

Creating a new record on Pure – for REF2021

1. Act on acceptance – deposit on PURE!

As soon as your paper has been accepted for publication please create a record for it on Pure. *A Pure record needs to have been created and a copy of the full-text version uploaded within 92 of acceptance (very latest within 92 days of epub) to ensure REF2021 open access compliance.*

2. Log in to Pure: <http://kclpure.kcl.ac.uk/admin/>

3. **Creating a new Pure record.** Select '+ Add content' ...



4. Select the appropriate template for your publication:

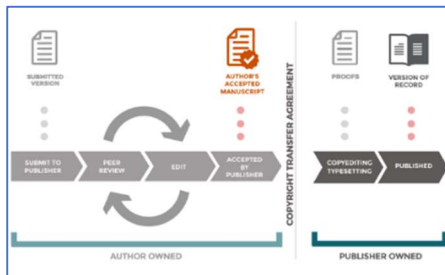


6. Please complete **in full** the 'Accepted/In press' date – and (if available) 'epub ahead of print date' fields:

7. Ensure that the **Title** of research contribution, **Authors** (in order as on paper – *or at least all King's authors*) and **Journal** are also added to the Pure record. The more complete the details the better, as these will show on your Research Portal profile publications list.

8. **Uploading the full-text version.** The version of your paper required for REF2021 open access compliance is the 'Author's Accepted Manuscript' version (often shortened to 'AAM'). This version includes peer review changes, but has not (usually) been typeset or formatted by publisher (nor is it the Proofs version).

9. Now select 'Add electronic version...' ...

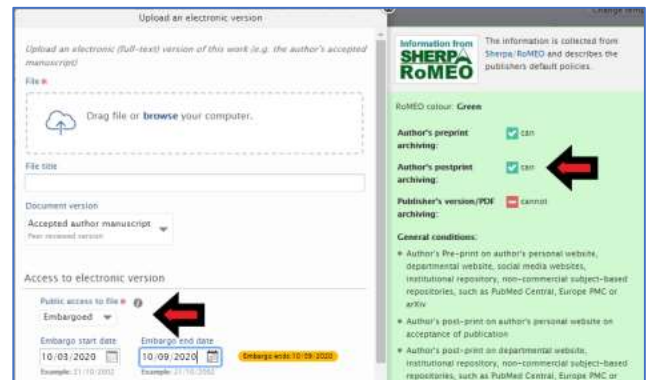


10. Now select 'Add electronic version...' ...

11. Select 'Upload an electronic version'

12. Upload the AAM version and set 'Document version' - usually the 'Accepted author manuscript':

13. Check publisher's permissions using SHERPA/RoMEO pop-up in Pure (NB. SHERPA/RoMEO refers to AAM as 'postprint'). And if required, set embargo starting from 'epub ahead of print date' – if this date not yet available, set embargo for one month from date of acceptance and email librarypure@kcl.ac.uk :



14. **SAVE the Pure record** – your research output should now be eligible for REF2021 submission! Details of your research output should appear immediately on your King's Research Portal profile. A member of the Research Support team will check ('validate') the record and be in touch with the King's author(s) if anything further is required!

For more information about how the Research Support team in Libraries & Collections can help – please see our [webpages](#) or email: librarypure@kcl.ac.uk