



Royal Holloway, University of London

Guide on how to submit an e-thesis in Pure

To log on to Pure, open a web browser and type in address <https://pure.royalholloway.ac.uk/admin/>. Use the usual College username and password to log in to Pure.

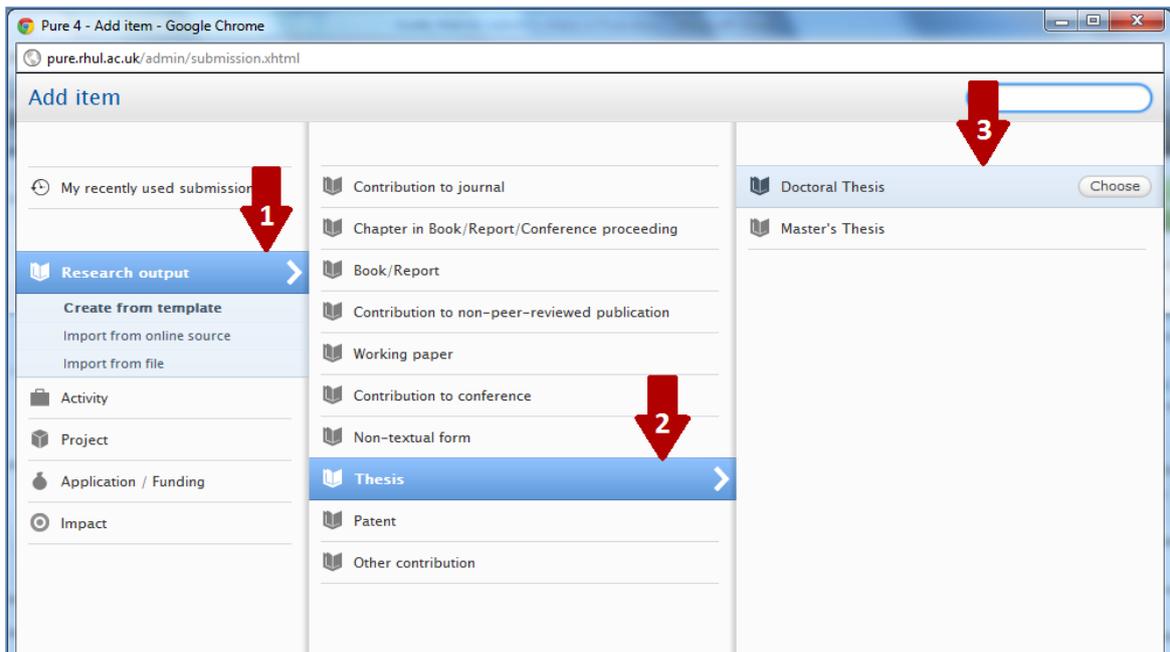
How to create the thesis entry in Pure

Click on the green button 'Add new' at the top right-hand side of the screen.



How to choose the thesis template

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 click on Doctoral Thesis.



The template will open. The mandatory fields that are marked with the red star (*) must be completed. All other fields are optional.

How to fill in the thesis template

Publication state and date

Start filling in the template. First, click on the drop-down menu in the section 'Publication state' and select the category 'Unpublished'. Please add the year in which the thesis is being submitted.

Publication state ?

Publication statuses and dates *

	Year *	Month	Day
Unpublished ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add publication status and date...](#)

Language, Title and Authorship

Choose the language of the thesis and enter the title of the thesis. Additional information (e.g. the subtitle, abstract, number of pages) can also be added.

The name and department will be generated automatically in the template. The managing organisational unit should be the department or school not any research centre or group. The "Change organisational unit" button can be used to change the entry to the department or school if needed.

If there are any problems with how these are displayed, please contact pure@royalholloway.ac.uk.

Publication information

Original language *

English ▼

Title of the contribution in original language *

A study in to the benefits of green tea

Subtitle of the contribution in original language

Number of pages

Abstract

Authors and affiliations

Authors *

 **Thomas Holloway**, Author
Internal person

 **School of Biological Sciences**
Organisational unit: Department

Add person...

Add organisational unit...

Add group author...

Research output managed by

Managing organisational unit *

 **School of Biological Sciences**
Organisational unit: Department

Change organisational unit...

Supervisors

To add the name(s) of the supervisor, click on “Add person” and type in the surname of the supervisor. A list will appear of staff with that name and the correct person can be selected. The “Add person” button can be used again to add more than one supervisor.

Supervisors/Advisors

Supervisors/Advisors



 **Mark Brown** (Mark J F Brown), Supervisor
Internal person

Edit –

 **School of Biological Sciences**
Organisational unit: Department

–

Add person...

