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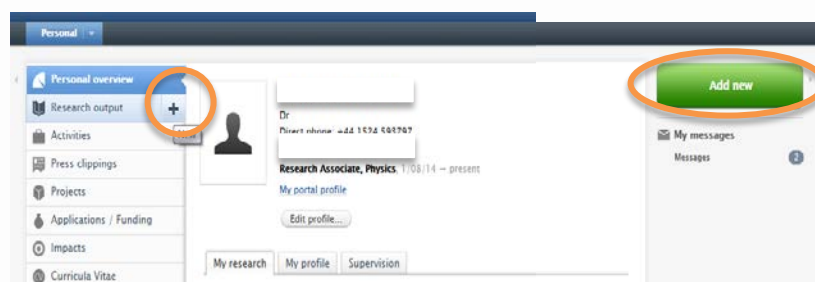
2. Choose the option to add a thesis, doctoral or masters, and this will load the correct template.
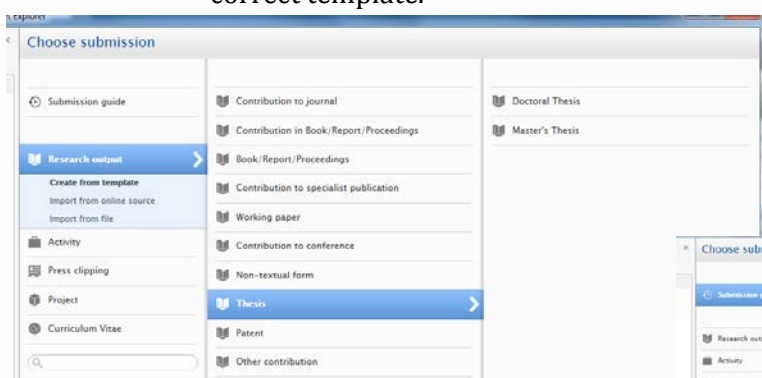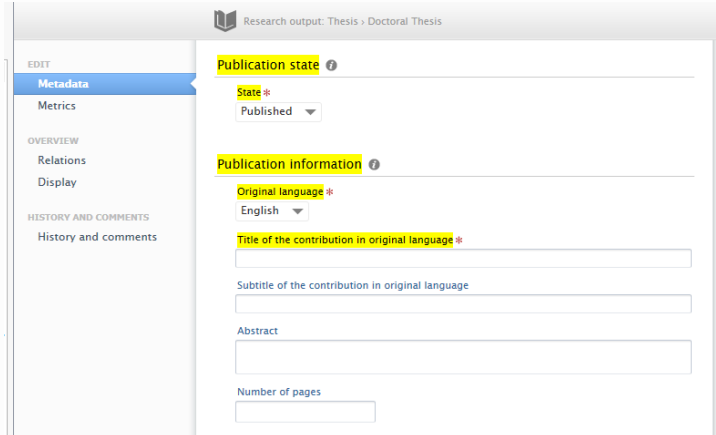

Clicking research output on the left will bring up the "create from template" pathway. You wish to choose the "thesis" option, followed by "doctoral thesis".
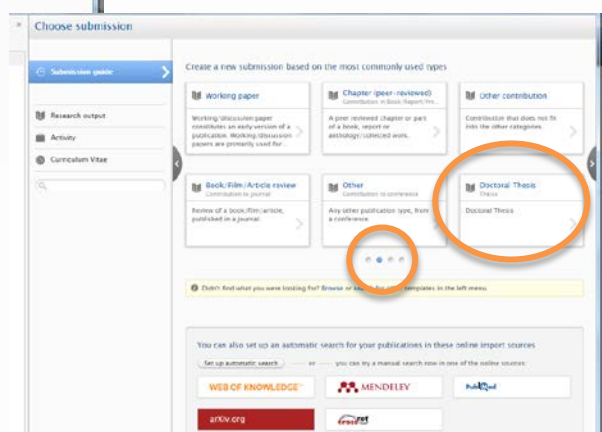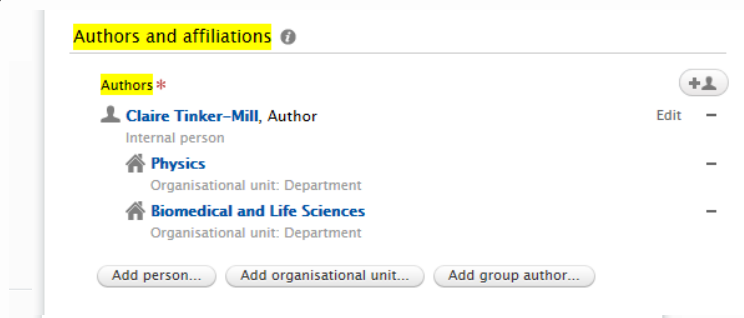

