

## Depositing non-textual forms into Pure, e.g. Art & Music

This guide covers the deposit of Digital or Visual Products, Web publications/sites, Artefacts, Exhibitions, Performances, Compositions and Design and includes the following types:

- Animation, Architecture
- Book Art/Artist's book, Broadcast (Radio/TV)
- Composition/Score, Craft, Curation
- Digital art, Drawings/Illustrations, DVD/Video
- Exhibition/Show
- Fashion, Film/Motion Picture
- Graphic Design
- Online
- Painting, Performance (Art), Performance (Music), Performance/Festival/Programme
- Notes, Photography, Printmaking, Public Art
- Recordings, Recording notes (CD liners etc)
- Sculpture, Site-specific work/Installation, Sound Art
- Textiles, Theatre, Typography
- Workshop (or Performance)

### Logging in

Log into Pure using your University username and password.

Click on the plus sign next to **Research Output**:

The screenshot displays the Pure portal interface for a user named Graeme Earl. The left-hand navigation menu includes options like Personal, Research output, Activities, Prizes, Press / Media, Applications, Awards, Projects, Impacts, Datasets, and Curricula Vitae. The 'Research output' option is circled in red. The main content area shows the user's profile and a summary of their research output, awards, datasets, and projects. The 'Research output' section lists various types of outputs with their respective counts: Article (35), Chapter (22), Conference contribution (20), Paper (15), Other report (7), Book (6), Poster (4), Letter (2), Commissioned report (2), Working paper (2), and More... (2). The 'Awards' section shows 9 awards, including Research Councils Award (8) and EU Award (1). The 'Datasets' section shows 11 datasets. The 'Projects' section shows 9 projects, including Research Councils Award (8) and EU Award (1). The right-hand sidebar contains an 'Add new' button, a section for 'My personal tasks' with counts for pending research output (2), pending projects (9), and candidates in Scopus (5), and a section for 'My messages' with 56 messages.

## Submission Type

Click on **Research output** and then choose which type of Research Output you would like to deposit. For non-textual art or music items, select **Non-textual form**. Once you have done this, another menu appears. In this case, we'll choose **Digital or Visual Products** where you can deposit items such as images, sound art, but you could choose any from this list and the following guidance will apply.

The screenshot shows a web interface titled "Choose submission". On the left is a sidebar with icons and labels: "Submission guide", "Research output" (highlighted with a blue bar and a right arrow), "Create from template" (with sub-options "Import from online source" and "Import from file"), "Activity", "Dataset", "Project", "Curriculum Vitae", and "Impact". Below the sidebar is a search bar. The main content area is a list of submission types, each with a book icon: "Contribution to journal", "Chapter in Book/Report/Conference proceeding", "Contribution to conference", "Contribution to specialist publication", "Patent", "Other contribution", "Book/Report", "Working paper", "Non-textual form" (highlighted with a blue bar and a right arrow), and "Thesis". To the right of this list is another sidebar with icons and labels: "Software", "Digital or Visual Products" (highlighted), "Web publication/site", "Artefact", "Exhibition", "Performance", "Composition", and "Design".

The Digital or Visual Products template window opens. The template contains fields for you to add information about your output. You do not need to fill in all of the fields.

Pure requires fields with red asterisks (\*) to be completed.

The screenshot shows a "Warning!" dialog box with a grey background. At the top, it says "Do not close this window using the cross in the top right-hand corner: Pure will delete all of the information you have entered." Below this, it says "To close your record, scroll to the bottom of the screen and click Save. (This will send it to be validated)." There is a status dropdown menu showing "Status: For validation" and a "Save" button. Below the status menu, it says "If you would like to complete the record at a later date, you can select Entry in Progress from the drop-down menu, then click Save." At the bottom, there is a small inset window titled "PURE REGISTRATION STATUS" showing a dropdown menu with "Entry in progress" selected.

**Warning!**

Do not close this window using the cross in the top right-hand corner: Pure will delete all of the information you have entered.

To close your record, scroll to the bottom of the screen and click Save. (This will send it to be validated).

Status: For validation

If you would like to complete the record at a later date, you can select Entry in Progress from the drop-down menu, then click Save.

PURE REGISTRATION STATUS

✓ Entry in progress

For validation

Entry in progress

The template contains fields for you to add information about your book. You do not need to fill in all of the fields. Pure requires fields with red asterisks (\*) to be completed.

