

## Guide on how to submit an e-thesis in Pure

This guide provides step-by-step instructions on how to submit your electronic thesis in Pure. The guide is structured in the order you would follow when submitting an e-thesis and has the following sections:

How to log on to Pure

How to create your thesis entry in Pure

How to choose the thesis template

How to fill in the thesis template

- Publication state

- Language, Title and Authorship

- Publication date

- Keywords

- Adding the full-text document

  - Adding a file

  - File title

  - Document version

  - Visibility

  - Type

  - Embargo period

  - Rights statement and creating the document

- Reviewing the added document

- Thesis Information

  - Qualification

  - Awarding Institution

  - Supervisors and advisors

  - Date of Award

  - Sponsors

  - Visibility

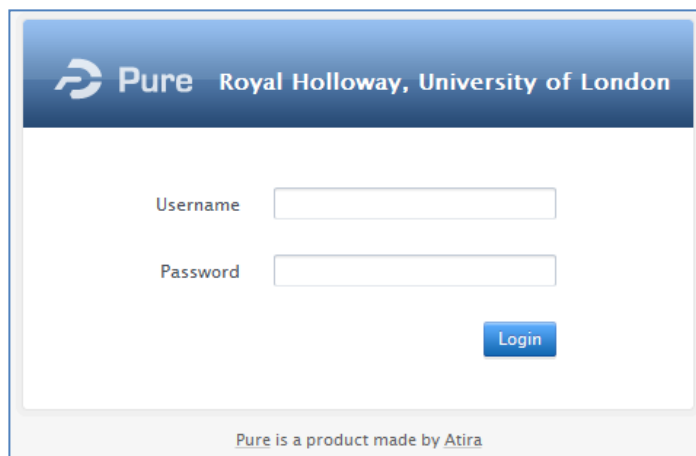
  - Save the record

How to review and edit the record

Contact information

## How to log on to Pure

To log on to Pure, open a web browser (e.g., Internet Explorer or Google Chrome) and type in <https://pure.rhul.ac.uk/admin/> and press Enter. Use your usual College username and password to log on to Pure.



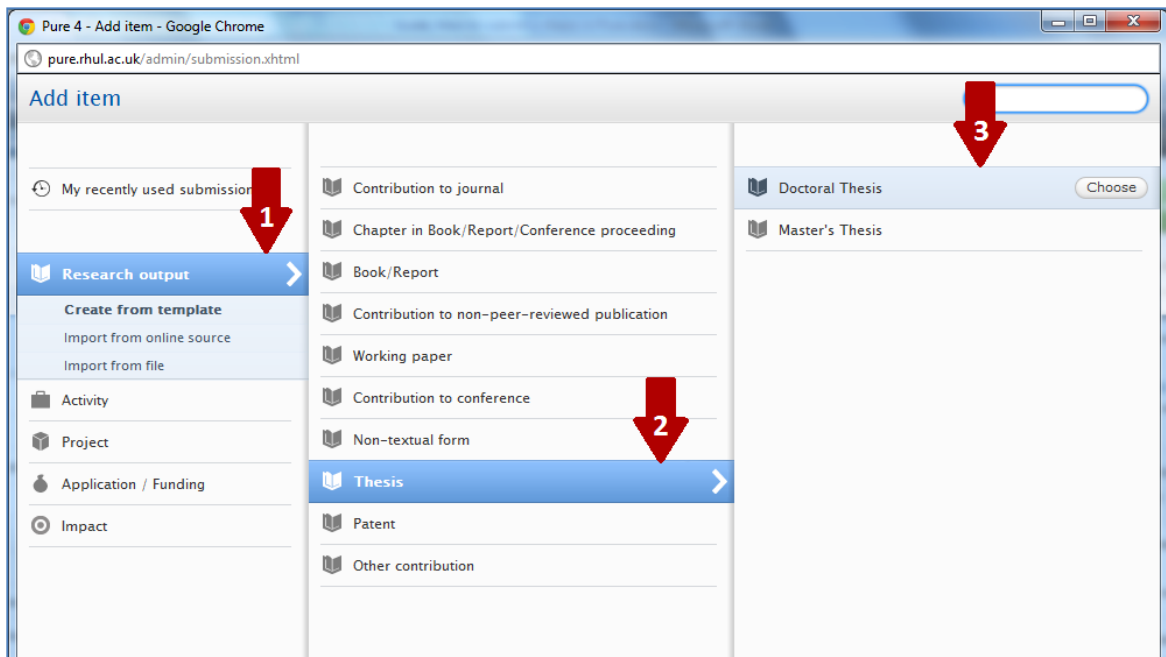
## How to create your thesis entry in Pure

Once you have logged in, you will be able to see your personal profile in Pure. To begin to create a record of your thesis in Pure, click on the green button 'Add new' at the top right-hand side of the screen.

