UNIVERSITY OF
Southampton

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**:

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 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.

Publication State

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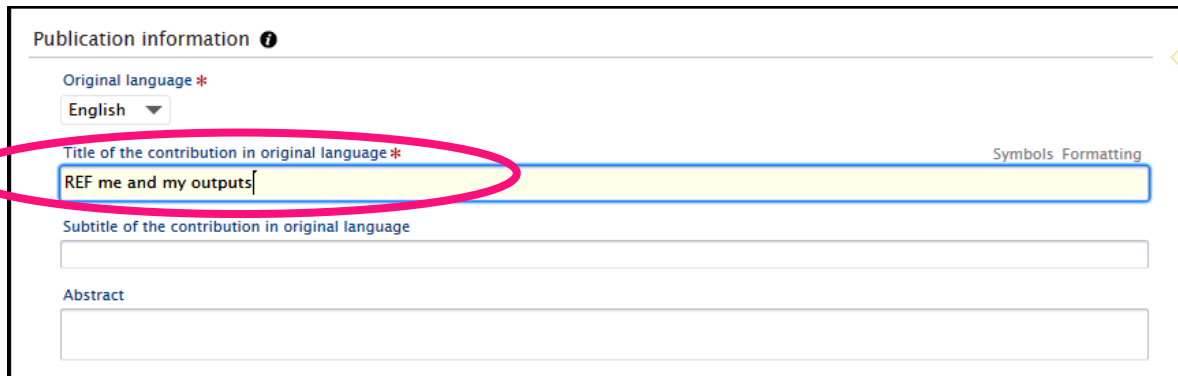

Additional dates can be added (e.g. **In preparation** or **Submitted**) where this is appropriate, for example, a commissioned work or competition piece.

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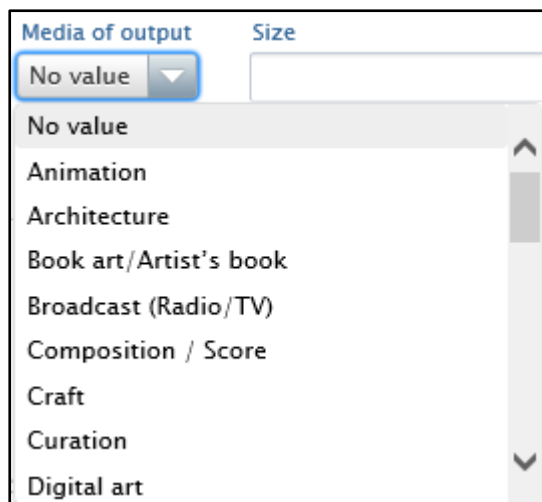
Enter the output title under **Title of the contribution in original language** and add an abstract.

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

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.

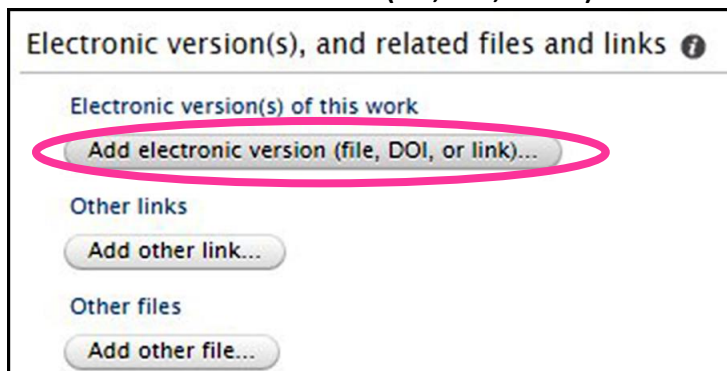Select the **Role** from the drop down list. This is a compulsory field.