## Publication State

The default status is Published and you should use this for 'finished' outputs.

Publication state i

Publication statuses and dates \*

Published ▾

Year \* 2016

Month 1

Day 26

Current

Add publication status and date...

Publication information i

Original language \*

English ▾

Title of the contribution in original language \*

The Archaeology of Rome

Subtitle of the contribution in original language

Abstract

Publication statuses and dates \*

Published ▾

Year \*

Month

Day

Current

Add publication status and date...

Pub i

In preparation

Submitted

Accepted/In press

E-pub ahead of print

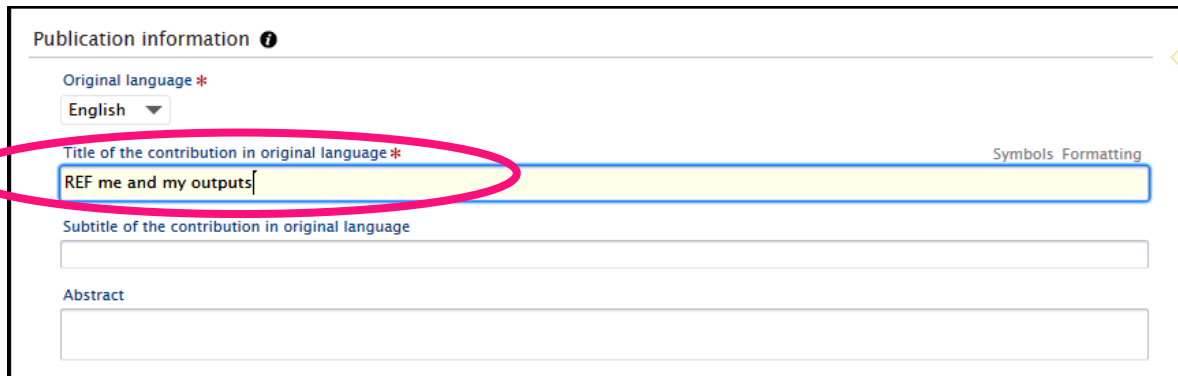
Published

English ▾

Additional dates can be added (e.g. **In preparation** or **Submitted**) where this is appropriate, for example, a commissioned work or competition piece.

## Publication Information

Enter the output title under **Title of the contribution in original language** and add an abstract.



Publication information ⓘ

Original language \*  
English ▼

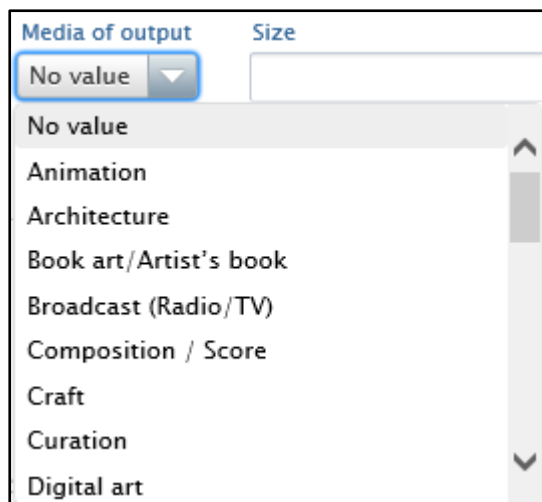
Title of the contribution in original language \*  
REF me and my outputs

Subtitle of the contribution in original language

Abstract

In the abstract section enter a description of the output. This can include reference codes and other such information specific to the output type not covered elsewhere on the template.

From the list select the media type



Media of output      Size

No value ▼

No value

Animation

Architecture

Book art/Artist's book

Broadcast (Radio/TV)

Composition / Score

Craft

Curation

Digital art

Add **size** where appropriate, for example 3MB, 3cmx4cm, or 5 min

## Authors and Affiliations

Pure will automatically enter your name as the author and your organisational unit. You can add additional people and assign their roles, by clicking on **Add person** and add organisational units by clicking on **Add organisational unit**.

You can look up University of Southampton authors, or create a record for an external person.

Search and add Person - or create External Person

Search Create external person

Moreau, Luc  
Web & Internet Science - PROFESSOR IN ELECTRONICS & COMP SCIENCE  
Academic - Mixed (Staff)

Costanza, Enrico  
Agents, Interactions & Complexity - LECTURER  
Academic - Mixed (Staff)

Frankland, Tom  
Humanities  
Other (Student)

Keay, Simon  
Humanities: Central Faculty - PROFESSOR  
Faculty of Humanities - ASSO DEAN, RES & ENT OF THE FAC OF HUM  
Academic - Mixed (Staff)

Cancel

Select the **Role** from the drop down list. This is a compulsory field.