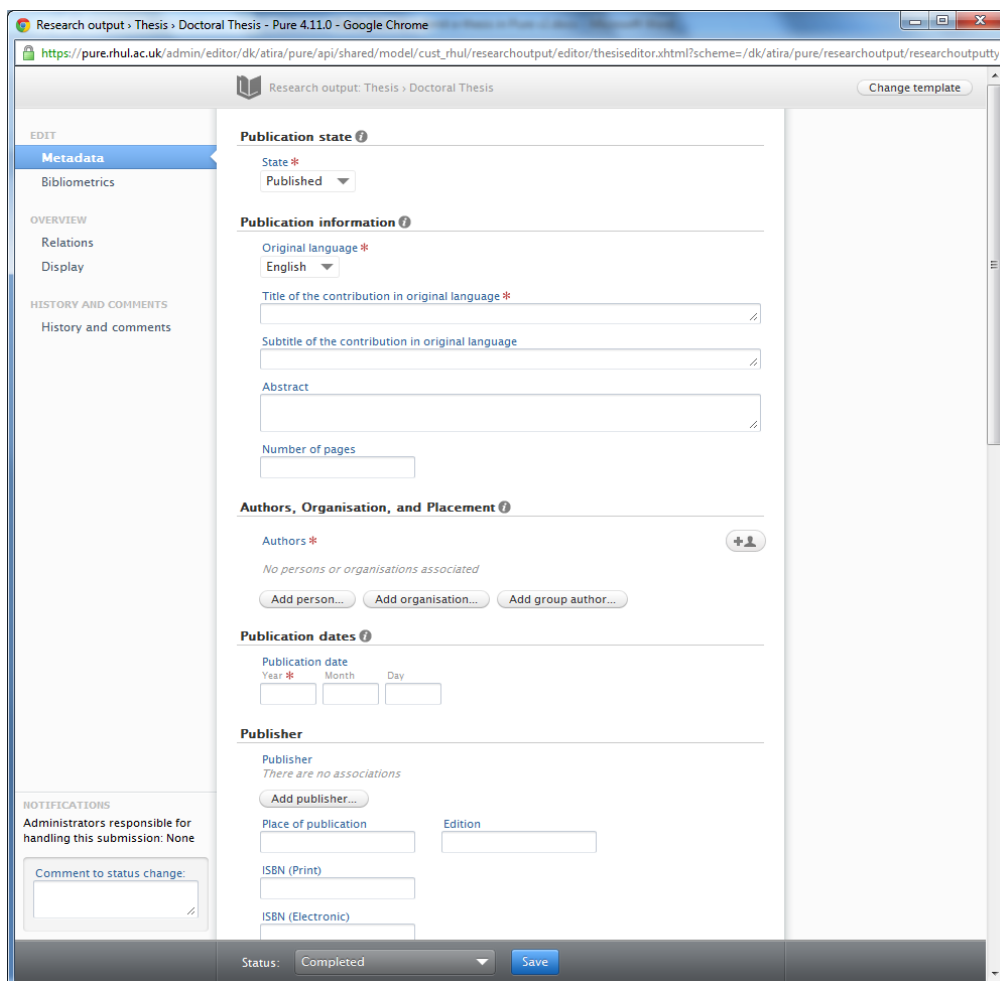


## How to choose the thesis template

Once you have clicked on the green button, a pop-up window will open with a selection of templates for research contributions. First, click on the tab 'Research Output' at the left-hand side of the screen, then select the category 'Thesis' and, finally, click on the relevant template you want to add (Doctoral Thesis or Master's thesis).



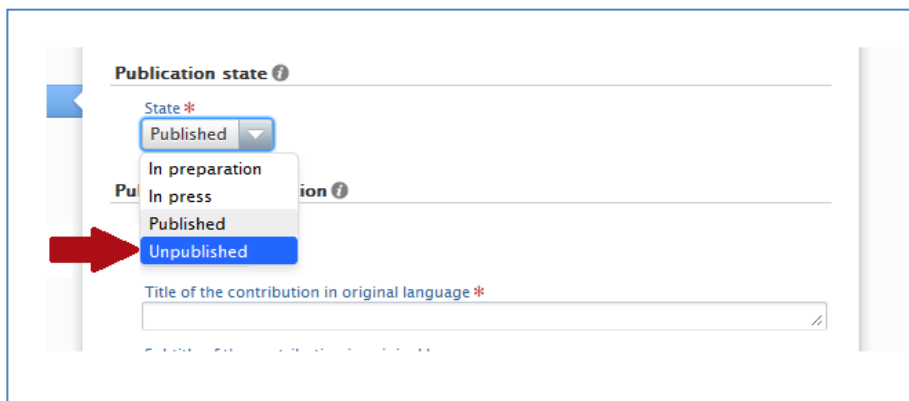
A template of your chosen publication type will open. To be able to save the record you will have to fill in all fields that are marked with the red star (\*). All other fields are optional and you can choose how much information you want to provide. This guide will provide information on how to complete all starred fields and fields that we recommend to fill in.



## How to fill in the thesis template

### Publication state

Start filling in the template. First, click on the drop-down menu in the section 'Publication state' and select the category 'Unpublished'.

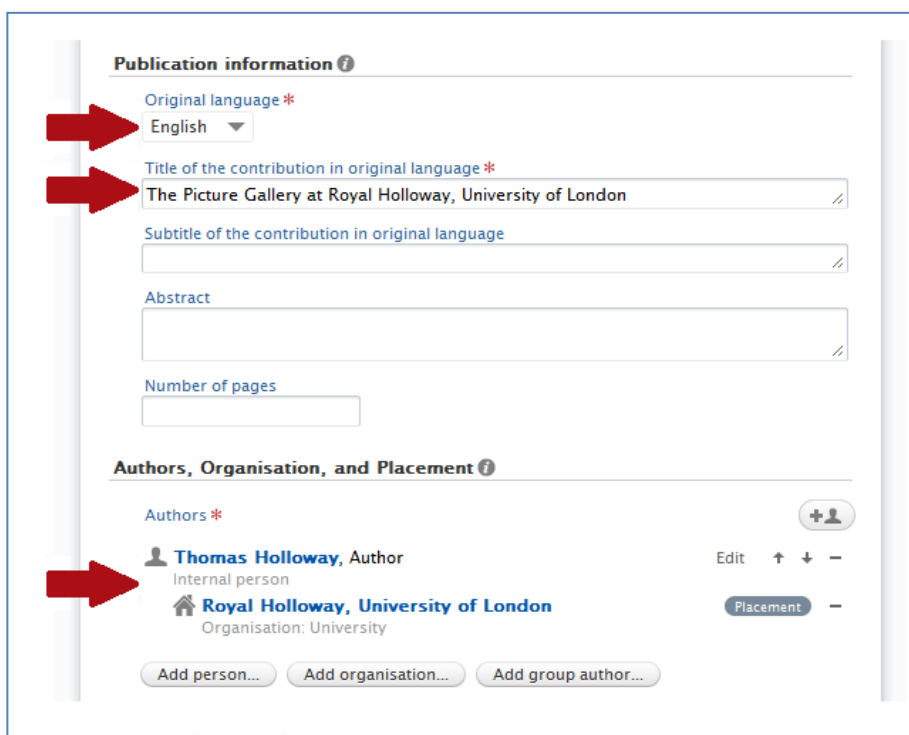


The screenshot shows the 'Publication state' section of a form. It features a dropdown menu labeled 'State \*' with the following options: 'Published', 'In preparation', 'In press', 'Published', and 'Unpublished'. A red arrow points to the 'Unpublished' option. Below the dropdown is a text input field labeled 'Title of the contribution in original language \*'.

### Language, Title and Authorship

Choose the language of your thesis and enter the title of your thesis. You can provide additional information (e.g. the subtitle, abstract, number of pages) if you choose to.

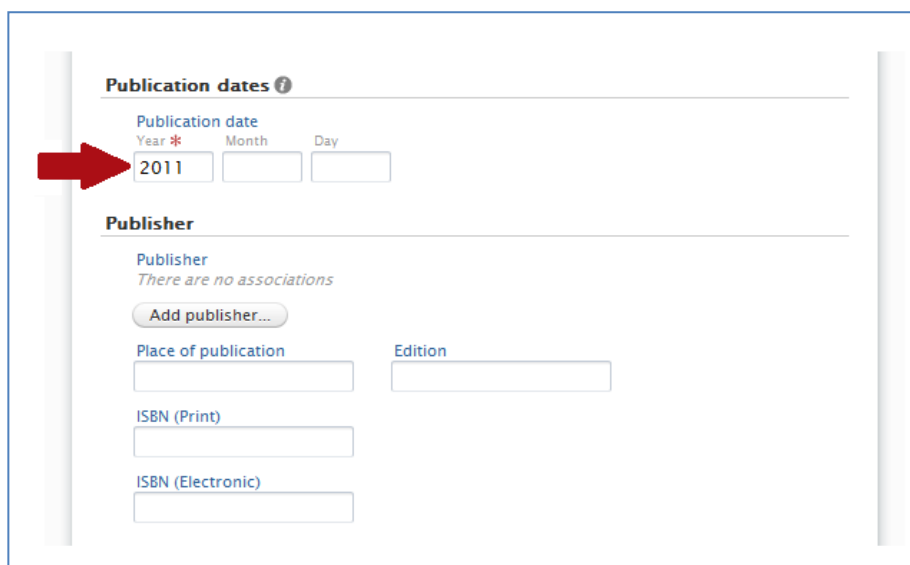
Your name and department will be generated automatically in the template. If there are any problems with how your name or department is displayed, please contact [pure@rhul.ac.uk](mailto:pure@rhul.ac.uk). Please do not add the names of your supervisors at this stage.



