



Delft University of Technology

Extended Editorial

Research to Support Cognitive Engineering of Intellectualized Cyber-Physical-Social-Human Systems

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How to add your article (contribution to a journal) to Pure

TU Delft Library, 4 July 2024

This instruction explains how you manually add a journal article into Pure.

In accordance with the [TU Delft Open Access policy](#), all TU Delft researchers should make a free version (PDF file) of their TU Delft affiliated publication publicly available. Files are uploaded into the [TU Delft repository](#) using [Pure](#).

Please note:

- Before you start, check if your publication is not already present in Pure: the Library imports TU Delft publications from Scopus on a daily basis. If you have published your article in a Scopus indexed journal, it is likely already added to Pure.
- Only fill out the necessary fields (those marked with an asterix *).
- The Library checks and completes your entries where needed.

Adding content (add research output)

After [logging into Pure](#), you start by clicking the green ‘**add content**’ button on the right. Pure will ask you to select a Research output type.

1. Research Output type

Select **contribution to journal** and then **article**.

2. Type

With the **publication category** you indicate the ‘targeted audience’ of your publication.

- Scientific = aimed at academic peers;
- Professional = aimed at professionals such as journalists, policy makers, teachers, etc.;
- Popular = aimed at the general public.

NB: If you choose ‘**scientific**’, you will be asked to indicate whether the publication has been **peer-reviewed**.

Type

Publication category *

☒ Scientific ☐ Professional ☐ Popular

Peer-reviewed *

☐ Peer-reviewed ☐ Not peer-reviewed

3. Publication status

Specify when the article was *published*.

- Register your publication when it is in its final stage, ‘**published**’. Don’t register publications that are still ‘in preparation’ or ‘submitted’.
- Add only the **year** of publication (leave *month* and *day* blank).

Publication status ⓘ

Publication statuses and dates *

Year * Month Day Current

Published ▼

In preparation

Submitted

Accepted/In press

E-pub ahead of print ⓘ

Published

Unpublished

4. Publication information

Specify the following:

- **Original language** – Change if not published in English.
- **Title** – If you need to insert mathematical/chemical symbols or diacritics, please click on ‘*symbols formatting*’.
- **Subtitle, abstract** – if applicable.
- **Pages (from-to)** or the **article number** (whichever applies).

5. Contributors and affiliations

Add the names of your co-authors. Your own name and affiliation have already been filled out by Pure. Click on **add person** to add a co-author. If the co-author can’t be found, you can **create** a new **external person**.

The role is set to ‘author’ by default. Please change if needed.

Contributors and affiliations ⓘ

Contributors *

No persons or organisational units associated

Add person... Add organisational unit...

Total number of authors

No value

Search and add Person – or create External Person

Search Create external person

Start entering the person's name, job title or organisation.
Search results will be updated while you type.

Cancel

Internal person

Name and role on the research

First name

Last name *

Role *

Author

☐ Corresponding author

Affiliation on the research output

☒ Transport and Logistics

Cancel Create

Your TU Delft **affiliation** has automatically been filled in by Pure. Pure does the same for internal (TU Delft) co-authors.

Note:

- If your publication is **not** affiliated with the TU Delft, you should **remove** your TU Delft affiliation, and replace it with the correct external affiliation.
- For external co-authors the affiliation can be left empty. Affiliations are always checked and completed by the Library.

If applicable, check the box next to **corresponding author**.

6. Publication managed by

You can ignore this field; Pure will have filled this out automatically. The Library will change the value if necessary.

Publication managed by ⓘ

Managing organisational unit *

7. Journal

- Select **add journal** and select the journal.
- Provide the **volume** and **issue number** if these are not provided with the publication itself.

If a journal is not found, you can add it manually. Select **create new** and fill in the **title** (you can leave the other fields blank).

The image shows two overlapping forms. The background form is titled 'Journal' and has a 'Journal *' field with an 'Add journal...' button. Below this are 'Volume' and 'Issue number' fields. The foreground form is titled 'Add journal' and has a 'Search' button and a 'Create new' button. It contains a 'Type' dropdown menu set to 'Journal', a 'Title *' field, an 'ISSN' field, and a 'Publisher' field with a '+i' icon. At the bottom are 'Cancel' and 'Create' buttons.

