

Open Access compliance and using PURE

This guide will provide an overview of Open Access requirements and provide guidelines for data entry into PURE in relation to journal articles.

Overview of Open Access

Open Access (OA) publishing is about sharing research freely and openly to all readers online and has significant social, economic and scientific benefits. It forms part of the Government's commitment to transparency and meets funder requirements that publications be OA compliant.

Aston's policy states that all journal and conference publications meet the same level of OA compliance. **REF 2020** will not accept any outputs that do not meet HEFCE's discoverability and accessibility requirements.

OA publishing will benefit you, and Aston University, as your citation rates will be enhanced and it can increase research impact.

Routes to Open Access

There are **two routes** to publishing Open Access – **Green** and **Gold**

Green - publishing the traditional way but also uploading a version of your article into Aston Research Explorer via PURE.

- Check that your journal is Green compliant – openaccess@aston.ac.uk can give you advice about this
- After acceptance enter publication details (metadata) into PURE **within 1 month**
- Next, upload your article, the 'Accepted Author Manuscript' / 'post-print' version, into PURE **within 1 month**
- Publisher conditions, including the accessibility embargo period, will be added/checked by Library Services as part of the validation process

Doing this means you've complied with HEFCE's requirements and are REF eligible!

Gold – publishing your article in a journal by paying an article processing charge (APC) making the article immediately OA.

- Contact openaccess@aston.ac.uk for details about applying for an APC
- The decision to pay for an APC from central funds (i.e. the RCUK, Institutional or ABS budget) involves a quality assessment process
- Gold is HEFCE compliant but please enter metadata, and upload 'Publisher PDF' article, into PURE **as soon as possible** after publication (including early online)

For more information you can check Aston Library's LibGuide here:

[Open Access Publishing for Aston Authors](#)

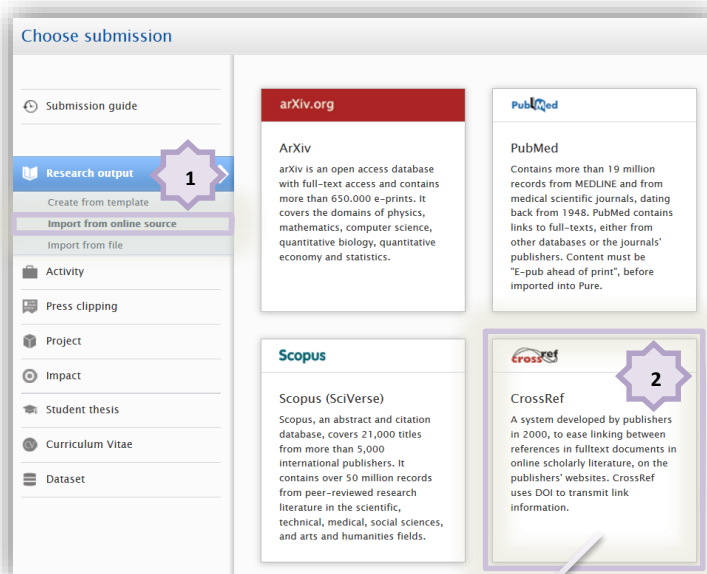
Adding Research Output details and uploading a full text

Log in to PURE - <https://pure.aston.ac.uk>

New content can be added in two main ways by clicking through these pathways:



