How to add your activities to Pure

TU Delft Library, 18 April 2018

This procedure can be used for describing your activities – like membership of an editorial board, participation in a conference - in Pure. Your activities will be visible on the Pure portal (http://pure.tudelft.nl/portal). Activities have to be related to your professional expertise.

Activities are not counted as part of the TU Delft research output. If you want to save your research output – like articles, conference papers – please use the procedures on the Library website for registering research output (https://www.tudelft.nl/library/pure). Conference posters and abstracts are considered to be part of the research output.

Use the Press/Media submission forms for describing your press and media activities like press clippings and interviews.

How to add activities

1. Log in to Pure (http://pure.tudelft.nl/admin) with your NetID/Password.

2. Move your mouse to Activities and click on the plus sign (✛) next to Activities. Or click the large green 'Add new' button and choose 'Activity'.

3. Select the submission form for your type of activity from the menu. For example "Publication peer-review and editorial work" followed by "Editorial activity".

   Note: selecting the correct submission form is probably the most critical part of the procedure. **Appendix A** helps you to select the right form.
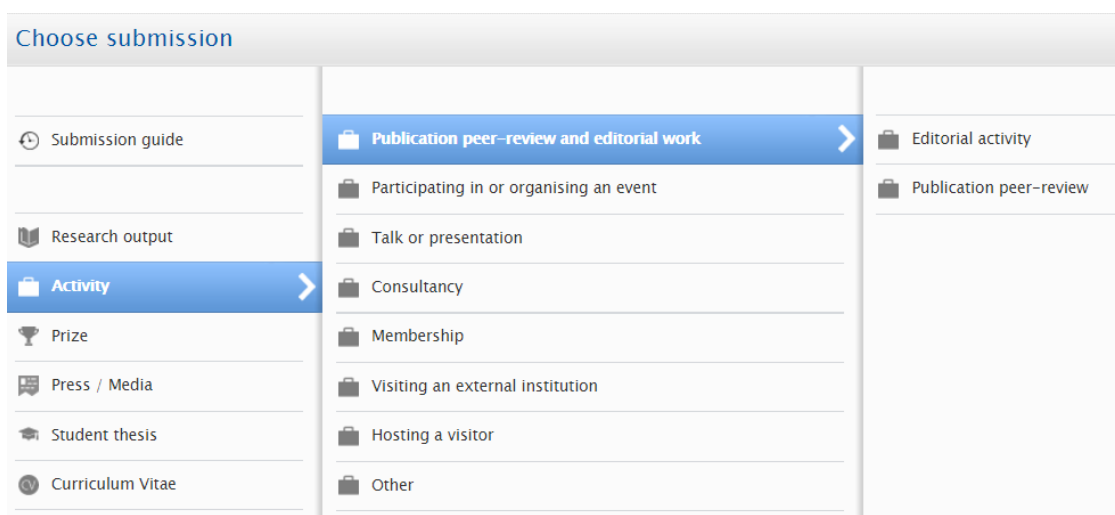
4. Activity information.
   - Select the Journal, Publisher, Event, Organisational unit or External Organisation the activity is related to.
   - Enter the specific date or the period of time. If your activity lasts the whole year enter the

year in the specific date field. Activity records are intended to describe the activities within one calendar year. So, do not use periods of time like 2015-2018. If your activity extends multiple years you have to duplicate the record.

Example Journal

Example Event

5. Persons/organisations.
   - Your name and organisational unit are already available. Click "Edit" next to your name if you want to change your activity role. The available roles are dependent on the activity type. Possible roles are: "Editor", "Editorial board member", "Peer reviewer", Chair of programme committee", "Member of programme committee", "Organiser", "Participant", "Speaker", "Invited speaker", "Advisor", "Chair", "Member", "Visiting researcher", "Visiting lecture", "Host".
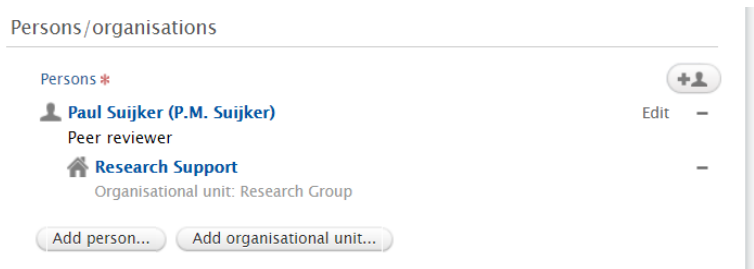
6. Activity managed by.
   You do not have to change this entry.