For your convenience, the Open Access policy of the journal is shown under 'Open Access guidance'. This can help you decide which version of your article you can upload (either the published or accepted version).

The image shows a section titled 'Open Access guidance'. It contains a link 'Sherpa Romeo policy recommendations' and a list of four items: 'Submitted version', 'Accepted version', 'Published version', and 'Publisher policies', each preceded by a right-pointing triangle icon.

The data of these policies come from the [Sherpa Romeo database](#).

8. The Electronic version(s)

This is where you add your Open Access file(s).

The image shows two overlapping forms. The background form is titled 'Electronic version(s), and related files and links' and has a section 'Electronic version(s) of this work' with an 'Add electronic version (file, DOI, or link)...' button. Below this are 'Other links' and 'Other files' sections, each with an 'Add other link...' and 'Add other file...' button. The foreground form is titled 'Choose type' and has three options: 'Upload an electronic version', 'Add DOI of an electronic version', and 'Add link to an electronic version'. A hand cursor is pointing at the first option.

There are three options: you can upload a (PDF) file, add a DOI or a link to the publisher's website.

Note:

- To comply with the [TU Delft Open Access policy](#), you should upload a free version (PDF file) of your publication in the TU Delft Repository (via Pure).
- When you provide a (PDF) file, it will be stored in the [TU Delft Institutional Repository](#) and shown on the [TU Delft research portal](#).
- The Library validates all uploaded files, and will help you find a solution in case there is a problem with the file you uploaded.
- If your article has a **DOI** number, **add it**. The DOI is indispensable for making your publication better findable online and is used by the Library staff to verify your publication's details.

Which version can you upload?

If possible always upload the final published version. Dutch copyright law allows universities to share the published version of any article after a six-month embargo, provided they have been publicly funded. Based on this law, The TU Delft will effectuate a new policy in 2023, making the six-months embargo the default for all publications not already Open Access. More details will be shared on the library's '[You Share, We Take Care](#)' page. Please contact the Library if you have any question about your upload (library@tudelft.nl).

When the final published version is not available, please upload the accepted author manuscript.

Uploading your file(s)

When uploading your file, you are asked to fill in the following details:

- The **document version**
- The **public access status**
- A **licence** (if applicable)

Document version

No value ▼

Access to electronic version

Public access to file *

Select access... ▼

Available on portal date

No value

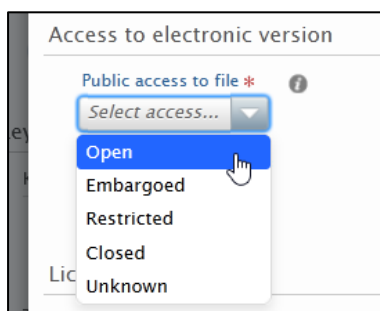
Licence

Licence to document

Select licence ▼

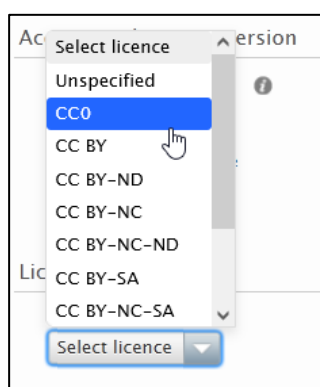
The public access status

Select '**open**' unless there is an **embargo** on the file; this should be clear from the Open Access policy of the journal or publisher. Only choose 'closed' if 'open' or 'embargoed' are not an option.



Licence

Add the [Creative Commons License](#) granted to the article, see license listing on the publisher's website.



Other files/Other links

Don't use this to upload your file(s), use 'Electronic version(s)' instead. Use these only if you want to add additional sources that are relevant to the publication. Please be aware that these files will also be visible on the Pure portal, so make sure you set the 'public access to the file to 'closed' if you don't want it to be accessible by others.

9. Keywords

Usually, keywords are provided in the article. You can leave this empty, but keywords make your article better findable. Add one keyword per box.

A screenshot of a web form section titled 'Keywords'. Below the title is a text input field with the placeholder text 'KEYWORDS'.

10. Save your record

Always click **save** to save (the changes to) the record.

A screenshot of a web form section titled 'Status'. It features a dropdown menu with the option 'For approval' selected. To the right of the dropdown is a blue button labeled 'Save'.

This work is marked with [CC0 1.0 Universal](#)

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