The screenshot shows the 'Publication information' section of a form. It includes a dropdown menu for 'Original language \*' set to 'English', a text input field for 'Title of the contribution in original language \*' containing 'The Picture Gallery at Royal Holloway, University of London', a text input field for 'Subtitle of the contribution in original language', a text input field for 'Abstract', and a text input field for 'Number of pages'. Below this is the 'Authors, Organisation, and Placement' section, which shows an author 'Thomas Holloway, Author' with the organization 'Royal Holloway, University of London'. A red arrow points to the author information. At the bottom, there are buttons for 'Add person...', 'Add organisation...', and 'Add group author...'.

## Publication date

In the section 'Publication dates', please enter the current year (in which you are submitting the e-thesis). Please leave the section 'Publisher' blank.



**Publication dates** ⓘ

Publication date

Year \* Month Day

2011

**Publisher**

Publisher

*There are no associations*

Add publisher...

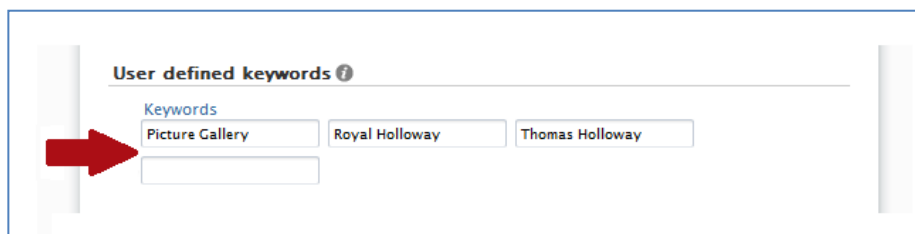
Place of publication Edition

ISBN (Print)

ISBN (Electronic)

## Keywords

It is recommended that you enter different keywords associated with your research as it will help other people to find your thesis when searching for information through search engines (such as Google) or the RHUL website. You can add as many keywords as you want. Once you start typing a word in the keyword box, a new empty text box will appear next to the current one.



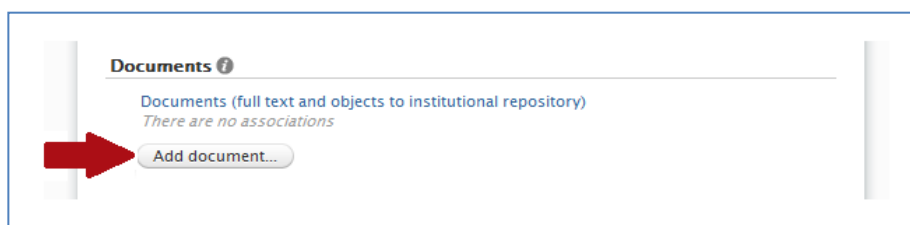
**User defined keywords** ⓘ

Keywords

Picture Gallery Royal Holloway Thomas Holloway

## Adding the full-text document

To add the full-text document of your thesis, go to the section 'Documents' and click on the button 'Add document'.



**Documents** ⓘ

Documents (full text and objects to institutional repository)

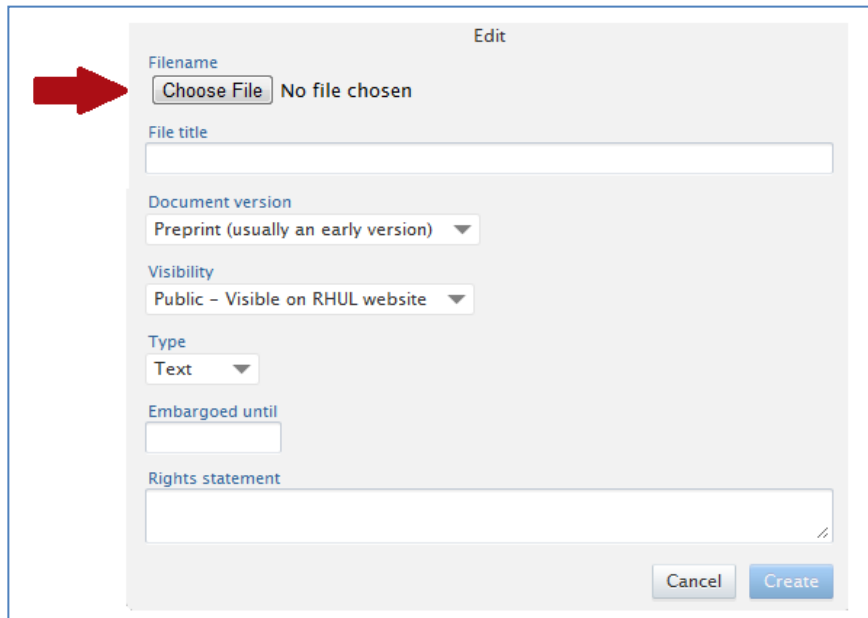
*There are no associations*

Add document...

A new window will appear asking you to enter details about the full-text document. The full-text document has to be a PDF version of your thesis. The PDF file should be saved by naming it according to the following convention: **year + last name + initials + degree + file extension** (for example: 2011hollowaytphd.pdf).

## Adding a file

To add the document, click on the button 'Choose file'. Select the file you want to add (the same way you would select files for email attachments) and click 'Open' to add the file. If you want to replace the file you have added, click on the button 'Replace' and choose another file (the button 'Replace' will appear only after you have added a file).

