

Pure user guide: Adding an electronic copy of a Doctoral thesis to Pure

Any PhD students registered from October 2011 must upload an electronic copy of their thesis into Pure on completion of their doctorate. Some access restrictions may apply due to copyrighted material, publication negotiations, confidentiality issues, etc., so in addition to this user guide please see the link to the Library webpage for guidance on electronic thesis deposit at the end of the document.

1. You can start to add a thesis in one of two ways. Either using the left hand Research Output tab and the "+" symbol, or via the green "Add new" button on the right hand side.



2. Choose the option to add a thesis, doctoral or masters, and this will load the correct template.





3. Details about the thesis can now be added. Fields with a * must be filled in. Publication state is 'Published' unless the thesis is embargoed. Embargoed theses should have the value 'Unpublished'. Please add all the details you wish.

	Research output: Thesis > Doctoral Thesis
EDIT	Publication state 🕜
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OVERVIEW	
Relations	Publication information 🕡
Display	Original language *
HISTORY AND COMMENTS	English 💌
History and comments	Title of the contribution in original language *
	Subtitle of the contribution in original language
	Abstract
	Number of pages

4. The author details should be autopopulated with your details currently held in LUSI;

Authors *	
L Claire Tinker-Mill, Author	Ed
Internal person	
A Physics	
Organisational unit: Department	
A Biomedical and Life Sciences	
Organisational unit: Department	

If needed you add additional departmental or organizational affiliations as necessary.

	Authors and affili	iations ()
	Authors *	
	L Claire Tink	ker-Mill, Author
	Physics Organis	sational unit: Department
	Add person	Add organisational unit
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Claire Tinker-Mill	Change person 🔻	Add organisational unit
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lame and role on the researc	h output	1 - 10 / 26
irst name *	Last name *	
Claire	Tinker-Mill	Faculty of Science and Technology, Lancaster Environment Centre
Role *		Organisational unit: Centre
Author		Nonlinear and Biomedical Physics
		Faculty of Science and Technology, Physics
Infiliation on the research out	tput	it
Physics (1/10/11 → present	0	Centre for Bioethics and Medical Law Faculty of Arts and Social Sciences, Law School
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Affiliate to an external orga	anisation	Faculty of Arts and Social Sciences, Linguistics and English Language
		F Organisational unit: Group
		Ecology and Conservation
	Cancel Undate	Faculty of Science and Technology, Lancaster Environment Centre
	Culleer	



Please remember to click update to make your changes (and save at the end).

5. Your thesis should be managed by the department to whom you belong i.e. wherever you're greater percentage of registration is to. If this is displayed incorrectly in Pure you can always edit it using the "change organisational unit" function.

Managing organisational ur	nit *	
Physics		
Organisational unit: Dep	partment	

6. You must add a publication date. It is only essential to add the year, day and month are not necessary to add your thesis to Pure.

Pub	lication date		
Year	r* Mont	:h	Day
20	15		

7. The publisher is Lancaster University, click to add a publisher and search for Lancaster University from the list provided.

Publisher	
There are no	associations
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8. User defined keywords and other information can be added. Please type into the box and select from the dropdown list that appears as this will reduce the number of spelling variants.

Relations	Keywords 🔞		
Display	User-defined Keywords		
ISTORY AND COMMENTS			
History and comments			
	Keywords		
	There are no associations		
	Add keyword		
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DTIFICATIONS			

9. Under the University's mandatory requirement for electronic thesis deposit and as part of the open access strategy unless your thesis is subject to any restriction such as confidentiality or commercial clauses (see the Library webpage on <u>Embargoes</u> for more guidance) it must be made available.

Using the "Access to electronic version of this research output" section you can add the final copy of your thesis.



Please note you must have full copyright agreements in place to reproduce any third party material if you wish to deposit the full unedited version, without any restrictions.

Please select to upload an electronic version of your thesis.





In the Add document section there is also the option to attach a Creative Commons Licence to your thesis which details the circumstances under which your work can be used by others. The Library recommends the most restrictive licence (CC-BY-NC-ND) although there are other licences available. Please see the Library webpage on <u>Licences</u> for further guidance.

In the Document version box select 'Author Final Version' from the drop down list.

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If an embargo is necessary please add the **at least the end/release date** and Pure will automatically release the document once this has elapsed. If "embargoed" is selected and no end date is added Pure will assume the embargo is indefinite and never release the document.

Once you have added your document, license, visibility and embargo (if necessary) you will need to click the **create** button to save the document.



- 10. Links to electronic copies/DOI's can be added below. If you would like to add details of any embargo, or useful details of the submission in general then please add them in the bibliography note section.
- 11. Any publications or other research output related to your PhD can be added to the submission.

	Relations ()
OVERVIEW	Research Output
Relations	There are no associations
Display	+0
HISTORY AND COMMENTS	Projects
History and comments	There are no associations
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	Equipment
	There are no associations

12. Information about your thesis i.e. supervisors can be added in the next section. The awarding institute can be searched for and selected from the dropdown menu.

Thesis	Information							
Awarding Institution								
*	Cramisolical wit: University	-						
Ad	d Awarding institution							
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Organisational unit: University								
Lancaster University Network Services Organisational unit: University								
Lancaster University Renewable Energy Gr Faculty of Science and Technology, Energy Organisational unit: Group	oup							
Lancaster Literacy Research Centre Faculty of Arts and Social Sciences, Linguistics a	and English Language							



13. The visibility should always be "public-no restriction" even if you have copyrighted material present in your thesis and could not gain approval to use it. Please consult with the library for advice here. If you have an embargo on your thesis the document will remain hidden until the embargo has past. Metadata (title etc.) will be visible once validated.

	Visibility ()
	○ Public - No restriction 💌
NOTIFICATIONS Editors responsible for handling this submission: None	External publication ids
	Additional source ids
Comment to status change:	Add additional source

14. Save the submission so it is sent to the library for Validation.

Comment to status change:	Char	PURE REGISTRATION STATUS		
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Additional information is available via the Library webpages - Please note: Other information

https://gap.lancs.ac.uk/ASQ/QAE/MARP/Documents/MARP-Current-Version.pdf

http://www.lancaster.ac.uk/library/informationfor/researchers/disseminating-research/submitting-your-thesis

This user guide is in addition to the videos and detailed help sections on Pure Support.

If you find any wrong or incomplete information in this guide do alert us so that we can update it. Please contact pure-support@lancs.ac.uk