



Create research output from template

Log into Pure (<https://ris.utwente.nl/admin>) using your UT-login credentials.

Select either the “+” sign which appears when hovering over the left-hand-side **Research output** link or select the green **Add new** button (upper right corner).



Click **Research output** and a menu with types of content is displayed.

Choose submission

Submission guide	Chapter in Book/Report/Conference proceeding	Article
Research output	Contribution to journal	Letter
Create from template	Contribution to conference	Comment/Letter to the editor
Import from online source	Contribution to specialist publication	Book/Film/Article review
Import from file	Patent	Literature review
Activity	Other contribution	Editorial
Prize	Book/Report	Special issue
Press / Media	Working paper	Meeting Abstract
Application	Non-textual form	Review article
Award	Thesis	Short survey
Project	Memorandum/exposition	
Student thesis	Contribution to memorandum/exposition	
Curriculum Vitae		

Select the appropriate output type and an empty template will open:

Research output: Article Change template

EDIT

- Metadata
- Metrics

OVERVIEW

- Relations
- Fingerprints
- Display

HISTORY AND COMMENTS

- History and comments

NOTIFICATIONS

Editors responsible for handling this submission: None

Comment to status change:

Type

Publication category *

Scientific Professional Popular

SEP output type

Not eligible

Publication state ⓘ

Publication statuses and dates *

Published Year * Month Day Current

Add publication status and date...

Publication information ⓘ

Original language *

English

Title of the contribution in original language *

Status: For validation Save



It is always possible to change to another template (upper right corner) **BUT** only templates within the same output-type (research output, activities, prizes, press/media etc.) are possible.

Add details of the research output. Please ensure that all mandatory fields are completed, indicated in Pure by a red asterisk, otherwise you will be unable to save the record.

Some fields to note:

- **State:** Pure will allow you to specify the publication **state** (In press, in preparation, published, unpublished). The default state is **Published**.
- **Electronic version(s) and related files and links:** In this section, you can [add a full text document](#) of the publication and links to an online version.

Upload your **peer-reviewed author version PDF** (or the **publisher version**, in case the author version is not available) and add a DOI or (persistent) hyperlink

When uploading an electronic version of your work, you can set the status:

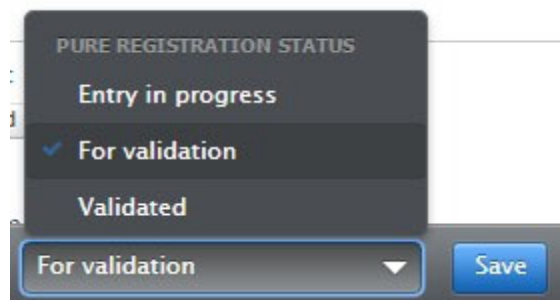
When entering a DOI or a link a dropdown menus shows a list of options:

- **Relations:** Create links between the research output and other Pure content such as another research output or a research project
- **Visibility:** The default **visibility** is **Public** which means the record will be displayed on the UT Research Information Portal. If your research output has restrictions, select “Campus, Backend or Confidential”



If you are an academic using your own Pure account you will be automatically added to the bibliographic record as an author. To add co-authors, click on the button **Add person**

When finished, at the bottom of the template, set the status of your submission. The next (logical) step is already activated, and click Save. This will ensure that the workflow, processing your output, starts and that all necessary steps are taken to publish your output on the University Twente Research Information Portal.



Help and Support

More detailed instructions on how to use Pure Research Information are available in the Pure manual.

Access the manual from the bottom right corner of the screen at any time when logged into Pure Research Information. (hover over 'Help and support', click 'Manual') The available manuals are based on your role (researcher, editor) in Pure.

Also a link to the FAQ's is listed here to help you make the best use of Pure Research Information.