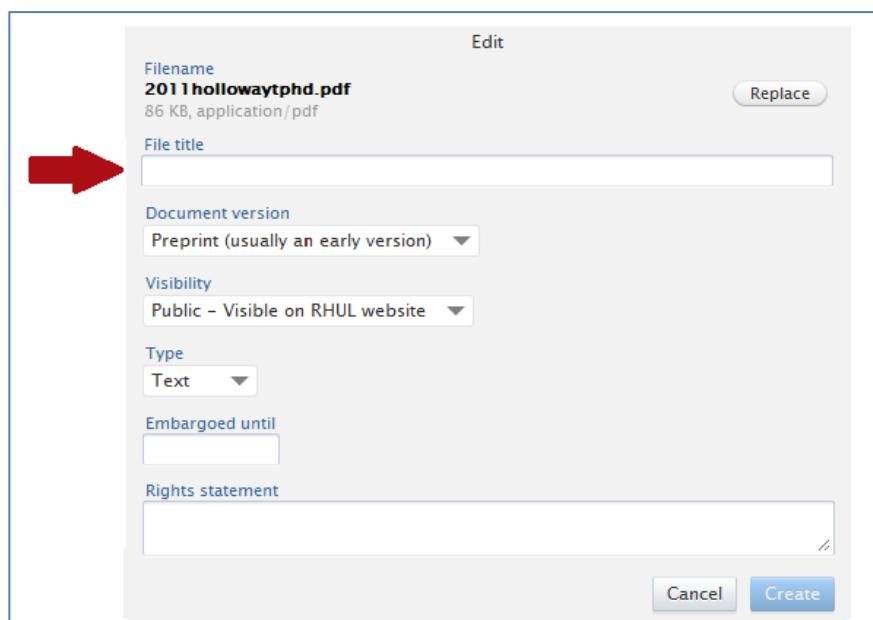


The screenshot shows the 'Edit' form for adding a file. The form is titled 'Edit' and contains the following fields and options:

- Filename:** A button labeled 'Choose File' and the text 'No file chosen'. A red arrow points to this button.
- File title:** An empty text input field.
- Document version:** A dropdown menu with 'Preprint (usually an early version)' selected.
- Visibility:** A dropdown menu with 'Public - Visible on RHUL website' selected.
- Type:** A dropdown menu with 'Text' selected.
- Embargoed until:** An empty date input field.
- Rights statement:** A large empty text area.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

## File title

In the section 'File title', you can give a title to your full-text document as you want it displayed on RHUL website (for example, 'Thomas Holloway PhD thesis' or similar). If you choose not to provide the File title, the title of your full-text document on the RHUL website will be displayed as the filename of the document you have added (for example, 2011hollowaytphd).

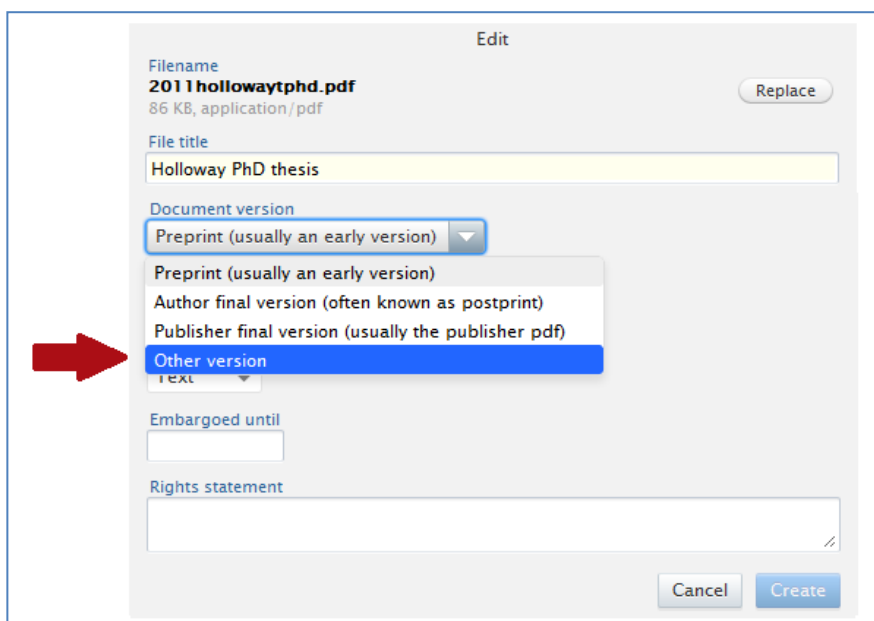


The screenshot shows the 'Edit' form for adding a file. The form is titled 'Edit' and contains the following fields and options:

- Filename:** The text '2011 hollowaytphd.pdf' and '86 KB, application/pdf'. A 'Replace' button is visible to the right.
- File title:** An empty text input field. A red arrow points to this field.
- Document version:** A dropdown menu with 'Preprint (usually an early version)' selected.
- Visibility:** A dropdown menu with 'Public - Visible on RHUL website' selected.
- Type:** A dropdown menu with 'Text' selected.
- Embargoed until:** An empty date input field.
- Rights statement:** A large empty text area.
- Buttons:** 'Cancel' and 'Create' buttons at the bottom right.

## Document version

In the section 'Document version', please select the option 'Other version'. The other options provided in the menu are commonly used with regards to journal articles and are not applicable to theses.



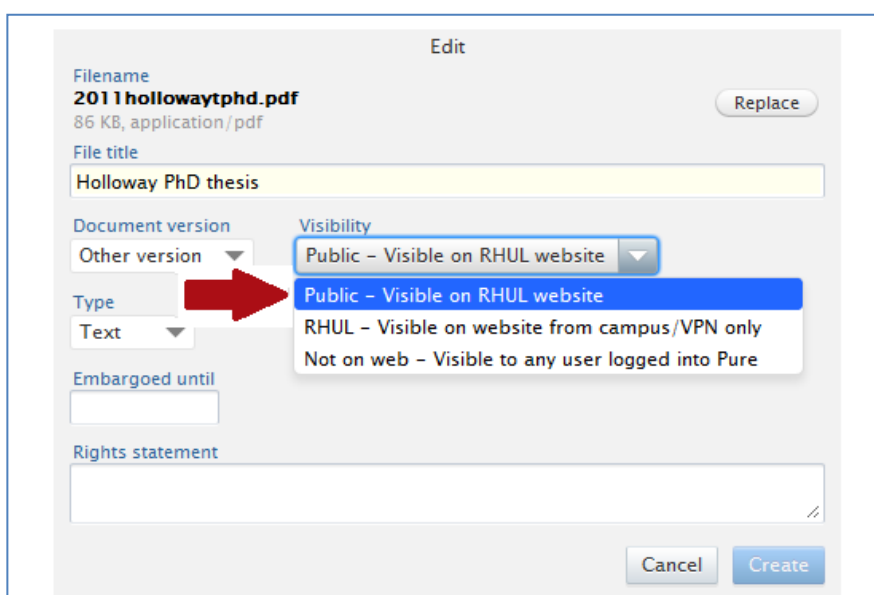
The screenshot shows an 'Edit' form for a document. The filename is '2011 hollowaytphd.pdf' (86 KB, application/pdf). The file title is 'Holloway PhD thesis'. The 'Document version' dropdown menu is open, showing options: 'Preprint (usually an early version)', 'Author final version (often known as postprint)', 'Publisher final version (usually the publisher pdf)', and 'Other version'. A red arrow points to the 'Other version' option. Below the dropdown are fields for 'Embargoed until' and 'Rights statement'. At the bottom are 'Cancel' and 'Create' buttons.