Importing from an online source



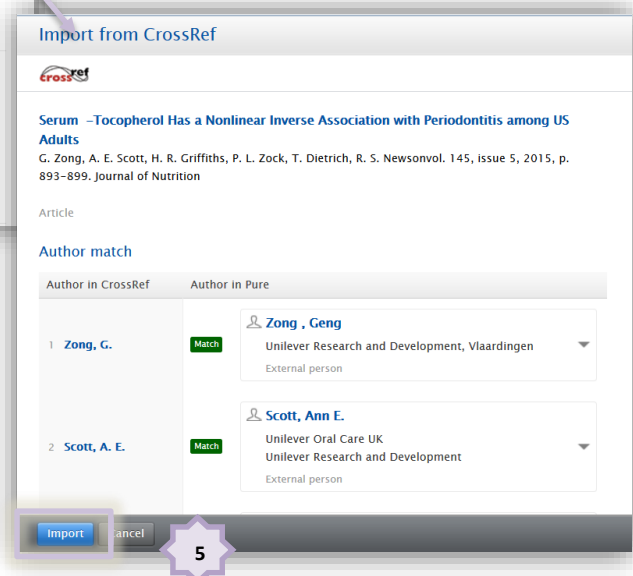
Once you have clicked on 'Import from online source' (1) you will be given the option to choose from four different databases. Select 'CrossRef' (2).

It is the only database that can provide the information needed within the timescales necessary for OA compliance.

To use CrossRef you will need to have the DOI (Digital Object identifier) for the publication. It is a unique code given to each publication.

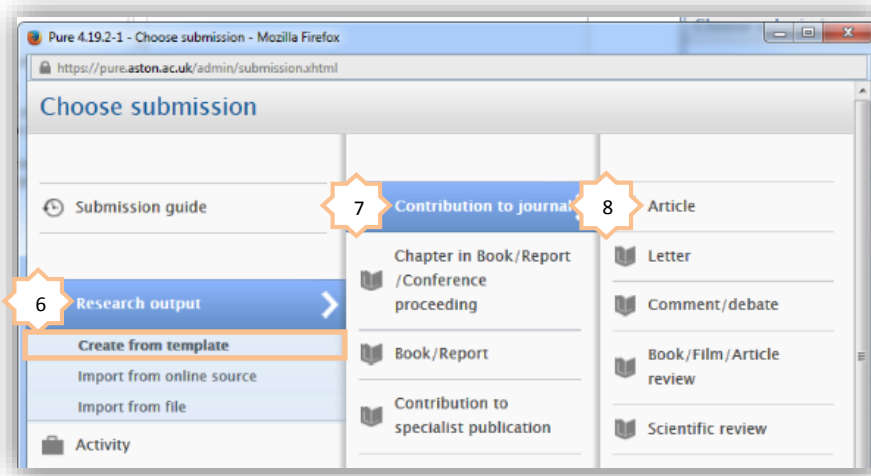


You will need to enter the full DOI into the search box (3). This will find the publication and allow you to import metadata into PURE (4).



When you have found and imported the record PURE will try and find Author matches in the system. Check these are correct, make adjustments if necessary (see page 3) and click import (5). The metadata fields will be automatically populated. Also remember to add the full text (see page 4).