Edit person

Luc Moreau  
Internal person

Name and role on the research output

First name Last name \*

Luc Moreau

Role \*

Author

Conductor

Curator

Designer

Developer

Lyricist

Performer

Photographer

Producer

Other

Research output

→ 31/03/08)

et Science (1/04/08 → present)

other organisational unit...

external organisation...

Cancel Create

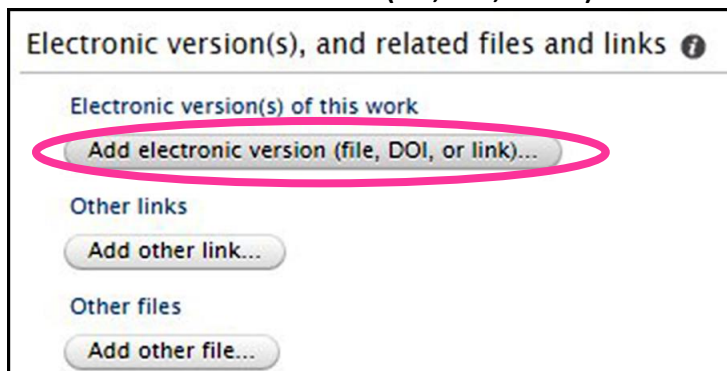
## Publisher

Add details here about a company, organisation or publishing company if appropriate to the research output.

## Electronic version(s), and related files and links: upload an electronic version

You can upload any files relating to your output in this section, apart from 'research data' files as these should be deposited separately.

Click on **Add electronic version (file, DOI, or link)...**



Electronic version(s), and related files and links ⓘ

Electronic version(s) of this work

Add electronic version (file, DOI, or link)...

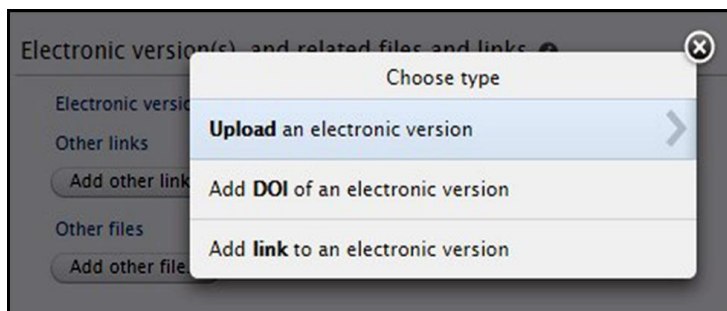
Other links

Add other link...

Other files

Add other file...

Choose **Upload an electronic version:**



Electronic version(s), and related files and links ⓘ

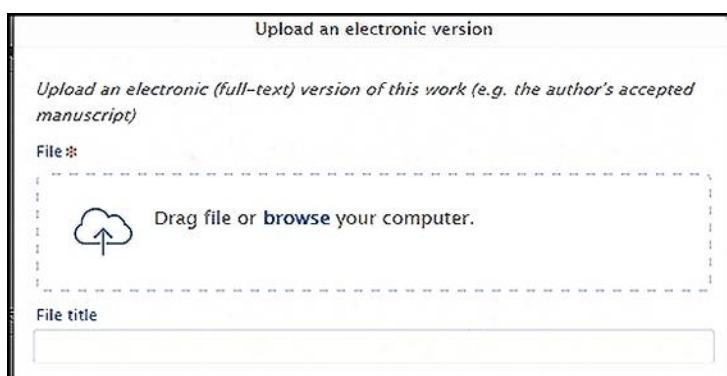
Choose type

Upload an electronic version >

Add DOI of an electronic version

Add link to an electronic version

Either drag your file into Pure, or click on **browse** to find the file on your computer.



Upload an electronic version

Upload an electronic (full-text) version of this work (e.g. the author's accepted manuscript)

File \*

Drag file or browse your computer.