## Visibility

In the section 'Visibility', please select the option 'Public – Visible on RHUL website'. By selecting this option, the full-text document will become accessible for anybody to view or download (through RHUL website) and it will be searchable by Google and other search engines, helping you to disseminate your research results.

The visibility setting 'Public – Visible on RHUL website' should also be used if your thesis has an embargo period; in this case, the full-text document will only become visible on RHUL website when the embargo period has ended.

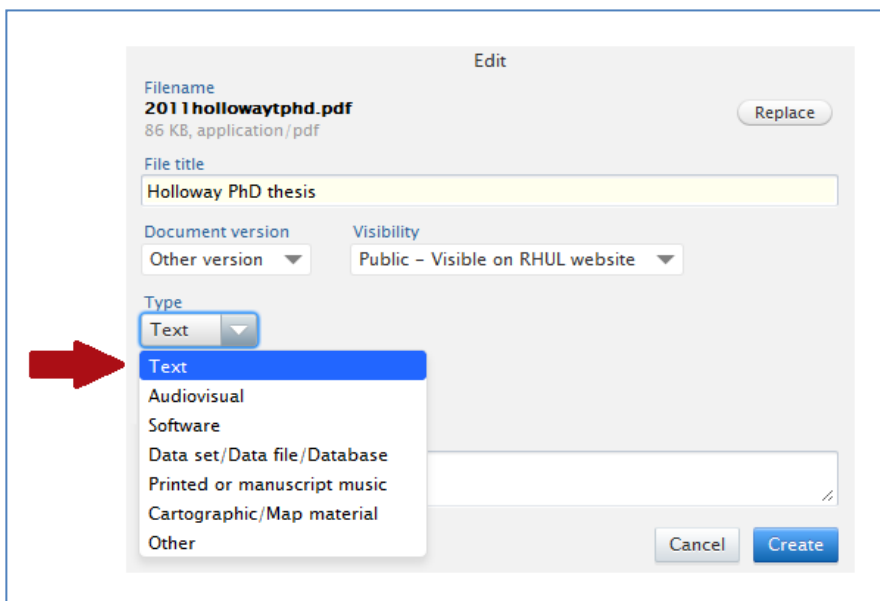
This visibility setting refers to the full-text documents only. The whole e-thesis entry will not be made visible on RHUL website until your degree is awarded.



The screenshot shows the same 'Edit' form as above. The 'Document version' is now set to 'Other version'. The 'Visibility' dropdown menu is open, showing options: 'Public – Visible on RHUL website', 'RHUL – Visible on website from campus/VPN only', and 'Not on web – Visible to any user logged into Pure'. A red arrow points to the 'Public – Visible on RHUL website' option. The 'Type' dropdown is set to 'Text'. At the bottom are 'Cancel' and 'Create' buttons.

## Type

In the section 'Type', select the type of the document you are adding. Generally, the option 'Text' will be applicable to theses; however, you can also choose to add other types of documents that were created as a part of your PhD (such as audiovisual documents or software).



The screenshot shows a web form titled 'Edit' for a document. The filename is '2011 hollowaytphd.pdf' (86 KB, application/pdf) with a 'Replace' button. The file title is 'Holloway PhD thesis'. The document version is set to 'Other version' and visibility is 'Public - Visible on RHUL website'. The 'Type' dropdown menu is open, showing options: Text (highlighted with a red arrow), Audiovisual, Software, Data set/Data file/Database, Printed or manuscript music, Cartographic/Map material, and Other. There are 'Cancel' and 'Create' buttons at the bottom right.

## Embargo period

In some circumstances you may wish to or may be required to request an embargo period for your thesis. For information about embargo periods please consult the [E-Thesis Submission Policy](#). The policy states that:

1. You can request an embargo of up to two years without seeking approval. Supervisors will be notified of such embargo requests.
2. Where documentary evidence of commercial funding and/or commercial sensitivity is provided, you can request a further embargo period of up to five years. You must seek permission from your supervisor who will indicate consent on your Examination Entry Form. The Research & Enterprise department will make checks before authorising the embargo.
3. Formal requests for restriction of access beyond two years, or beyond five years where there is commercial sensitivity must be submitted in writing to the Examinations and Research Degrees Office.

If you have any further questions, please contact Dominic Tate (email: [dominic.tate@rhul.ac.uk](mailto:dominic.tate@rhul.ac.uk), phone: 01784 276619). You can also refer to the [Research Degree Regulations](#).

If there is an embargo period for your thesis, enter the date of the end of embargo period in the section 'Embargoed until'. You can either select the end date of the embargo by using the calendar that will appear once you have clicked in the text box, or you can type the date in manually by using format 'dd/mm/yyyy'. If you have entered the embargo date, only the bibliographic record of the thesis (but not the full text document) will be visible on RHUL website under your research profile. The full text document will become available once the embargo period has finished.



Filename  
**2011hollowaytphd.pdf**  
86 KB, application/pdf Replace

File title  
Holloway PhD thesis

Document version  
Other version

Visibility  
Public – Visible on RHUL website

Type  
Text

Embargoed until  
01/01/2013

Rights statement

Cancel Create

## Rights statement and creating the document

Unless you want to add particular information about document copyright, leave the section ‘Rights statement’ blank. If you have any enquiries regarding copyright regulations, please email to the address [rhro@rhul.ac.uk](mailto:rhro@rhul.ac.uk) or contact Dominic Tate (email: [dominic.tate@rhul.ac.uk](mailto:dominic.tate@rhul.ac.uk), phone: 01784 276619).

Click on the button ‘Create’ to add the document to the bibliographic record of your thesis.

