

# Pure upload instructions for TU Delft researchers

---

## *Research output*

TU Delft researchers can upload their research output in Pure, the new research portal of the TU Delft. Your research output will be visible in the [TU Delft Pure Portal](#), in your [TU Delft staff page](#) and (partially) in the [TU Delft Institutional Repository](#). In the paragraphs below you will find instructions to upload the most commonly used research output types in Pure:

- Conference contribution
- Article (contribution to journal)
- Chapter
- Report
- Dissertation
- Abstract or Poster
- Book
- Patent

## **Login to Pure**

- Enter [pure.tudelft.nl/admin](http://pure.tudelft.nl/admin) in your browser
- Enter your NetID and Password

## **Conference contribution**

Add a paper that has been presented at a conference and is published in a host publication.

- Select the “+” next to Research output
- Select “Chapter in Book/Report/Conference proceeding”
- Select “Conference contribution”
- Mark the Publication category: “Scientific”, “Professional” or “Popular”
- Mark “Peer-reviewed” or “Not peer-reviewed”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- Fill in “Title of the host publication in original language”
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If your file has an embargo select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- Click “Save”.

Additional information like author keywords, abstract etc. (if available in your document), will be added by the Library. Your conference paper will also be stored in the TU Delft Research Repository.

## Article (Contribution to journal)

Add a new journal article to Pure.

- Select the “+” next to Research output
- Select “Contribution to journal”
- Select “Article”
- Mark the Publication category: “Scientific”, “Professional” or “Popular”. Use Professional if your article is published in a specialist journal or trade journal.
- Mark “Peer-reviewed” or “Not peer-reviewed”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- Select “Add journal” and select the journal where the article is (or will be) published
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If there is an embargo on your document, select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- Click “Save”.

Additional information like author keywords, abstract etc. (if available in your file), will be added by the Library. Your journal article will also be stored in the TU Delft Research Repository.

## Chapter

Add a chapter or part of a book to Pure.

- Select the “+” next to Research output
- Select “Chapter in Book/Report/Conference proceeding”
- Select “Chapter”
- Mark the Publication category: “Scientific”, “Professional” or “Popular”
- Mark “Peer-reviewed” or “Not peer-reviewed”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- Fill in “Title of the host publication in original language”
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If there is an embargo on your document, select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- Click “Save”.

Additional information like author’s keywords, abstract etc. (if available in your file), will be added by the Library. Your book chapter will also be stored in the TU Delft Research Repository.

## Report

Add a report to Pure.

- Select the “+” next to Research output
- Select “Book/Report”
- Select “Report”
- Mark the Publication category: “Professional”, “Scientific”, “Popular” or “Other research output”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- Select “Add publisher”
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If there is an embargo on your document, select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- Click “Save”.

Additional information like author keywords, abstract etc. (if available in your publication), will be added by the Library. Your report will also be stored in the TU Delft Research Repository.

## Dissertation

Add your dissertation to Pure.

- Select the “+” next to Research output
- Select “Thesis” and choose the appropriate type “Dissertation (TU Delft)”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- Fill in “Subtitle of the contribution in original language”
- Fill in “Abstract”
- Fill in “Number of pages”
- Click “Add Publisher” and add the right publisher
- Fill in “Place of Publication”, “ISBN”
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If necessary you can add more files. If there is an embargo on one of your files, select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- Enter one or more “KEYWORDS”
- Click “Add supervisor/advisor” and add your supervisor (promotor) and your advisors (co-promotor)
- Click “Date of Award” and enter your promotion date.
- **Click “Save”.**

Your dissertation will also be stored in the TU Delft Research Repository. Due to semantic reasons your dissertation will have the document type “Doctoral thesis” in the repository.

## Abstract or Poster

Add an abstract or poster to Pure.

- Select the “+” next to Research output
- Select “Contribution to conference”
- Select “Abstract” or “Poster”
- Mark the Publication category: “Scientific”, “Professional” or “Popular”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- If the event information is not in your file click “Add Event” and search for the event description, or create a new entry by adding: Type (Conference, Workshop, Seminar, Exhibition, Other), Title of the event, City, Location, Country, Start date and End date.
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If there is an embargo on your document, select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- **Click “Save”.**

Additional information like author keywords, abstract etc. (if available in your poster or abstract), will be added by the Library.

P.S. Abstract and posters are NOT stored in the repository, nor will they be visible in your staff page. However they will be visible in the TU Delft Pure portal.

## Book

Add a book to Pure.

- Select the “+” next to Research output
- Select “Book/Report”
- Select “Book”
- Mark the Publication category: “Scientific”, “Professional” or “Popular”
- Mark “Peer-reviewed” or “Not peer-reviewed”
- Fill in “Publication statuses and dates”
- Fill in the “Title of the contribution in original language”
- Click “Add Publisher” and add the right publisher
- Select “Add electronic version (file, DOI or link)...” and choose “Upload an electronic version”. Drag your PDF file to the input window and click “Create”. If there is an embargo on your document, select “Public Access to file”, choose “Embargoed” and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.

- Click **“Save”**.

Additional information like author keywords, abstract etc., will be added by the Library. Your book will also be stored in the TU Delft Research Repository.

## Patent

Add your patent to Pure.

- Select the **“+”** next to Research output
- Select **“Patent”**
- Select **“Patent”**
- Fill in **“Publication statuses and dates”**
- Fill in the **“Title of the contribution in original language”**
- Fill in the patent information (if available):
  - **“IPC (International Patent Classification)”**
  - **“Patent number”**
  - **“Priority date”**
  - **“Priority number”**
- Select **“Add electronic version (file, DOI or link)...”** and choose **“Upload an electronic version”**. Drag your PDF file to the input window and click **“Create”**. If there is an embargo on your document, select **“Public Access to file”**, choose **“Embargoed”** and fill in the Embargo dates. Use embargoes only if they are absolutely necessary.
- Click **“Save”**.

Additional information like author’s keywords, abstract etc., will be added by the Library. Your patent will also be recorded in the TU Delft Research Repository.

## ORCID

We would like to encourage you to create an ORCID identifier and add it to your Pure profile page.

Create an ORCID ID.

- Enter [orcid.org](http://orcid.org) in your browser
- Select **“Register”** and enter your first name, last name, email and a password to register for an ORCID ID.

Add your ORCID ID to your profile page in Pure.

- In Pure select **“Personal overview”**
- Select **“My profile”**
- Select **“Edit profile”**
- Select **“Add existing ORCID”**
- Add your ORCID.

*The ORCID ID must be in the format dddd-dddd-dddd-dddX (d: 0-9, X: 0-9 or 'X'). Example:  
0000-0002-1694-233X.*

- Select “Apply”
- Select “Save”.

The ORCID helps you to keep track of your research output, even if you change employer.

## Contact

If you have any Pure related questions or remarks, please reach out to the [Pure contact person at your faculty](#) or contact the Pure Library team via [pure-lib@tudelft.nl](mailto:pure-lib@tudelft.nl).