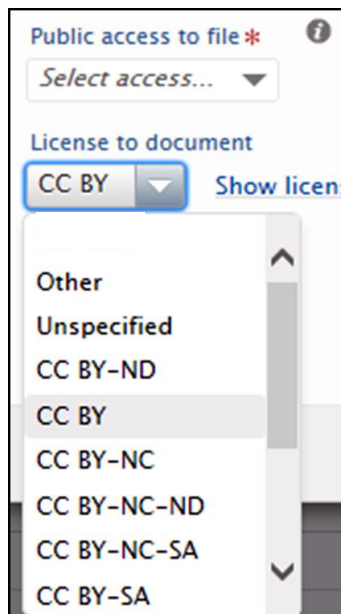
File title

Once you have uploaded the file, select the **Document version** from the drop-down menu, matching it to the nearest equivalent, for example, **Version of Record** for a completed output.

Now set the public access to the file. The ePrints team will check this so do not worry if you are not sure which level of access you should choose.

If the file needs an embargo, the ePrints team will add the dates for the embargo. Please email [eprints@soton.ac.uk](mailto:eprints@soton.ac.uk) to provide the background for any specific embargo required.

Where you have the right to do so, it is advisable to select a licence for the output. Once you have selected a licence a link to the details will appear to help you in your selection.



The image shows two dropdown menus. The first is labeled 'Public access to file \*' and has a 'Select access...' dropdown arrow. The second is labeled 'License to document' and has a 'CC BY' dropdown arrow. Below the 'License to document' menu, a list of options is visible: 'Other', 'Unspecified', 'CC BY-ND', 'CC BY', 'CC BY-NC', 'CC BY-NC-ND', 'CC BY-NC-SA', and 'CC BY-SA'. The 'CC BY' option is currently selected.

Once you have added your file, selected the version and the public access to the file, click on **Create**.

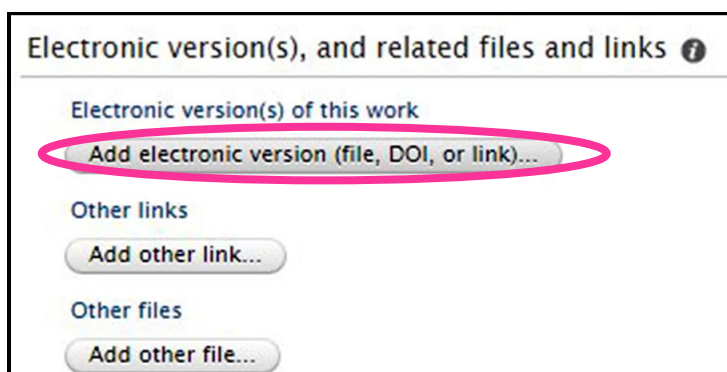


The image shows a button labeled 'Create' with a blue background and white text. It is circled in red. To its left is a button labeled 'Cancel' with a grey background and black text.

### Electronic version(s): adding a related URL or DOI of an electronic version

If there is a related URL or a DOI associated with the output, you can enter this information as well as uploading the main output itself.

Go back to the main record, click on **Add electronic version (file DOI, or link)...** again:



The image shows a section titled 'Electronic version(s), and related files and links'. Under the heading 'Electronic version(s) of this work', there is a button labeled 'Add electronic version (file, DOI, or link)...' which is circled in red. Below this, under the heading 'Other links', there is a button labeled 'Add other link...'. Under the heading 'Other files', there is a button labeled 'Add other file...'.



Choose **Add DOI of an electronic version** or **Add link to an electronic version**.

Enter the URL or DOI and click on **Create**. (You do not need to set the version, licence or public access).

Add a link	Add a DOI
Add a link to an electronic (full-text) version of this work (e.g. the author's accepted manuscript in a subject repository)	Add a DOI for an electronic (full-text) version of this work (e.g. the published version of record)
Link* <input type="text" value="http://www.so.ac.uk"/>	DOI (Digital Object Identifier)* <input type="text" value="10.111/123"/> <small>Example: 10.1000/182</small>
Document version Version of Record <small>Publisher's PDF, also known as Final published version</small>	Document version Version of Record <small>Publisher's PDF, also known as Final published version</small>
Public access to file No value	Public access to file No value
License to document Select license...	License to document Select license...