Filename  
**2011hollowaytphd.pdf**  
86 KB, application/pdf Replace

File title  
Holloway PhD thesis

Document version  
Preprint (usually an early version)

Visibility  
Public – Visible on RHUL website

Type  
Text

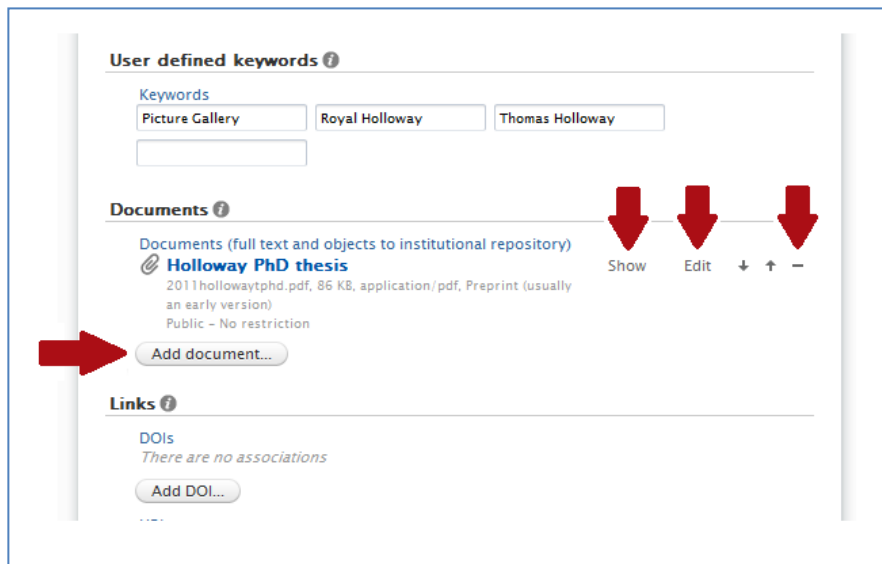
Embargoed until

Rights statement

Cancel Create

## Reviewing the added document

Once you have added the full-text document, you will be able to see details of the document on the main entry template under section ‘Documents’. If you want to see the added document or file, click on the button ‘Show’. You can edit the full-text document details by clicking on the button ‘Edit’. If you want to remove the document and its details, click on the button ‘—’.



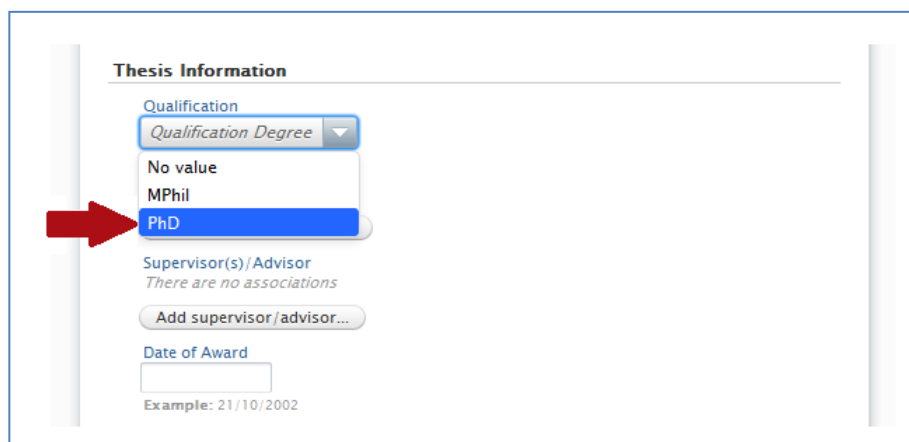
If you wish to, you can add more than one document or file to your thesis entry (e.g., Supplements/Appendices (if they are not part of your full-text document) or other research outputs you have created as part of your research (software, audiovisual materials) – but NOT journal articles or conference proceedings that have been written as a result of your PhD work (these can be added as separate research outputs)). Files can be added by clicking on the button ‘Add document’.

## Thesis Information

Unless you have any particular information you want to add, leave the sections ‘Links’, ‘Bibliographic Note’ and ‘Relations’ blank. Go to the section ‘Thesis Information’.

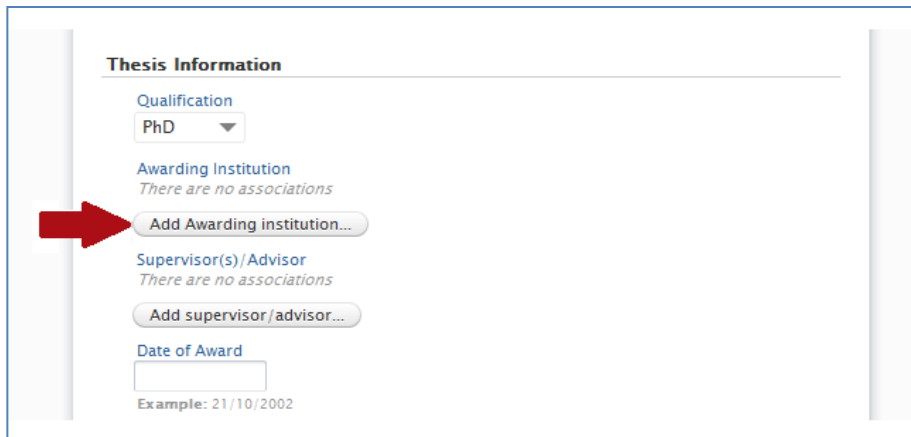
## Qualification

In the section ‘Qualification’, open the drop-down menu and select the appropriate qualification (MPhil or PhD).



## Awarding Institution

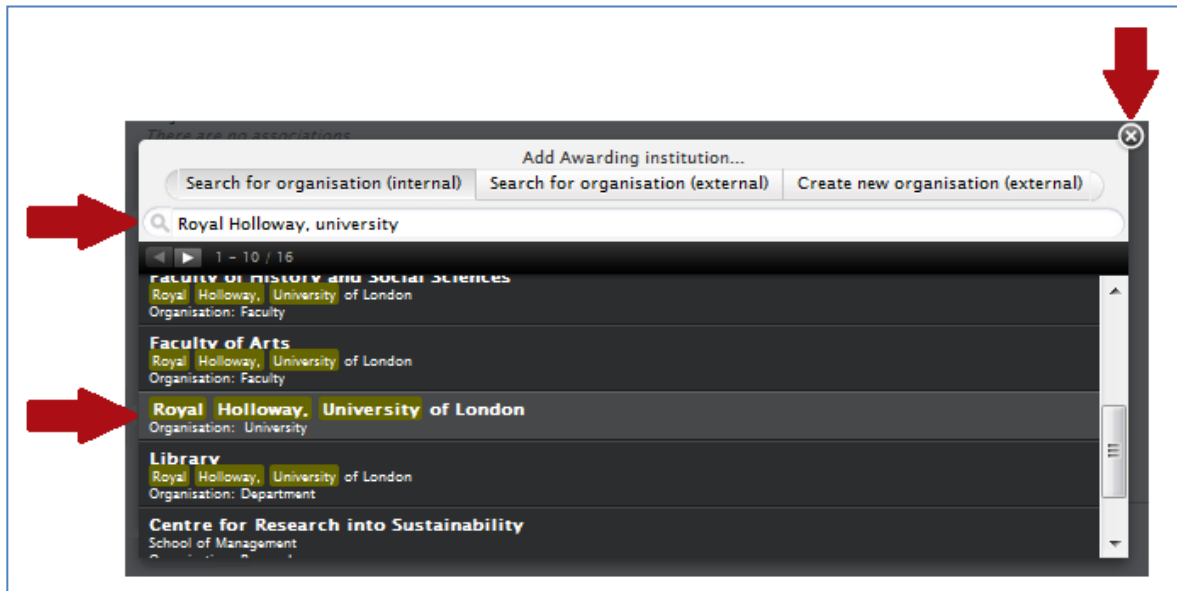
Next, click on the button 'Add Awarding Institution' which will open a new pop-up window.



