

# How to add your book chapter to Pure

TU Delft Library, 13 February 2024

*This instruction explains how you manually add a book chapter into Pure.*

In accordance with the [TU Delft Open Access policy](#), all TU Delft researchers should make a free version (PDF file) of their TU Delft affiliated publication publicly available. Files are uploaded into the [TU Delft repository](#) using [Pure](#).

Please note:

- Before you start, check if your publication is not already present in Pure: the Library imports TU Delft publications from Scopus on a daily basis. If you have published your article in a Scopus indexed journal, it is likely already added to Pure.
- Only fill out the necessary fields (those marked with an asterisk \*).
- 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 **Chapter in Book/Conference proceedings/Edited volume** and then **Chapter**.

### 2. Type

With the **publication category** you indicate the 'targeted audience' of your publication.

- Scientific = aimed at academic peers;
- Professional = aimed at professionals such as journalists, policy makers, teachers, etc.;
- Popular = aimed at the general public.

NB: If you choose **'scientific'**, you will be asked to indicate whether the publication has been **peer-reviewed**.

Type

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Publication category \*

Scientific  Professional  Popular

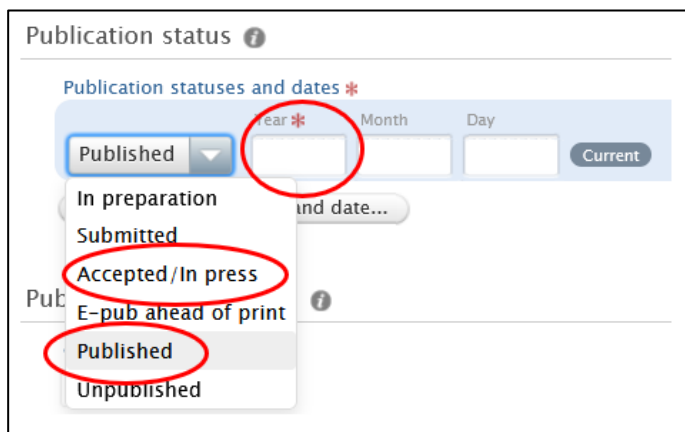
Peer-reviewed \*

Peer-reviewed  Not peer-reviewed

### 3. Publication status

Specify when the article was *published*.

- Register your publication when it is in its final stage, '**published**'. Don't register publications that are still 'in preparation' or 'submitted'.
- Add only the **year** of publication (leave *month* and *day* blank).



Publication status ⓘ

Publication statuses and dates \*

Year \* Month Day Current

Published

In preparation

Submitted

Accepted/In press

E-pub ahead of print ⓘ

Published

Unpublished

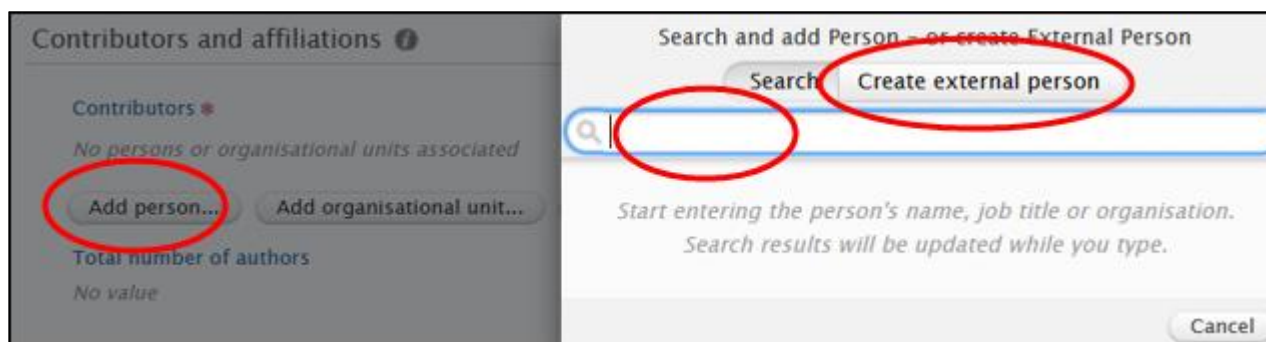
### 4. Publication information

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** if applicable.
- **Pages (from-to)** or the **article number** (whichever applies).

