

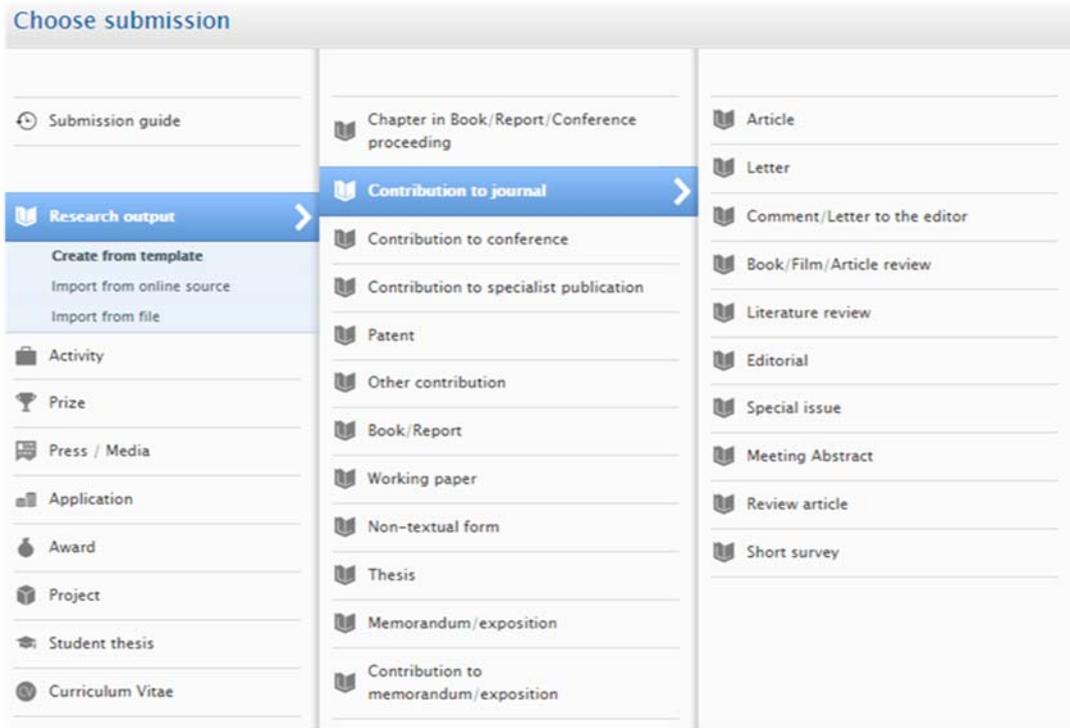
## Create research output from template

Log into Pure (<https://ris.utwente.nl/admin>) using your UT-login credentials.

Select either the “+” sign which appears when you hover over the left-hand-side **Research output** link or select the green **Add new** button (upper right corner).



Click **Research output** and a menu with types of content is displayed.



Select the appropriate output type and an empty template will open:

Research output: Article Change template

**EDIT**

- Metadata
- Metrics

**OVERVIEW**

- Relations
- Fingerprints
- Display

**HISTORY AND COMMENTS**

- History and comments

**NOTIFICATIONS**

Editors responsible for handling this submission: None

Comment to status change:

Status: For validation Save

You can always change to another template (upper right corner) **BUT** only templates within the same output-type (research output, activities, prizes, press/media etc.) are possible.

Add details of your research output. Please ensure that you complete all mandatory fields, indicated in Pure by a red asterisk, otherwise you will be unable to save the record.

**Some fields to note:**

- **State:** Pure will allow you to specify the publication **state** (In press, in preparation, published, unpublished). The default state is **Published**.
- **Electronic version(s) and related files and links:** In this section, you can add a full text document of the publication or links to an online version.

Upload your **peer-reviewed author version**, full text (PDF) or add a DOI or (persistent) hyperlink

*When uploading an electronic version of your work, you can set the status:*

Upload an electronic version

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 \*

Open

Open

Embargoed

Restricted

Closed

Unknown

License to document

Select license

Cancel Create

*When entering a DOI or a link a dropdown menus shows a list of options:*

Add a link

Add a link to an electronic (full-text) version of this work (e.g. the author's accepted manuscript in a subject repository)

Link \*

Document version

No value

No value

Submitted manuscript

Early version, also known as pre-print

Accepted author manuscript

Peer reviewed version

Proof

Version created as part of publication process; publisher's layout; not normally made publicly available

Final published version

Publisher's PDF, also known as Version of record

License to document

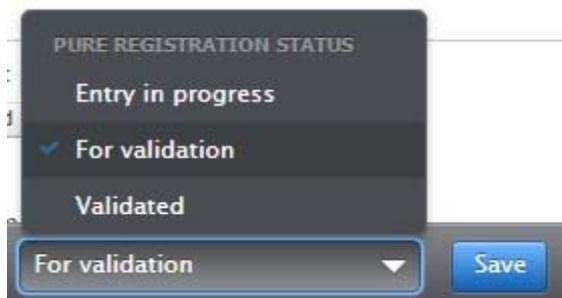
Select license

Cancel Create

- **Relations:** Create links between the research output and other Pure content such as another research output or a research project
- **Visibility:** The default **visibility** is **Public** which means the record will be displayed on the UT Research Information portal. If your research output has restrictions, select "Campus, Backend or Confidential"

If you are an academic using your own Pure account you will be automatically added to the bibliographic record as an author. To add co-authors, click on the button **Add person**

When finished, at the bottom of the template, set the status of your submission. The next (logical) step is already activated, and click Save. This will ensure that the workflow, processing your output, starts and that all necessary steps are taken to publish your output on the University Twente Research Information Portal.



## Help and Support

More detailed instructions on how to use Pure Research Information are available in the Pure manual.

Access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information. (hover over 'Help and support', click 'Manual') The available manuals are based on your role (researcher, editor) in Pure.

Also a link to the FAQ's is listed here to help you make the best use of Pure Research Information.

