

How to add your PhD thesis to Pure

TU Delft Library, 8 February 2024

This instruction explains how you manually add your PhD Thesis into Pure.

In accordance with the [TU Delft Doctoral Regulations](#), all TU Delft PhD students should make a free version (PDF file) of their TU Delft PhD thesis publicly available. Files are uploaded into the [TU Delft repository](#) using [Pure](#).

Please note:

- Only fill out the necessary fields (those marked with an asterix *).
- The Library checks and completes your entries where needed.

Adding content (add research output)

After [logging into Pure](#), you start by clicking the green 'add content' button on the right. Pure will ask you to select a Research output type.

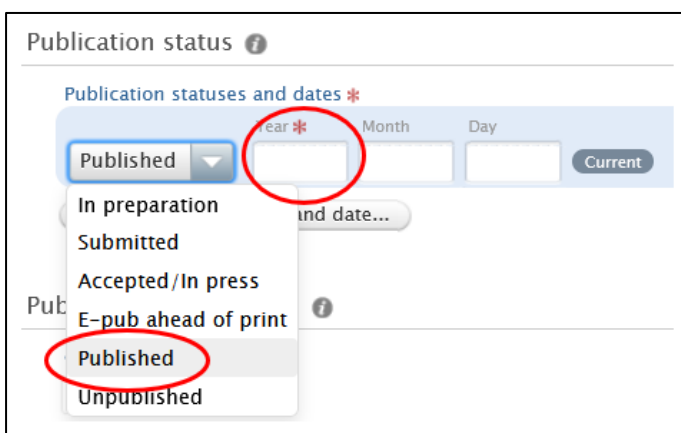
1. Research Output type

Select **Thesis** and then **Dissertation (TU Delft)**.

2. Publication status

Specify when the thesis was published.

- Select '**Published**' as publication state. Please note that other publication states of your dissertation (e.g. 'In preparation' or 'Submitted') must not be registered.
- Add only the **year** of publication (leave *month* and *day* blank). Your graduation date will be registered in another field.



The screenshot shows the 'Publication status' section of the Pure interface. It features a dropdown menu for 'Publication statuses and dates' with the following options: 'Published', 'In preparation', 'Submitted', 'Accepted/In press', 'E-pub ahead of print', 'Published', and 'Unpublished'. The 'Published' option is selected and highlighted with a red circle. To the right of the dropdown are input fields for 'Year *', 'Month', and 'Day', with a 'Current' button. The 'Year *' field is also highlighted with a red circle.

3. Publication information

Specify the following:

- **Original language** – Change if not published in English.
- **Title** – If you need to insert mathematical/chemical symbols or diacritics, please click on '*symbols formatting*'.
- **Subtitle, abstract and number of pages**

4. Contributors and affiliations

Your own name and affiliation have already been filled out by Pure. Check the accuracy of the data entered and correct if necessary.

The screenshot shows the 'Edit person' interface. At the top, it says 'Internal person'. Below that is a section for 'Name and role on the research' with input fields for 'First name' and 'Last name *'. A dropdown menu for 'Role *' is set to 'Author', and a checkbox for 'Corresponding author' is present. The next section is 'Affiliation on the research output', with a selected option 'Transport and Logistics'. Below this are two buttons: 'Affiliate to another organisational unit...' and 'Affiliate to an external organisation...'. At the bottom are 'Cancel' and 'Create' buttons.

5. Publication managed by

You can ignore this field; Pure will have filled this out automatically. The Library will change the value if necessary.

The screenshot shows the 'Publication managed by' field. It contains the text 'Publication managed by' followed by an information icon. Below this is a blue link 'Managing organisational unit *' with a plus and house icon.

6. Thesis Information

- Add the **Award date**
- Add “**Delft University of Technology**” as **Awarding Institution**

7. Supervisors

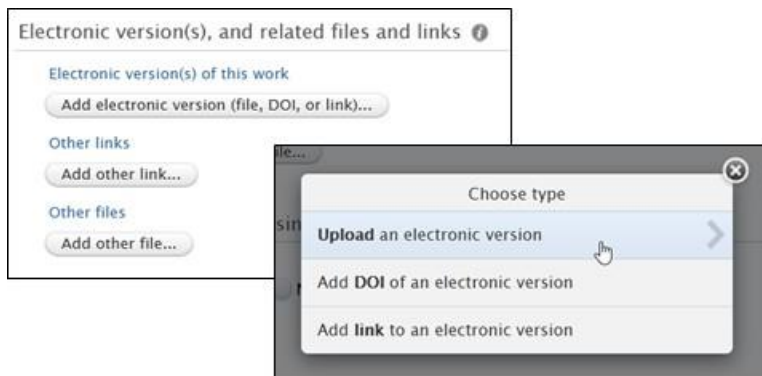
Use ‘**Add Person**’ to add your **Supervisor(s)** (promotor) and **Advisor(s)** (co- promotor). The other members of the doctoral committee must not be registered.

8. Publisher

- Add **ISBN**

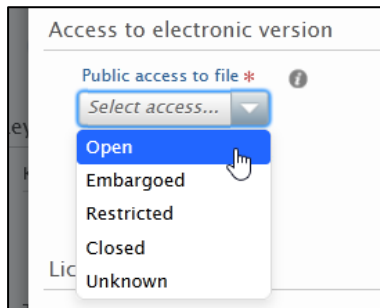
9. Electronic version(s), and related files and links

- Add the final published version of your PhD Thesis by uploading the file via the button '**Add electronic version (file, DOI, or link)**'.
- TU Delft Library staff creates a DOI number for your PhD thesis (except for A+BE theses).



Public access to file

- Select '**open**' in exceptional cases/copyrights matters, set an embargo. Keep the embargo as short as possible.



10. Keywords

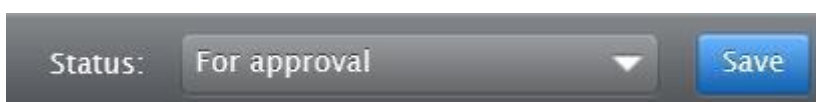
Add the keywords that have been added to the PhD thesis. Keywords make your thesis better findable. Add one keyword per box.

Note:

- Your PhD thesis will be stored in the [TU Delft Institutional Repository](#) and shown on the [TU Delft research portal](#).
- The Library validates all uploaded data, and will help you find a solution in case there is a problem with the file you uploaded.

11. Save your record

Always click **save** to save (the changes to) the record.



This work is marked with [CCO 1.0 Universal](#)-

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