### 5. Contributors and affiliations

Add the names of your co-authors. Your own name and affiliation have already been filled out by Pure. Click on **add person** to add a co- author. If the co-author can't be found, you can **create** a new **external person**.



Contributors and affiliations ⓘ

Contributors \*

No persons or organisational units associated

Add person... Add organisational unit...

Total number of authors

No value

Search and add Person - or create External Person

Search Create external person

Start entering the person's name, job title or organisation.  
Search results will be updated while you type.

Cancel

The role is set to 'author' by default. Please change if needed.

Internal person

Name and role on the research

First name Last name \*

Role \*  
Author

Corresponding author

Affiliation on the research output

Transport and Logistics (

Affiliate to another organisational unit...

Affiliate to an external organisation...

Cancel Create

Your TU Delft **affiliation** has automatically been filled in by Pure. Pure does the same for internal (TU Delft) co-authors.

**Note:**

- If your publication is **not** affiliated with the TU Delft, you should **remove** your TU Delft affiliation, and replace it with the correct external affiliation.
- For external co-authors the affiliation can be left empty. Affiliations are always checked and completed by the Library.

If applicable, check the box next to **corresponding author**.

## 6. Publication managed by

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

Publication managed by ⓘ

Managing organisational unit \*

+ 🏠

## 7. Host publication

Specify the following:

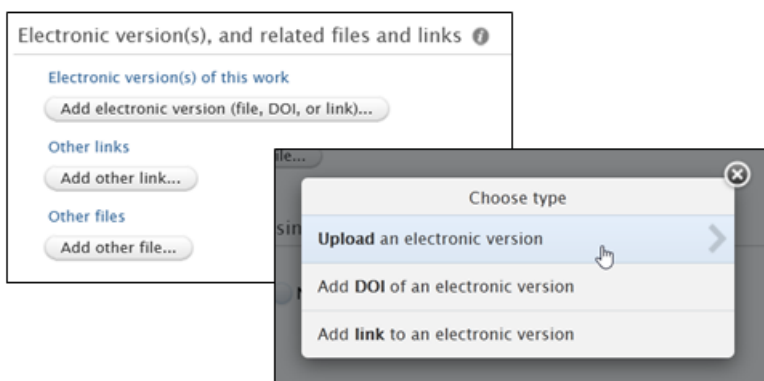
- **Title** - Add the **title of the host publication**.
- **Subtitle** - Add the **subtitle of the host publication** if applicable.
- **Publisher** - Select **add publisher** and **select** the desired publisher or **create new**.
- **Volume, ISBN, editors** – if applicable.

## 8. Series information

Select **Add publication series** - if applicable.

## 9. The Electronic version(s)

This is where you add your Open Access file(s).



There are three options: you can upload a (PDF) file, add a DOI or a link to the publisher's website.

### Note:

- To comply with the [TU Delft Open Access policy](#), you should upload a free version (PDF file) of your publication in the TU Delft Repository (via Pure).
- When you provide a (PDF) file, it will be stored in the [TU Delft Institutional Repository](#) and shown on the [TU Delft research portal](#).
- The Library validates all uploaded files, and will help you find a solution in case there is a problem with the file you uploaded.
- If your article has a **DOI** number, **add it**. The DOI is indispensable for making your publication better findable online and is used by the Library staff to verify your publication's details.