Clicking the "Add new" button on the right will bring up various popular template options for easy access. Doctoral thesis is listed among those. Look through the pages until you can locate it.
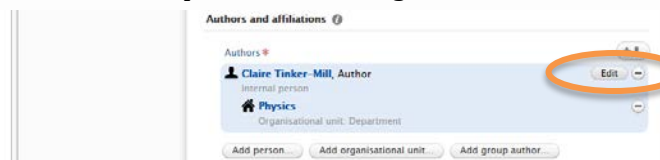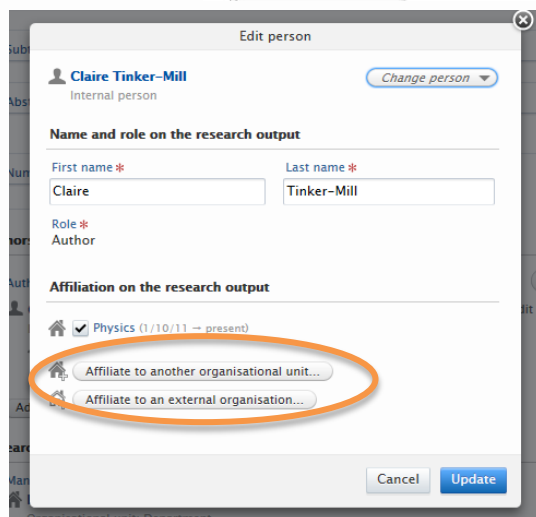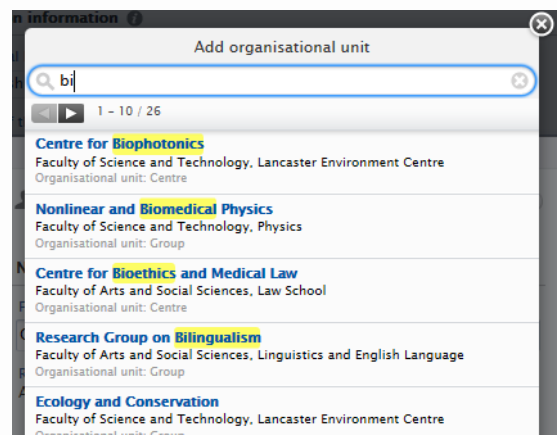
3. Details about the thesis can now be added. Fields with a * must be filled in. Publication state is 'Published' unless the thesis is embargoed. Embargoed theses should have the value 'Unpublished'. Please add all the details you wish.

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


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

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.
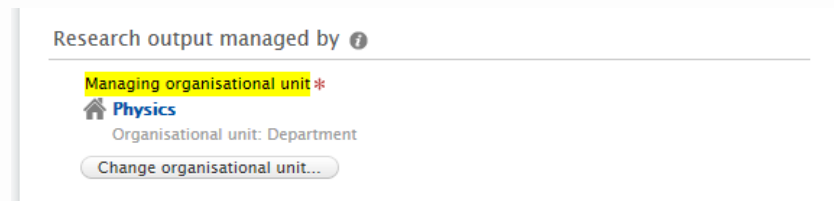