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)…**

Choose **Upload an electronic version**:

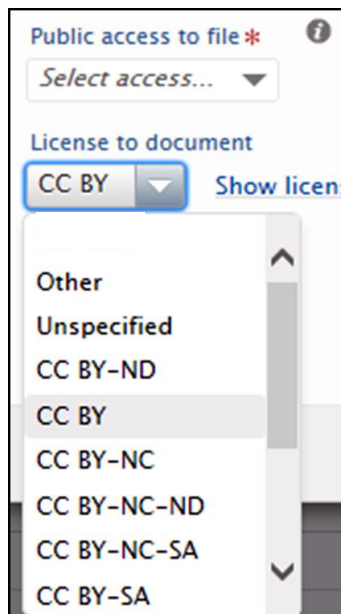Either drag your file into Pure, or click on **browse** to find the file on your computer.

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 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.

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

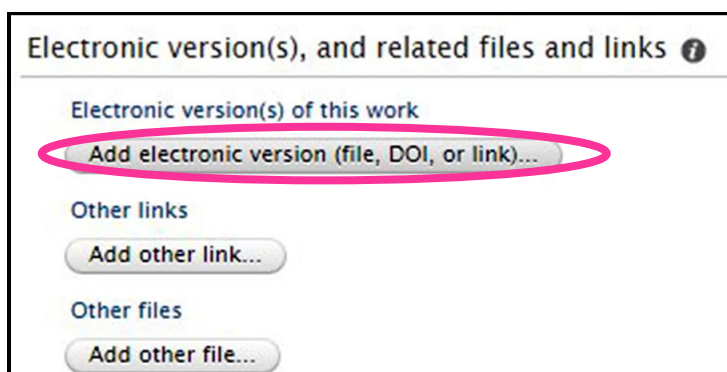## Electronic version(s): adding a related URL or DOI of an electronic version

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:

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).
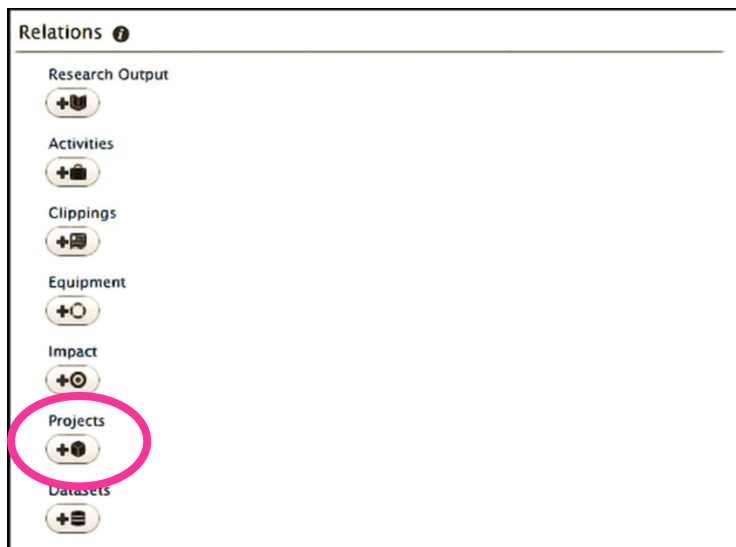