## Event

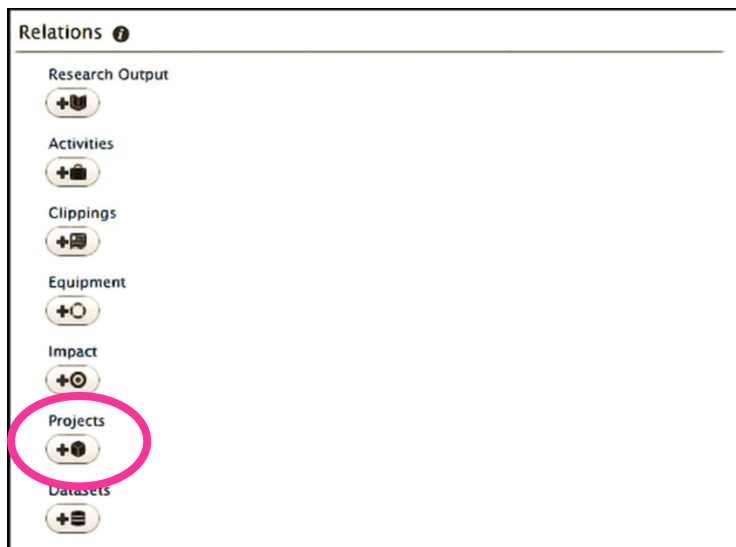
If your research output is linked to a specific event you can add the details in this section. As with previous sections you can add an existing event from a list or create your own.

Add event	Add event
<div> <input type="text" value="sound"/> </div> <div> 1 - 10 / 117 </div> <div> <p><b>24th Conference on Reproduced Sound: Immersive Sound</b> 20/11/08 – 21/11/08 Event: Conference</p> <p><b>Reproduced Sound</b> 10/11/15 – 12/11/15 Event: Conference</p> <p><b>Reproduced Sound 23: Hall of Sound Audio for Live Events</b> 29/11/07 – 30/11/07 Event: Conference</p> <p><b>28th Conference on Reproduced Sound: Auralisation: Designing With Sound</b> 14/11/12 – 16/11/12 Event: Conference</p> <p><b>24th Conference on Reproduced Sound: Immersive Sound, Institute of Acoustics</b> 20/11/08 – 21/11/08 Event: Conference</p> <p><b>Reproduced Sound 18</b> 15/11/02 – 17/11/02 Event: Conference</p> </div>	<div> <input type="text" value=""/> </div> <div> Type  Conference  Conference  Workshop  Seminar  Exhibition  Other </div> <div> Location  <input type="text"/> </div> <div> Country  United Kingdom </div> <div> Start date*  <input type="text"/> </div> <div> End date  <input type="text"/> </div> <div> Degree of recognition  <input type="text"/> </div> <div> Cancel Create </div>

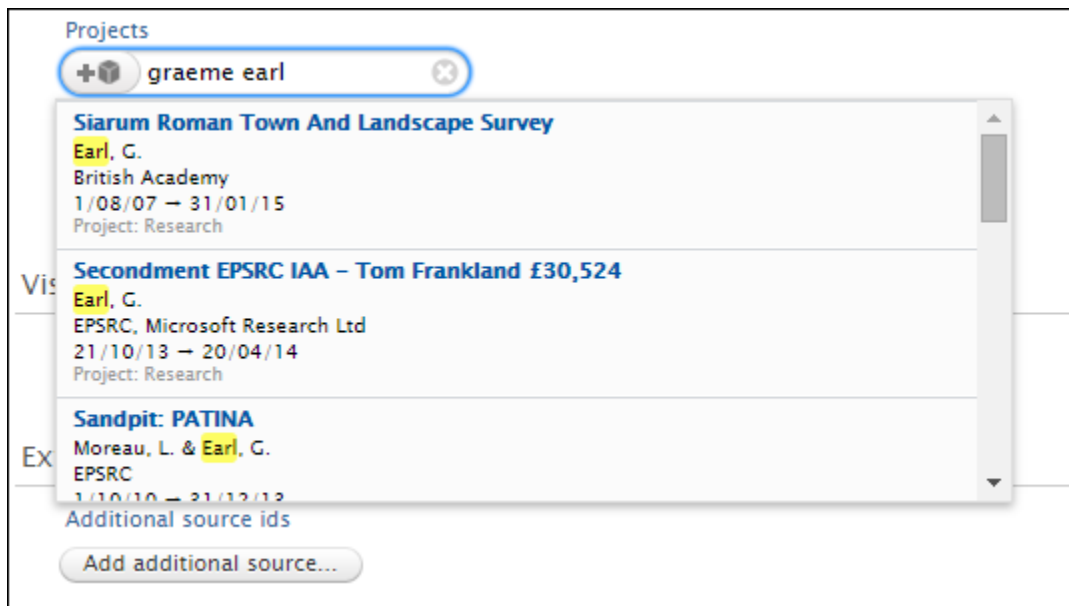
## Relations: projects

If you received funding for your research, add the grant information.