6. You must add a publication date. It is only essential to add the year, day and month are not necessary to add your thesis to Pure.
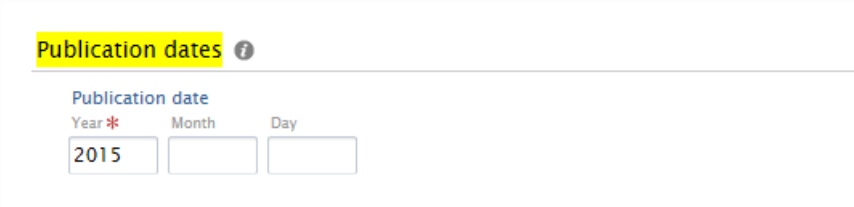
7. The publisher is Lancaster University, click to add a publisher and search for Lancaster University from the list provided.
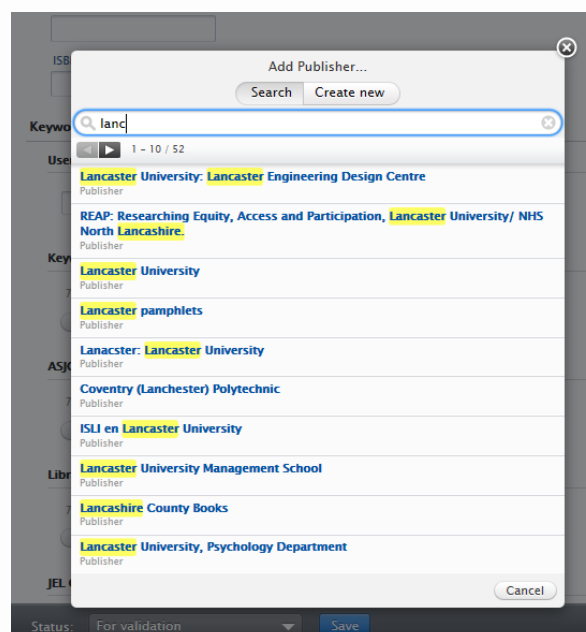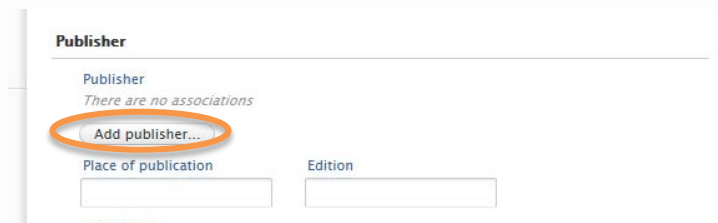
8. User defined keywords and other information can be added. Please type into the box and select from the dropdown list that appears as this will reduce the number of spelling variants.
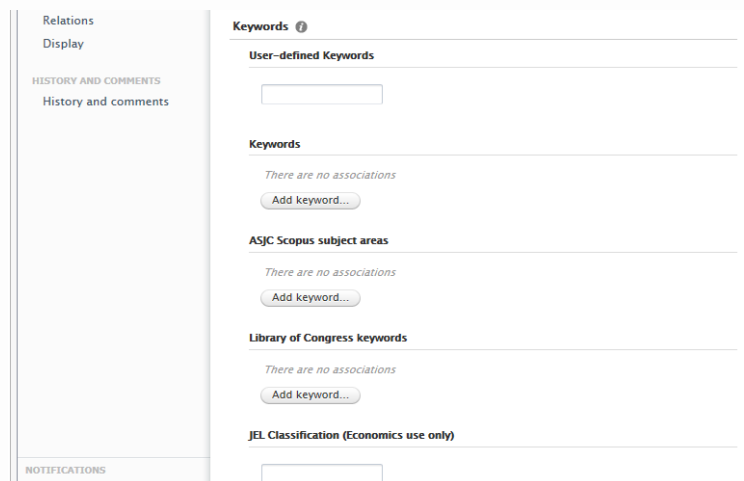

9. Under the University's mandatory requirement for electronic thesis deposit and as part of the open access strategy unless your thesis is subject to any restriction such as confidentiality or commercial clauses (see the Library webpage on Embargoes for more guidance) it must be made available.