The screenshot shows a 'Thesis Information' form with the following fields:

- Qualification:** A dropdown menu with 'PhD' selected.
- Awarding Institution:** A section with the text 'There are no associations' and a button labeled 'Add Awarding institution...'. A red arrow points to this button.
- Supervisor(s)/Advisor:** A section with the text 'There are no associations' and a button labeled 'Add supervisor/advisor...'. A red arrow points to this button.
- Date of Award:** A text input field with an example date '21/10/2002' below it.

In the search box type in the name 'Royal Holloway, University of London' (or part of it) and find the correct title (the subtitle should be 'Organisation: University'). Click on the record and it will be added to the template. Click on the 'X' at the top right-hand side corner to close the pop-up screen.



Once the pop-up window has been closed, you will see the institution you have selected under the title 'Awarding Institutions'. You can remove an institution by clicking on the button '—' opposite the name of the institution. You can add another institution by clicking on the button 'Add Awarding Institution'.

**Thesis Information**

Qualification  
PhD

Awarding Institution  
**Royal Holloway, University of London**  
 Organisation: University  
 + -

Add Awarding institution...

Supervisor(s)/Advisor  
*There are no associations*  
 Add supervisor/advisor...

Date of Award  
  
 Example: 21/10/2002

## Supervisors and advisors

To add a name of your thesis supervisor or advisor, click on the button 'Add supervisor/advisor'.

Awarding Institution  
**Royal Holloway, University of London**  
 Organisation: University  
 + -

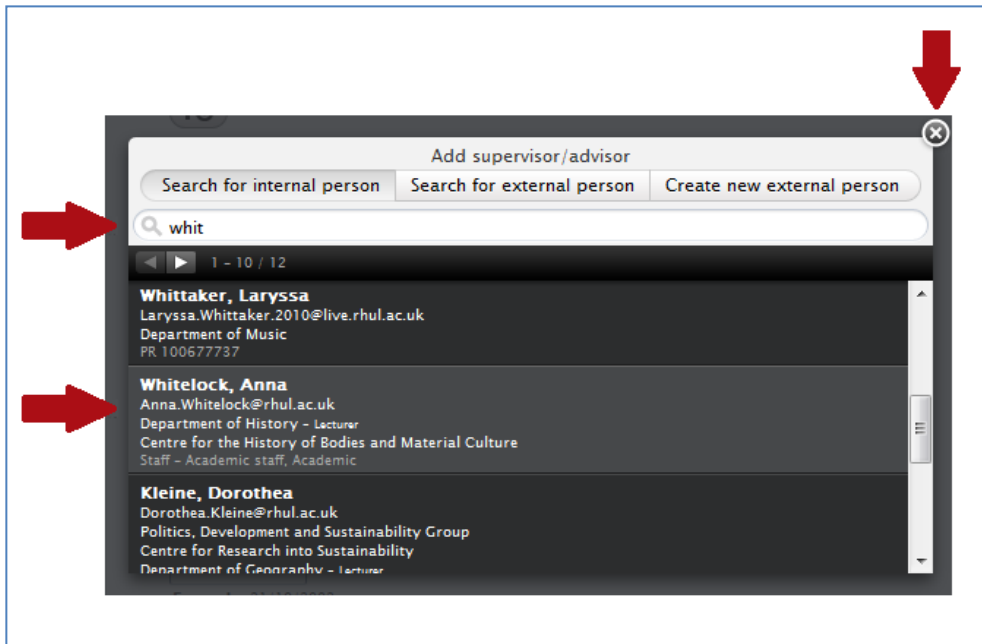
Add Awarding institution...

Supervisor(s)/Advisor  
*There are no associations*  
 Add supervisor/advisor...

Date of Award  
  
 Example: 21/10/2002

A new pop-up window will open. Enter the surname of your supervisor or advisor in the search box and Pure will find all relevant persons with such surname. To add a person, click on the relevant person's name. If you want to add another person, delete the previous surname from the search box, type in another name and click on the relevant name found by Pure. When you have added all people, click on the 'X' at the top right-hand corner to close the pop-up window.

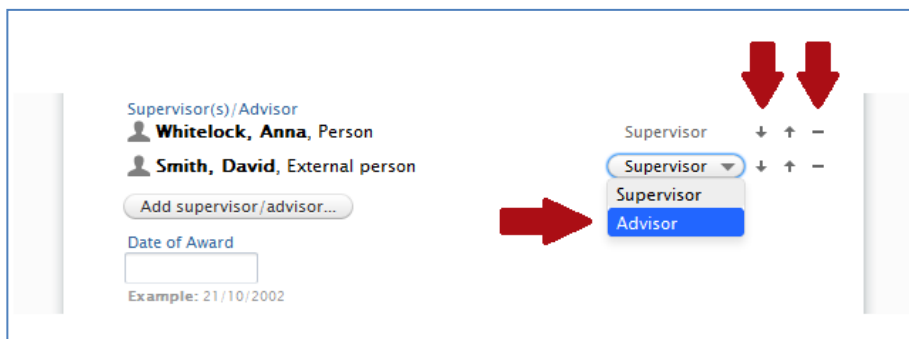
Notice that you can search for an internal person (academic staff at RHUL) or external person (any other person outside RHUL that has been entered in the system); if you cannot find the person you are looking for, click on the button 'Create new external person' to add details about your supervisor or advisor.



Once the pop-up window has been closed, you can review the persons you have added.

Pure will automatically assign the added person as your supervisor. If you want to change the role to Advisor, click on the button 'Supervisor' opposite the person's name and select the role 'Advisor' from the drop-down menu.

You can change the order in which your supervisors and advisors appear by clicking on the arrows opposite their names. You can remove the person by clicking on the button '—'.

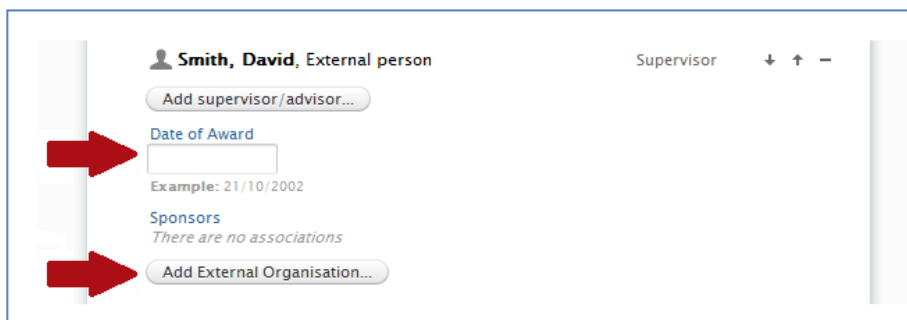


## Date of Award

Please leave the field 'Date of Award' empty. The date will be entered by the library staff after your degree has been awarded.

