



# Registering an abstract in Pure

Pure infosheet 3, version 7-12-2021

Always check first if the abstract is already registered in Pure. Search with (a part of) the title in the search box in the top right corner of the screen. If the abstract is already registered in Pure, but the name of the researcher is not listed, or he/she is listed as an external person, send an email to [pure.library@wur.nl](mailto:pure.library@wur.nl).

Determine whether it is a single abstract (A), an abstract in a book (proceedings or abstract book) (B), or an abstract in a journal (issue or supplement) (C).

Note: if the abstract has a page number (i.e. 112), it is published in a book or journal and you should choose option B or C.

Fill in the fields below. Fields that are not mentioned can be filled, but are not required.

## A. Single abstract

- Click *Add content* in the top right corner
- Select in the left column: *Research Output -> Contribution to conference -> Abstract*
- Enter the publication year (below *Publication status*)
- Enter the title
- Click *Add event*. Search for the right congress. If the congress is not available, create a new one; enter the title of the conference, the start and end date, city and country.
- Add all the authors one by one. Click *Add person* and search for the right person. WUR authors must be added as internal persons, authors from other organisations as external persons. If an external person is not available in the system, you can create a new one.
- The *Managing organisational unit* is added automatically. If this doesn't happen, select your own organisation unit.
- If the paper is published online, add the link to the published version. For this, click *Add electronic version* and select *Link*.
- If the abstract is not published online and the researcher wishes to make the abstract publicly available, upload the pdf of the abstract (long abstract, half a page or more). For this, click *Add electronic version* and select *Upload*. Upload the pdf and set the *Access* to open. Or copy the text in the abstract field (short abstract, a few sentences). Don't make the abstract publicly available if the abstract is copyrighted, or if the researcher intends to publish the abstract or an extensive version (e.g. in a scientific journal). Ask the researcher if he/she wants to make the abstract publicly available.
- Click *Save*

## B. Abstract in a book (proceedings or abstract book)

- Click *Add content* in the top right corner
- Select in the left column: *Research Output -> Chapter in Book/Report/Conference proceeding -> Abstract*
- Enter the publication year (below *Publication Status*)
- Enter the title
- Enter the *Page numbers* (e.g. 23-24)
- Add all the authors one by one. Click *Add person* and search for the right person. WUR authors must be added as internal persons, authors from other organisations as external persons. If an external person is not available in the system, you can create a new one.

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The information in this infosheet is intended for the use of Pure at Wageningen University & Research.

The settings of Pure and agreements on procedures can be different at other organisations.



- The *Managing organisational unit* is added automatically. If this doesn't happen, select your own organisation unit.
- At *Host publication*, enter the title of the book/proceedings
- Enter the *Publisher* (if known)
- Enter the *ISBN* (if present)
- If the abstract (book) is published online, add a link to the publication. For this, click *Add electronic version* and select *Link*.
- If the abstract is not published online and the researcher wishes to make the abstract publicly available, upload the pdf of the abstract (long abstract, half a page or more). For this, click *Add electronic version* and select *Upload*. Upload the pdf and set the *Access* to open. Or copy the text in the abstract field (short abstract, a few sentences). Don't make your abstract publicly available if the abstract is copyrighted, or if the researcher intends to publish the abstract or an extensive version (e.g. in a scientific journal). Ask the researcher if he/she wants to make the abstract publicly available.
- Click *Add event*. Search for the right congress. If the congress is not available, create a new one; enter the title of the conference, the start and end date, city and country.
- Click *Save*.

### **C. Abstract in a journal (issue or supplement)**

- Click *Add content* in the top right corner
- Select in the left column: *Research Output -> Contribution to journal -> Abstract*
- Select *Publication category Academic*
- Enter the publication year (below *Publication Status*)
- Enter the title
- Enter the *Page numbers* (e.g. 23-24)
- Add all the authors one by one. Click *Add person* and search for the right person. WUR authors must be added as internal persons, authors from other organisations as external persons. If an external person is not available in the system, you can create a new one.
- The *Managing organisational unit* is added automatically. If this doesn't happen, select your own organisation unit.
- Click *Add journal*. Use the title or ISSN to search for the right journal. Create a new journal only if the right journal is not available.
- Click *Add event*. Search for the right congress. If the congress is not available, create a new one; enter the title of the conference, the start and end date, city and country.
- If the abstract (journal issue or supplement) is published online, add a link to the publication. For this, click *Add electronic version* and select *Link*.
- If the abstract is not published online and the researcher wishes to make the abstract publicly available, upload the pdf of the abstract (long abstract, half a page or more). For this, click *Add electronic version* and select *Upload*. Upload the pdf and set the *Access* to open. Or copy the text in the abstract field (short abstract, a few sentences). Don't make the abstract publicly available if the abstract is copyrighted, or if the researcher intends to publish the abstract or an extensive version (e.g. in a scientific journal). Ask the researcher if he/she wants to make the abstract publicly available.
- Click *Save*.

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