

How to add your book to Pure

TU Delft Library, 8 February 2024

This instruction explains how you manually add a book 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 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 **Book/Report** and then **Book**.

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

Publication category *

Scientific Professional Popular

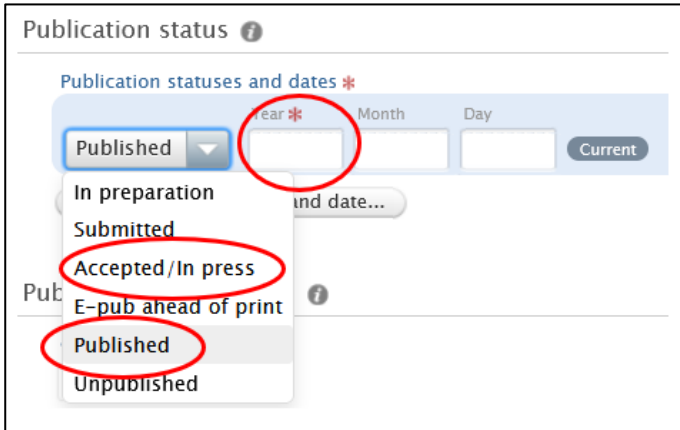
Peer-reviewed *

Peer-reviewed Not peer-reviewed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Unpublished

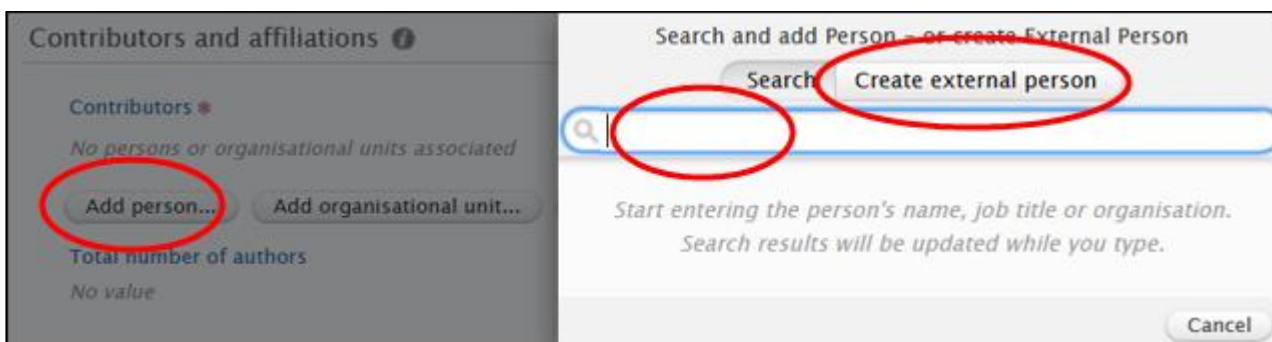
4. Publication information

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.
- **Number of pages**.

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

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. Publisher

Specify the following:

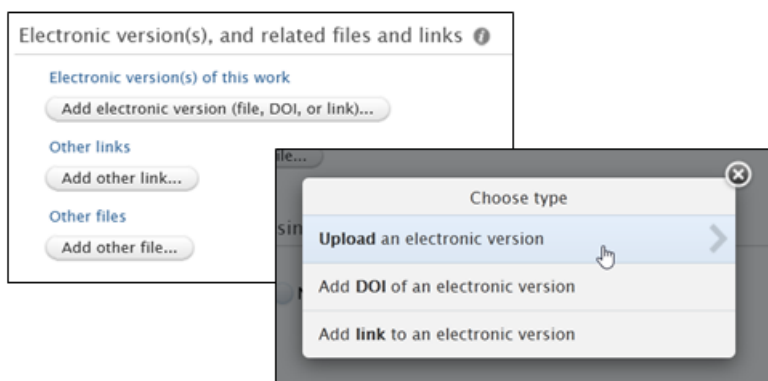
- **Publisher** - Select **add publisher** and **select** the desired publisher or **create new**.
- **Edition** - Add the **edition of the publication**.
- **ISBN** – Add **ISBN (Print)** and **ISBN (Electronic)** if applicable.

8. Series information

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

9. 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?

Always upload the publishers version when the book is published Open Access. Please contact the Library if you have any question about your upload (library@tudelft.nl).

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)

Document version
No value ▼

Access to electronic version

Public access to file * ⓘ
Select access... ▼

Available on portal date
No value

Licence

Licence to document
Select licence ▼

The public access status

Select the correct status. Only choose 'closed' if 'open' or 'embargoed' are not an option.

Access to electronic version

Public access to file * ⓘ
Select access... ▼

- Open
- Embargoed
- Restricted
- Closed
- Unknown

Licence

The [Creative Commons License](#) of Open Access published books is often provided on the publisher's website.

Access to electronic version

Select licence ▼

- Unspecified
- CC0
- CC BY
- CC BY-ND
- CC BY-NC
- CC BY-NC-ND
- CC BY-SA
- CC BY-NC-SA

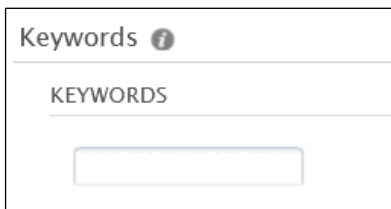
Select licence ▼

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

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



The image shows a form field for keywords. At the top, it says "Keywords" with an information icon. Below that, the word "KEYWORDS" is written in all caps. Underneath is a rectangular input box for entering text.

11. Save your record

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



The image shows a dark grey bar containing a status dropdown menu and a save button. The status is currently set to "For approval" with a downward arrow. To the right is a blue button with the word "Save" in white text.

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

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