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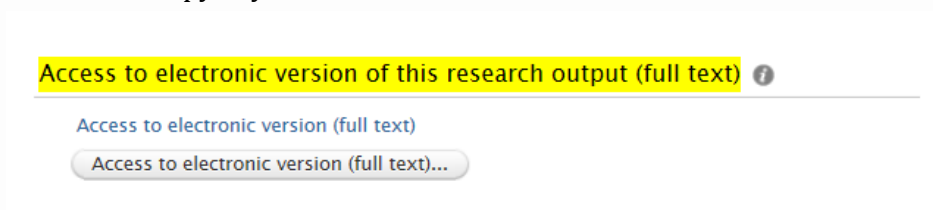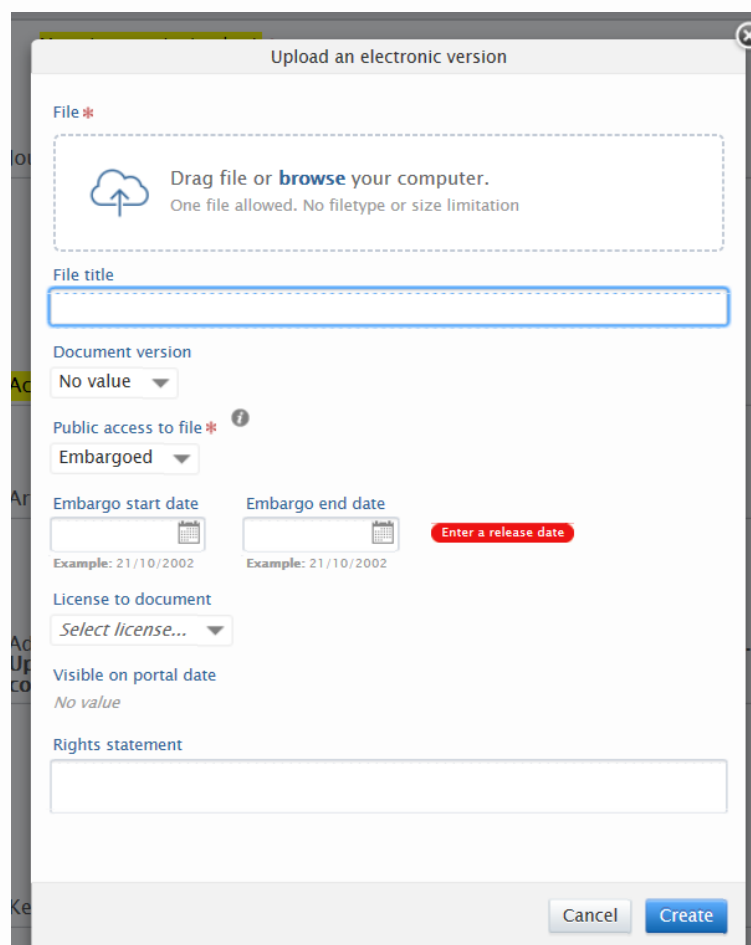

Please note you must have full copyright agreements in place to reproduce any third party material if you wish to deposit the full unedited version, without any restrictions.
Please select to upload an electronic version of your thesis.

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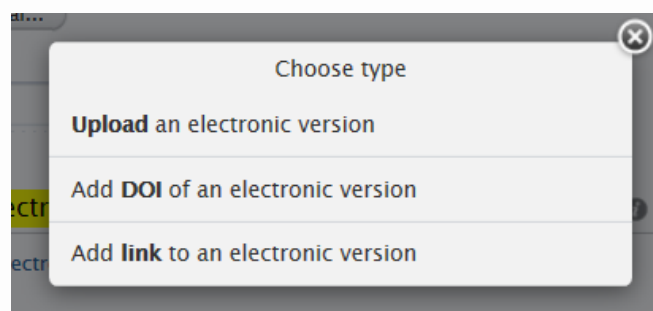
In the Add document section there is also the option to attach a Creative Commons Licence to your thesis which details the circumstances under which your work can be used by others. The Library recommends the most restrictive licence (CC-BY-NC-ND) although there are other licences available. Please see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

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

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.