7. Event.
   Choose the appropriate event (if not already chosen in Activity information).

8. Documents and links.
   Add the appropriate documents and/or links to websites.
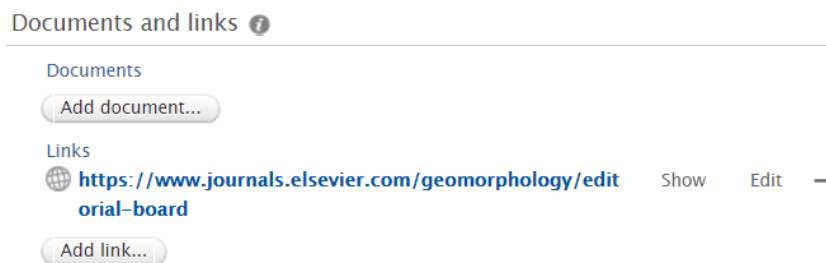
9. Keywords.
   Enter the appropriate keywords.

10. Relations.
    You can relate your activities to other content in Pure.

11. Visibility.
    Do not change the default "Public –No restriction".

12. Status.
    If necessary you can change the status from "For approval" to "Entry in progress" if you want to continue working on the submission form. Once set to "Approved" by the Library you won't be able to make any changes to the record.

Appendix A - Types of activity

Publication peer-review and editorial work

Activity -> Publication peer-review and editorial work -> Editorial activity

You are an editor for a *journal*. Choose "Journal". Choose role "Editor" or "Editorial board member".

You are the (guest) editor of a *special journal issue containing conference proceedings*. Choose "Event". Choose role: "Editor". If the conference name is not known, register the journal info (ISSN, volume, issue nr, and pages) in the Title field of the Event.

You are an *editor of an event*. Choose "Event". Choose role: "Editor".

You are the guest editor of a special journal issue. Use **Research output** -> Contribution to journal -> Special issue. Choose role "Guest editor".

You are an editor of a book. Use **Research output** -> Book/report -> Book editing. Choose role "Editor".

Activity -> Publication peer-review and editorial work -> Publication peer-review
You are the peer reviewer of a single publication. Choose role "Peer reviewer".

Participating in or organising an event

Activity -> Participating in or organising an event -> Participation in conference
You have been participant or organiser of a conference, or you have been part of the programme committee. Choose role "Chair of programme committee", "Member of programme committee", "Organiser" or "Participant".

Activity -> Participating in or organising an event -> Participation in workshop, seminar, course
You have attended a workshop, seminar or course. Choose role "Chair of programme committee", "Member of programme committee", "Organiser" or "Participant".

Talk or presentation

Activity -> Talk or presentation -> Talk or presentation at a conference
You have held a talk or presentation at a conference. Your role was "Speaker" or "Keynote speaker".

> If you want to upload your conference paper use: **Research output** -> Chapter in Book/Report/Conference proceeding -> Conference contribution

Activity -> Talk or presentation -> Talk or presentation at a workshop, seminar, course or other meeting

You have held a presentation at a workshop, seminar or course. Your role was "Speaker" or "Keynote speaker".

Consultancy

Activity -> Consultancy -> Consultancy

You are a consultant for an event or an organisation. Your role is "Advisor".

Membership

Activity -> Membership -> Membership of board

You are a member of an board for an external organisation. Choose "External organisation". Choose role "Chair" or "Member".
For editorial board of a journal use Activity -> Publication peer-review and editorial work -> Editorial activity.

Activity -> Membership -> Membership of committee

You are a member or chair of a committee. Choose role "Chair" or "Member".
For membership of conference programme committees use "Participation in conference".

Activity -> Membership -> Membership of counsel

You are part of a consulting body/corporation. Choose role "Chair" or "Member".

Activity -> Membership -> Membership of network

You are part of a professional expertise network. Choose role "Chair" or "Member".

Visiting an external institution

Activity -> Visiting an external institution -> Visiting an external academic institution

You have been visiting another academic institution for a period of time. Choose role "Visiting researcher" or "Visiting lecturer".

Activity -> Visiting an external institution -> Visiting an industrial institution

You have been visiting an industrial institution for a period of time. Choose role "Visiting researcher" or "Visiting lecturer".

Activity -> Visiting an external institution -> Visiting a governmental institution

You have been visiting a governmental institution for a period of time. Choose role "Visiting researcher" or "Visiting lecturer".

Activity -> Visiting an external institution -> Visiting a non-profit institution

You have been visiting a non-profit institution for a period of time. Choose role "Visiting researcher" or "Visiting lecturer".

Hosting a visitor

Activity -> Hosting a visitor -> Hosting an academic visitor

You were the host for an academic visitor. Role is "Host".

Other

Activity -> Other -> Other

Please use only of none of the types above are applicable.