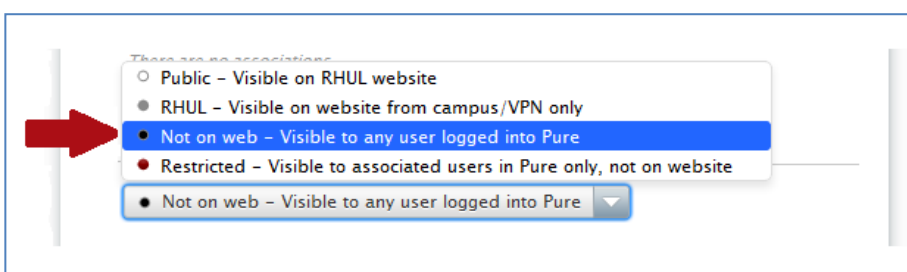
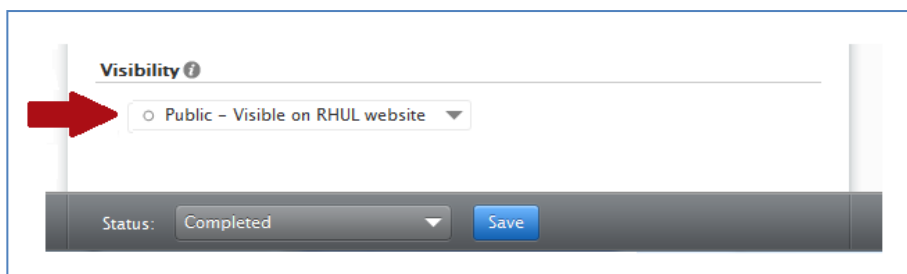
## Sponsors

If you received a studentship to fund your degree, you can add the name of the funding organisation by going to the Section 'Sponsors' and clicking on the button 'Add External Organisation'. You can either find the organisation among the ones that are in Pure already, or add a new organisation.



## Visibility

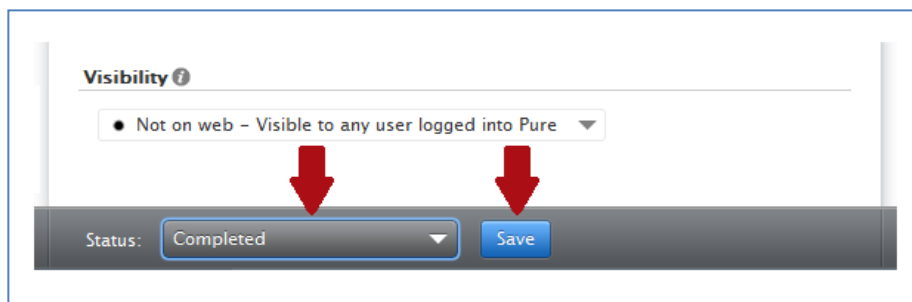
In the section 'Visibility', open the drop-down menu and select visibility status 'Not on web – Visible to any user logged into Pure'. That will ensure that until your degree has been awarded, information about your thesis will not be visible on RHUL website.



The bibliographic record of your thesis and the full-text version (unless embargoed) will be made visible on the RHUL website by the library staff after your degree has been awarded.

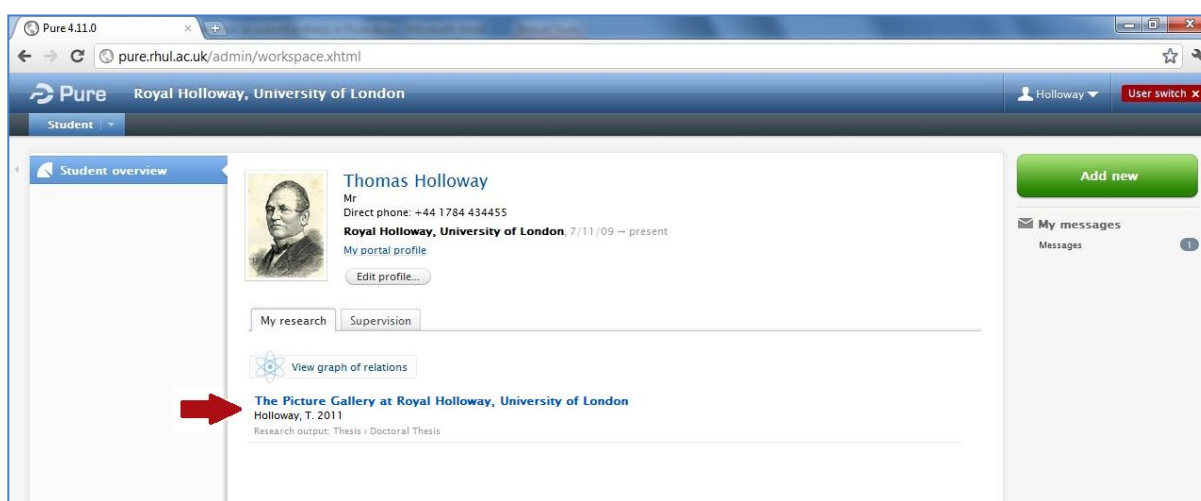
## Save the record

Finally, review the data you have entered in the template. Ensure that the status field at the bottom of the page is set to 'Completed' and click 'Save' to create the record.



## How to review and edit the record

Once you have saved your e-thesis record, it will appear as a new research output in the section 'My research'. You can edit the record by clicking on the title of the thesis which will open the thesis template. If you make any changes, remember to click 'Save' before closing the template.



After you finish your studies, you will lose access to your Pure account. However, your Pure profile and the publications you have added will not be deleted. You can view the publications and other information you have added to your Pure profile by going to the address <http://pure.rhul.ac.uk/portal/> and searching for your surname. Alternatively, you can use any web browser (e.g., Google) to find your information on the RHUL website.

## Contact information

If you have any questions about how to enter information in Pure, please contact Dace Rozenberga (email: [dace.rozenberga@rhul.ac.uk](mailto:dace.rozenberga@rhul.ac.uk), phone: 01784 443398).

For any enquiries about copyright or embargo periods for PhD theses, please contact Dominic Tate (email: [dominic.tate@rhul.ac.uk](mailto:dominic.tate@rhul.ac.uk), phone: 01784 276619).

You can also email [pure@rhul.ac.uk](mailto:pure@rhul.ac.uk) with any questions on how information about you is displayed on Pure, and [rhro@rhul.ac.uk](mailto:rhro@rhul.ac.uk) with any questions about depositing theses or publications in the RHUL repository.