Event

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.
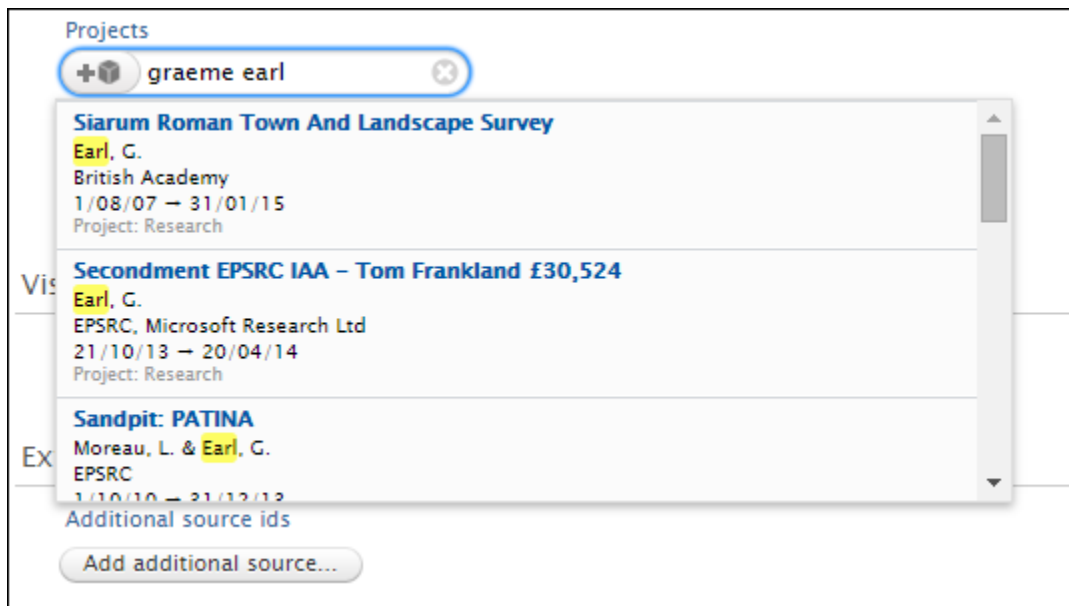
Relations: projects

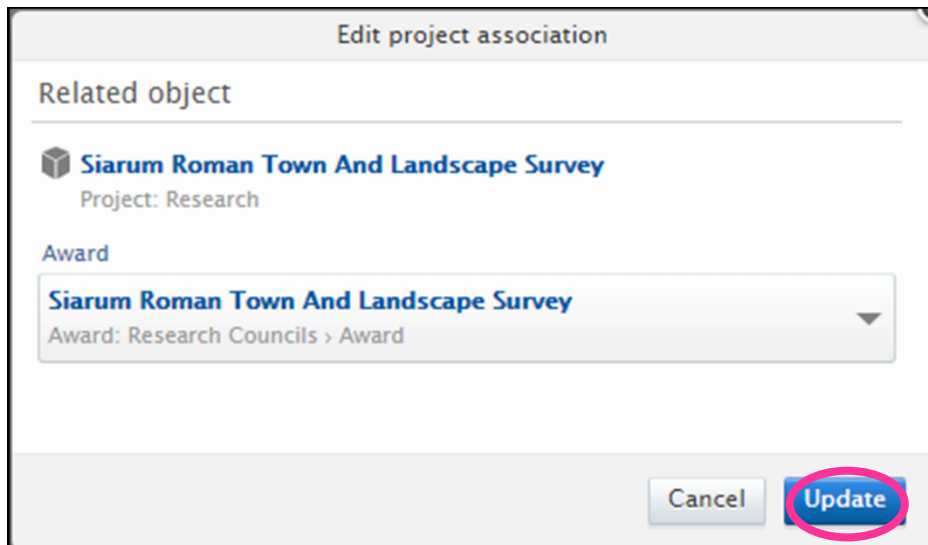If you received funding for your research, add the grant information.

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:

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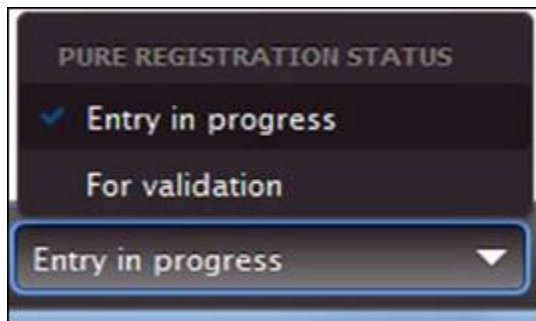
When you are ready to send the record to the Library for validation, select **For Validation** and click on **Save**. You will receive notification once the record has been validated.
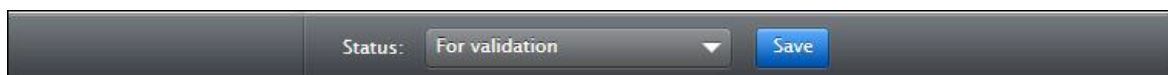
Further help

For help and queries with depositing, please email eprints@soton.ac.uk

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