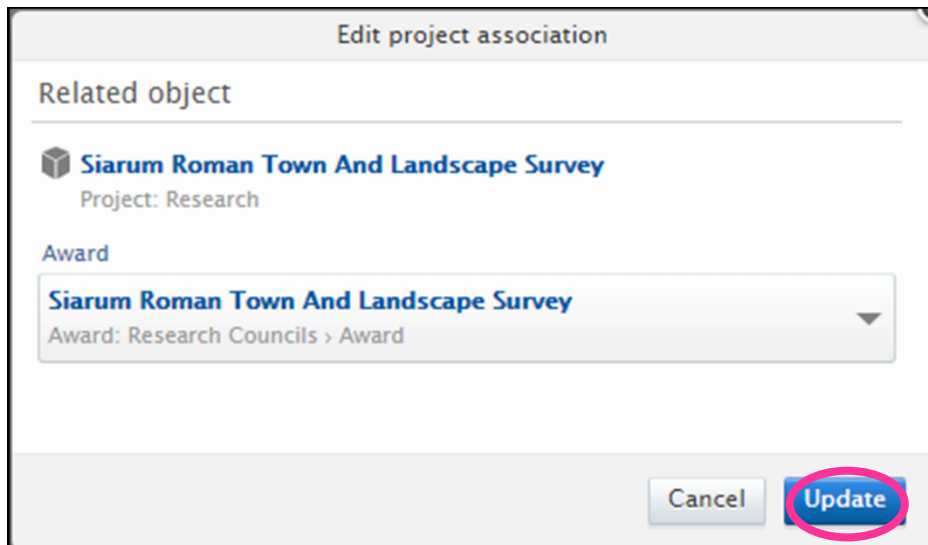
Under **Relations**, click on the plus sign next to **Projects**:



You can then look up your project by typing in some information, e.g. the PI name:




Select the relevant grant and click on update:



The screenshot shows a dialog box titled "Edit project association". It contains two main sections: "Related object" and "Award".

**Related object**

 **Siarum Roman Town And Landscape Survey**  
Project: Research

**Award**

**Siarum Roman Town And Landscape Survey** ▼  
Award: Research Councils > Award

At the bottom right, there are two buttons: "Cancel" and "Update". The "Update" button is highlighted with a red circle.

You can also link this output to other material held in Pure, for example, press clippings, impacts or underpinning datasets.

## Saving & closing your record

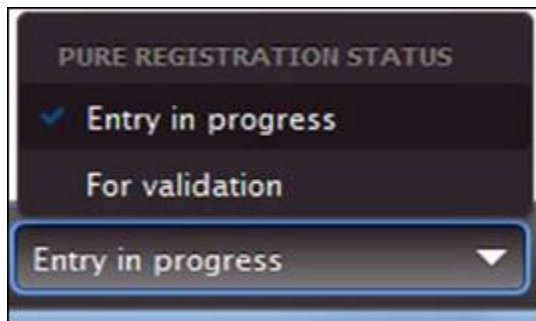
### Warning!

Do not close this window using the cross in the top right-hand corner:  
Pure will delete all of the information you have entered.

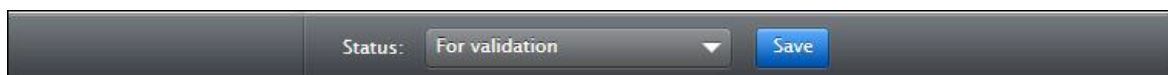


To close your record, scroll to the bottom of the screen and click Save. This will send it to the ePrints team for validation.

If you would like to complete the record at a later date, you can select **Entry in Progress** from the drop-down menu, then click **Save**.



When you are ready to send the record to the Library for validation, select **For Validation** and click on **Save**. You will receive notification once the record has been validated.



## Further help

For help and queries with depositing, please email [eprints@soton.ac.uk](mailto:eprints@soton.ac.uk)

For further information about Pure, including a list of Pure Champions and Super Users in your faculty, please see the Pure website at: [www.soton.ac.uk/pure](http://www.soton.ac.uk/pure)



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