vdd curriculum https://orcid.or	n vitae	02-8070-4547		
W Research Article 135	Chapter 62	Paper		Activities (4) Oral presentation	Editorial work	
Here you cai	n add and	track cont	tent rela		in Pure! arch and explore the impact of your work. You'll also find network and project timelines.	+ Add content

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).

Choose submission		
• Submission guide	CurriculumVitae	
	Public CV	Private CV
💓 Research output	The public CV is used for presentation on the public portal.	The private CV can be used to export your selected data from
Activity	Once the CV is published it is available on the Pure Portal. It	Pure to PDF and Word. The CV is only visible for you, for CV
🍸 Prize		
Press/Media		
💿 Curriculum Vitae 🔰 🔪		

FIGURE 26 SETTING UP CV'S

The difference between the two is described in figure 27.

1		١.	1
L.	ر	V	

Туре	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

	Aves 5252 - 1 Junier (Advantion private CF - Georgie Oriene	- 0
	en annun staging elanempure com/sidnos/eldros/dicatos/pure modules/curros	Aurositas (external, include la detectiva recularios italiandetec anteni 1. profet 1 (Juniaris Gordonian
5	Private CV The presence CV (and be water to expert year elevence data makine for water, for CV entrance research or ye	num Pure to PDP and Word. The CV is only
Alt one or many accluses to and CP Personal and and Personal and and Personal and and and and and Personal and and and and Personal and and Personal a	φ(summ functions) Φ(subsections) Φ(subsections)	tes fais angelese fai MO a 1000 at a testam manganesena, citam tarten manganesena, citam tarten manganesena, citam tarten manganesena, citamus tarten mangan
	Beckertas	eff organization: the rate of

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).

Pure	ID: 22393958	Person	
'ersonal 💌	EDIT Metadata SEP/KUOZ Highlighted content Associated user Automated search	Highlighted content Select some of your content to highlight (the newest content is used by default). The list is shown on: • Organisation website	
🖉 Edit profile	OVERVIEW Relations Fingerprints Display HISTORY AND COMMENTS History and comments	Research outputs Research output: Types of Thesis > Doctoral Thesis > Internal	
₩ Research o Article 136		Research output: Types of Thesis > Doctoral Thesis > Internal	
150	Last saved: 10/05/21 13:37		

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].