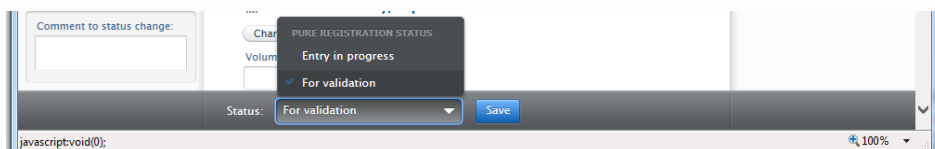11. Any publications or other research output related to your PhD can be added to the submission.
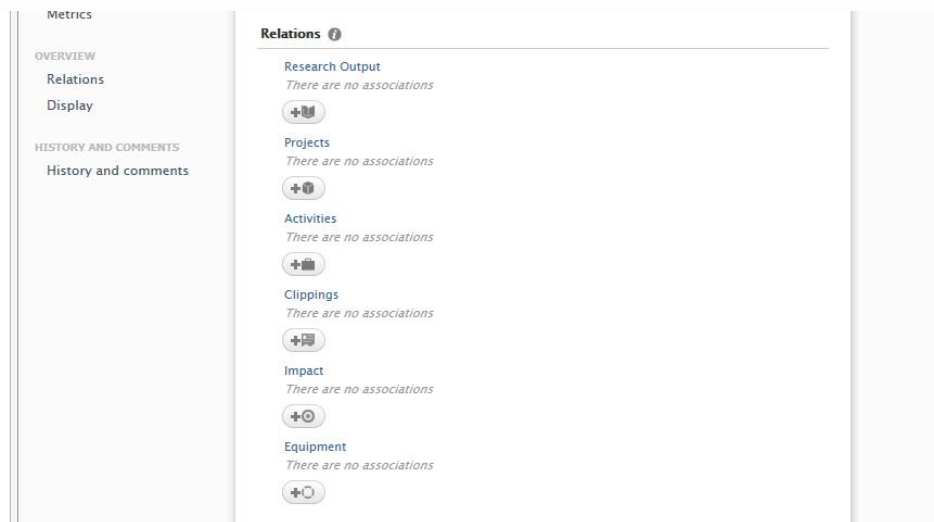
12. Information about your thesis i.e. supervisors can be added in the next section. The awarding institute can be searched for and selected from the dropdown menu.
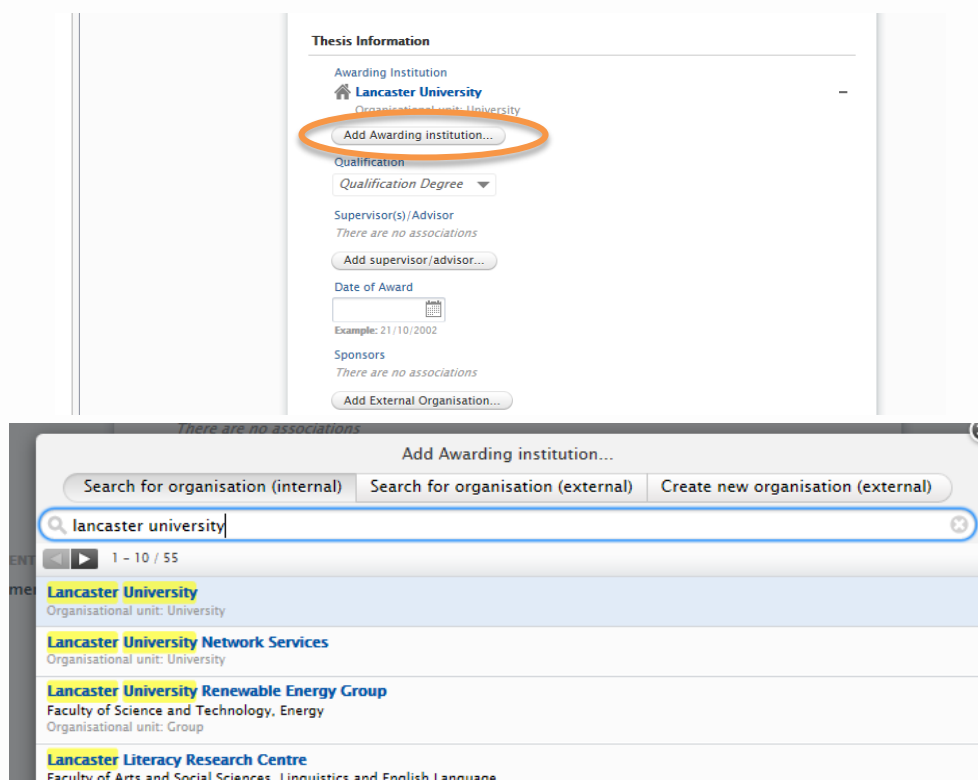
13. The visibility should always be "public-no restriction" even if you have copyrighted material present in your thesis and could not gain approval to use it. Please consult with the library for advice here. If you have an embargo on your thesis the document will remain hidden until the embargo has past. Metadata (title etc.) will be visible once validated.
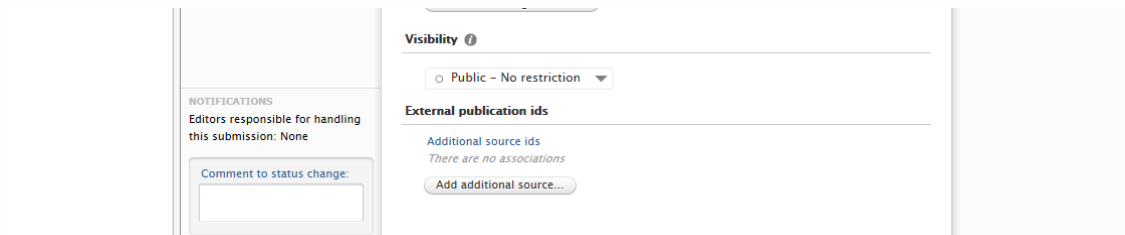
14. Save the submission so it is sent to the library for Validation.

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/information-for/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