## Which version can you upload?

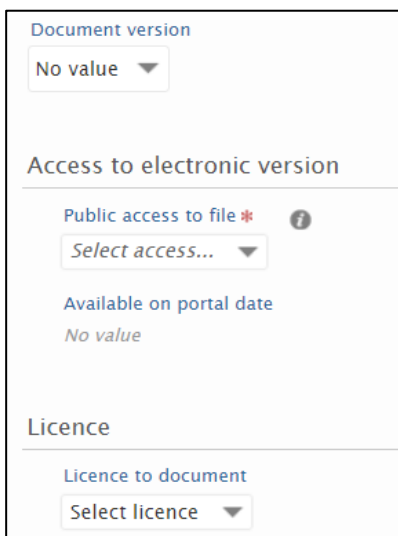
If possible always upload the final published version. Dutch copyright law allows universities to share the published version of any article after a six-month embargo, provided they have been publicly funded. Based on this law, The TU Delft will effectuate a new policy in 2023, making the six-months embargo the default for all publications not already Open Access. More details will be shared on the library's '[You Share, We Take Care](#)' page. Please contact the Library if you have any question about your upload ([library@tudelft.nl](mailto:library@tudelft.nl)).

When the final published version is not available, please upload the accepted author manuscript.

## Uploading your file(s)

When uploading your file, you are asked to fill in the following details:

- The **document version**
- The **public access status**
- A **licence** (if applicable)

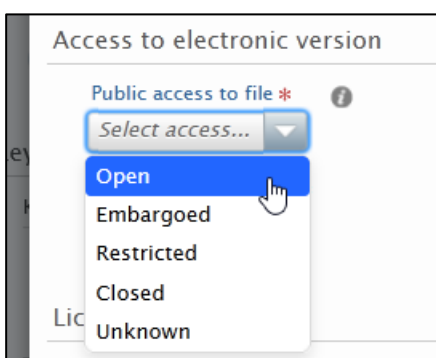


The screenshot shows a form with three main sections:

- Document version:** A dropdown menu currently set to "No value".
- Access to electronic version:** A dropdown menu labeled "Public access to file \*" with an information icon, currently set to "Select access...". Below it, the text "Available on portal date" is followed by "No value".
- Licence:** A dropdown menu labeled "Licence to document" currently set to "Select licence".

## The public access status

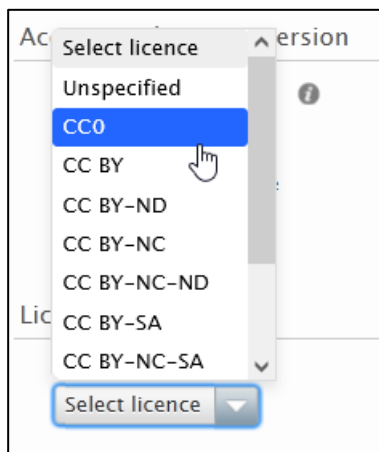
Select '**open**' unless there is an **embargo** on the file; this should be clear from the Open Access policy of the publisher. Only choose 'closed' if 'open' or 'embargoed' are not an option.



The screenshot shows the "Access to electronic version" section of the form. The "Public access to file \*" dropdown menu is open, displaying the following options: "Open", "Embargoed", "Restricted", "Closed", and "Unknown". A mouse cursor is pointing at the "Open" option.

## Licence

Add the [Creative Commons License](#) granted to the chapter, see license listing on the publisher's website.

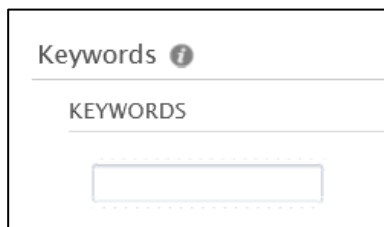


## Other files/Other links

Don't use this to upload your file(s), use 'Electronic version(s)' instead. Use these only if you want to add additional sources that are relevant to the publication. Please be aware that these files will also be visible on the Pure portal, so make sure you set the 'public access to the file to 'closed' if you don't want it to be accessible by others.

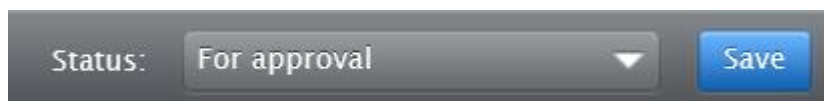
## 10. Keywords

Usually, keywords are provided in the article. You can leave this empty, but keywords make your article better findable. Add one keyword per box.



## 11. Save your record

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



This work is marked with [CC0 1.0 Universal](#)

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