Create a record from the template

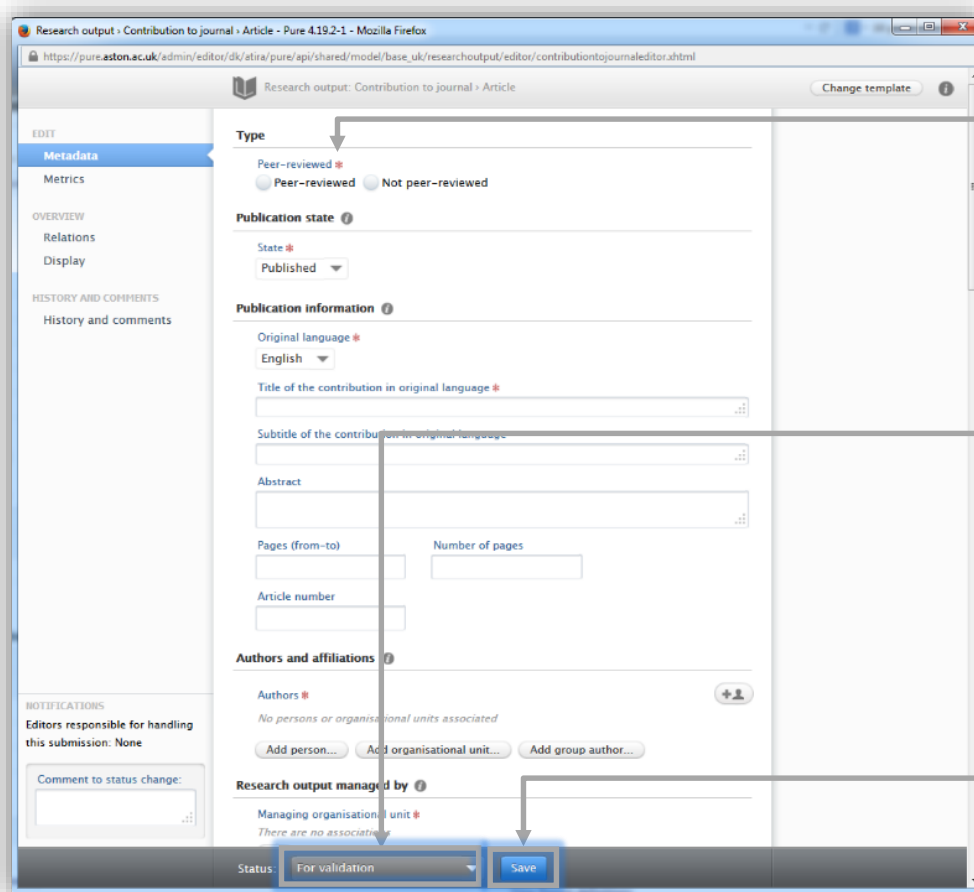


Once you have clicked on **'create from template'** (6) you will need to follow the menu options across the screen to select the type of research output you want to add.

In this example, to add a journal article, you select **'contribution to journal'** (7) and then **'Article'** (8).


Completing Metadata Form

Once you have selected the type of content you want to add, the metadata entry form will appear. If you are entering data manually it will be blank but if you have imported from CrossRef, then much of the metadata will already be populated.



Mandatory fields:
Fields marked * must be completed

Important: Once you've completed data entry, including all mandatory fields, select **'For Validation'** as the status. This will inform the library your record is ready to be validated.

Important:
Remember to click

Or you will lose your work!

There are **8 mandatory Fields** that you will have to complete to be able to save a new record. If you are importing information, all of these may already be completed for you. You will not be able to save the record unless all of these are completed.


Mandatory fields:


Type > Peer reviewed: Select whether the article is 'Peer-reviewed' or 'Not peer-reviewed'

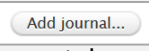
Publication State > State: Select 'In preparation', 'In press', 'Published' or 'Unpublished'

Publication Information > Original Language: 14 language choices or select 'other', 'multiple languages' or 'unknown'

Publication Information > Title of the contribution in original language: Enter title exactly as it appears on the publication

Authors and Affiliations > Authors: Use this button  to find your name or the name of other authors. You can create an external author by clicking on the button in the pop up box

Research output managed by > Managing organisational unit: This should be automatically populated when you select the Author – you can use the  button to change the name

Journal > Journal: use this button  to find a journal or create a new journal (if it's not on Pure) – this needs to be entered accurately and ideally the ISSN number

Publications Dates > Journal publication date – Enter date (Year – Month – Day)

Useful **additional field:**

Relations > Projects: Select the correct project number in Pure to link the data


Adding full text to the record

To add a full text document, you will need to click 'Add electronic version' as shown here.

Click on 'Upload an electronic version' and a separate box to add documents appears. Find the document on your computer by clicking on the 'browse' hyperlink (9).

You will also need to select the document version (10). This will either be 'Author Final Version' for Green OA or 'Publisher Final Version' for Gold OA. See Page 1 for further information and links.

Visibility should always be set to 'Public – No restriction'. The library will complete the 'embargoed until' date as part of their validation process. Click create (11) to add the document to the record.

Remember you must  your work or lose it! Your new entry is now complete!