CityU Scholars
A Research Hub of Excellence

The library harvests your publications from Scopus and Web of Science at regular intervals and put these research output records under "**Tasks & Notifications**" in your Pure account for you to review and claim Fig. 1

💡 If your research output is not harvested by the Library, refer to the **Creating a Research Output Record Manually** Guide

To get started, at *CityU Home* page, under *"Quick Links"*, select *"CityU Scholars"*. Go to the **CityU Scholars Backend (PURE)** and **login**.

1. Locate the harvested research output

- Click the link in the message box under **Tasks** which shows the no. of research outputs pending for your action Fig. 1

- Select the title you would like to claim Fig. 2

💡 See the **Disclaiming a Research Output** Guide if the harvested record is not yours

2. Check and make changes as necessary

Once you are in the record, review each section to ensure accuracy of the details. Sections marked with ✱ are mandatory. Common fields across different templates are:

- Publication state
- Publication information
- Authors and affiliations
- Research output managed by
- Journal/Publication name
- Electronic version(s), and related files and links
- Event
- Relations
- Visibility

3. Upload electronic files and links

Open access (OA)

- For journals, the system may show the publisher's open access policy (if any). Click **Read more for open access archiving conditions** for more details and the version of work permitted for OA. Fig. 3

- Visit the publisher's website or contact *Research Support and Scholarly Communication Division* at lbscholars@cityu.edu.hk if necessary

💡 See also the **Understanding Open Access** and **RGC's OA Requirements and Library's Support** Guides
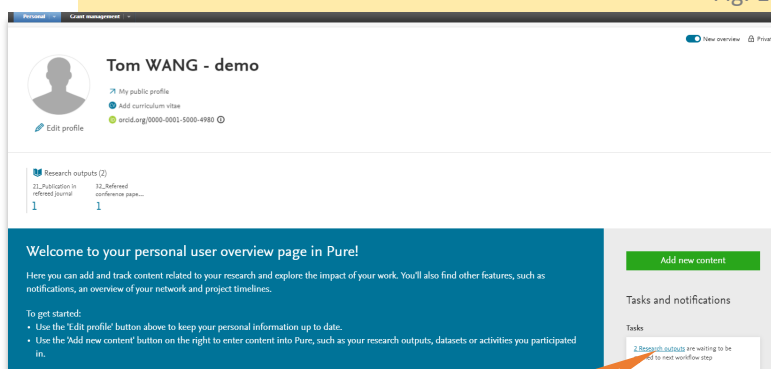
Cont'd...

Fig. 1

2 Research outputs are waiting to be pushed to next workflow step

Fig. 2

Fig. 3

Electronic version(s), related files and links ⓘ

OPEN ACCESS (OA): Please check the publisher's policy first before uploading any full-text file of your work. Information below is for reference only. Publisher's website provides more details. Consult a Librarian if necessary.

▸ RoMEO color: Green
Can archive the full-text file of your work (usually WITH CONDITIONS, e.g. Embargo, APC, etc.)
Read more for open access archiving conditions »

ELECTRONIC VERSION(S) OF THIS WORK (e.g. full-text file, DOI, etc.)
Add electronic version (full-text file, DOI, or link)...

OTHER LINKS
Add other link...

FIRST PAGE / PAGE WITH CITATION DETAILS (If no full-text file has been uploaded)
Add 1st page or page with full citation information
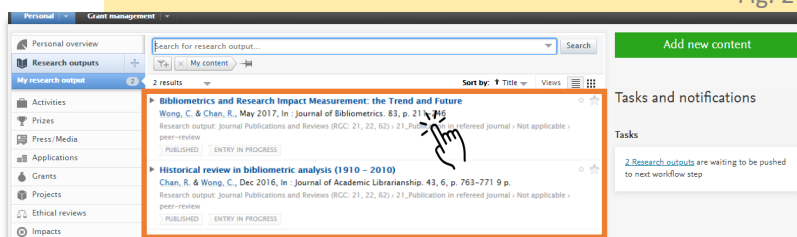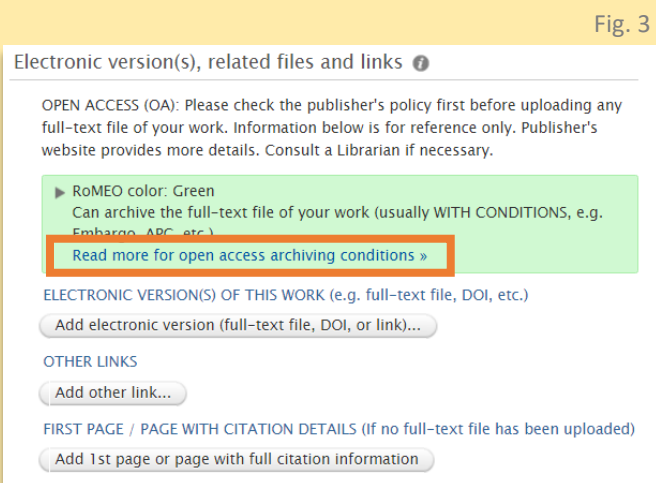
Claiming library harvested research output records… Con't

Electronic version(s), and related files and links

- Click **Add electronic version (full-text file, DOI, or link)** to upload the **PDF** file for the permitted version of your work, and/or add DOI/links Fig. 4

- 💡 See the **Uploading Full-text** Guide for more details

- If no full-text file or link is available, **Add 1st page or page with full citation information**. This will help speed up the Library's record validation and enhancement process Fig. 4

- 💡 Only validated records will be displayed on the CityU Scholars portal

4. Decide RGC reporting preference

- By default, research output of RGC categories that fall within the corresponding reporting year will be used for RGC reporting. Choose **opt-out** for items you do not wish to include Fig. 5

- 💡 See the **Inputting Records under RGC Categories** Guide for more details

5. Establish relations

- Add relations by linking your record with related research output and activities Fig. 6

- 💡 See the **Establishing Relations between Records** Guide for more details

6. Set visibility

- Manage the visibility of your record if you do not wish your publication to be made public Fig. 7

- 💡 See the **Managing Visibility of Records** Guide for more details

7. Save the record and submit it for validation

- Change the record status to [For validation] and click [Save] Fig. 8

- Library staff will enhance and validate your record to make it publicly accessible on the CityU Scholars portal (if your visibility choice is **Public - No restriction**)

- 💡 Only validated records will be displayed on the CityU Scholars portal

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Quick tips

- If the Library-harvested research output record remains unclaimed in your account for two weeks, the Library will change its status to "validated" to make it visible on the CityU Scholars portal

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Fig. 4

Electronic version(s), related files and links ⓘ

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OTHER LINKS
[Add other link...]

FIRST PAGE / PAGE WITH CITATION DETAILS (If no full-text file has been uploaded)
[Add 1st page or page with full citation information]

Fig. 5

RGC REPORTING [OPT-OUT CHOICE] – FOR ITEMS OF RGC CATEGORIES ONLY

Please click the button below to choose a value
[Add rgc reporting [opt-out choice] – for items of rgc categories only...]

Fig. 6

Relations ⓘ

Research Outputs
[+📖]

Activities
[+💼]

Prizes
[+🏆]

Fig. 7

Visibility (For Research output, Dataset and Student thesis, only validated record will be displayed on portal) ⓘ

○ Public – No restriction ▼

Fig. 8

PURE REGISTRATION STATUS
Entry in progress
✓ For validation

Status: [For validation ▼] [Save]

Got questions?
Need help?
Email: lbscholars@cityu.edu.hk