

# How to add your conference contribution to Pure

TU Delft Library, 13 February 2024

*This instruction explains how you manually add a conference contribution 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 **Chapter in Book/Conference proceedings/Edited volume** and then **Conference contribution..**

### 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☐ Peer-reviewed ☐ Not peer-reviewed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

Published ▼

In preparation

Submitted

Accepted/In press

E-pub ahead of print

Published

Unpublished

Current

#### 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)** and/or the **chapter** or **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

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:

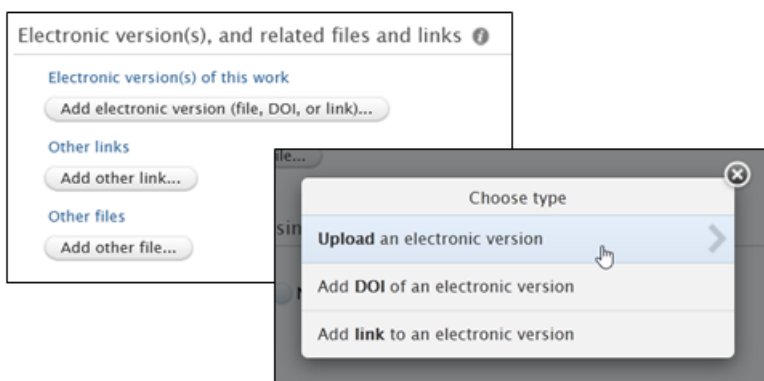
- **Title** - Add the **title of the host publication**.
- **Subtitle** - Add the **subtitle of the host publication** if applicable.
- **Publisher** - Select **add publisher** and **select** the desired publisher or **create new**.
- **Volume, ISBN, editors** – if applicable.

## 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. The first section, 'Document version', has a dropdown menu currently set to 'No value'. The second section, 'Access to electronic version', contains a required field 'Public access to file \*' with an information icon, a dropdown menu set to 'Select access...', and a label 'Available on portal date' with the value 'No value'. The third section, 'Licence', has a label 'Licence to document' and a dropdown menu 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.

This screenshot shows the 'Access to electronic version' section of the form. The 'Public access to file \*' dropdown menu is open, displaying a list of options: 'Open' (highlighted with a blue bar and a mouse cursor), 'Embargoed', 'Restricted', 'Closed', and 'Unknown'.

### Licence

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

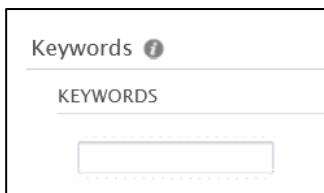
This screenshot shows the 'Licence' section of the form. The 'Select licence' dropdown menu is open, displaying a list of Creative Commons license options: 'Unspecified', 'CC0' (highlighted with a blue bar and a mouse cursor), 'CC BY', 'CC BY-ND', 'CC BY-NC', 'CC BY-NC-ND', 'CC BY-SA', and 'CC BY-NC-SA'. Below the list is a 'Select licence' button.

### 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.

A screenshot of a web form section titled 'Keywords' with a help icon. Below the title is a sub-header 'KEYWORDS' and a single empty text input box for adding a keyword.

### 11. Event

- Add the event of your conference contribution by choosing '**Add event...**'.
- Search the event by entering the name in the **search field** or click on '**create new**' if there are no search results.
- Fill in the event details as completely as possible.

### 12. Save your record

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

A screenshot of a dark grey UI bar. On the left, it says 'Status:'. Next to it is a dropdown menu currently showing 'For approval' with a downward arrow. To the right of the dropdown is a blue button with the text 'Save'.

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

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