Add organisational unit...

Thesis information

Qualification

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

Thesis Information

Qualification

Ph.D. ▼

Awarding Institution

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

Awarding Institution

 **Royal Holloway, University of London**

Organisational unit: University

Add Awarding institution...

In the search box type in the name 'Royal Holloway, University of London' and find the correct title (the subtitle should be 'Organisational unit: University'). Click on the record and it will be added to the template.

Once the pop-up window has been closed, the selected institution will be displayed under the title 'Awarding Institution'. Another institution can be added by clicking on the button 'Add Awarding Institution'.

Date of Award

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

Sponsors

If a studentship was received to fund the degree, the name of the funding organisation can be added by going to the Section 'Sponsors' and clicking on the button 'Add External Organisation'. The organisation can be selected if it has already been added to Pure or a new organisation can be added.

Thesis sponsors

 **British Museum**

External organisation: Funding body

Add External Organisation...

Adding the full-text document

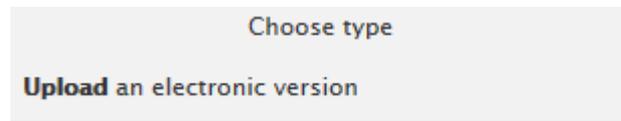
To add the full-text document of the thesis, go to the section 'Electronic version(s), and related files and links' and then click on the button 'Add electronic version (file, DOI or link)'.

Electronic version(s), and related files and links

Electronic version(s) of this work

Add electronic version (file, DOI, or link)...

Then click on the option to "Upload an electronic version".



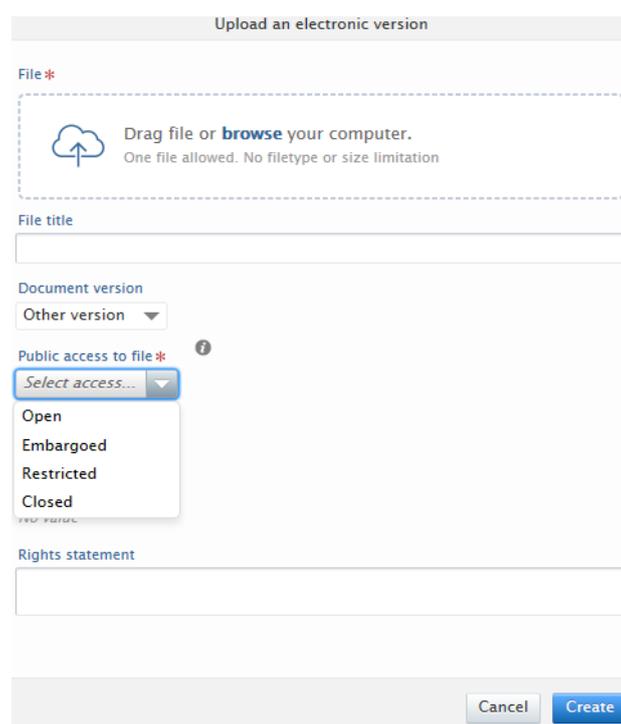
A new window will appear to enter the details about the full-text document. The full-text document has to be a PDF version of the thesis. The PDF file should be saved by naming it according to the following convention: **year + last name + initials + degree + file extension** (for example: 2017hollowaytphd.pdf).

File size

It is not possible to give an exact file size as a maximum file size that can be uploaded to Pure. Much will depend on the internet speed of the connection between the PC and the Pure server. Files above 100MB can often fail to upload. Please remember that if a PC is slow to upload the file, then it is possible that the file will be slow to download for readers. If problems are experienced uploading files, then please consider the file size and consider reducing the file size by dividing the file into separate files and uploading them as separate files.

Adding a file

To add the document, click on the 'Browse' link. Select the file in the same way as navigating for files in Office and click 'Open' to add the file. If the file added then subsequently needs to be deleted, click on the button 'Replace' and choose another file (the button 'Replace' will appear only after a file has been added).



The screenshot shows a form titled "Upload an electronic version". It includes a "File*" section with a dashed box containing a cloud icon and the text "Drag file or **browse** your computer. One file allowed. No filetype or size limitation". Below this is a "File title" text input field. The "Document version" section has a dropdown menu set to "Other version". The "Public access to file*" section has a dropdown menu set to "Select access..." with a sub-menu open showing options: "Open", "Embargoed", "Restricted", and "Closed". At the bottom is a "Rights statement" text input field. The form ends with "Cancel" and "Create" buttons.

File title

In the section 'File title', a title can be given to the full-text document which will be used to display on the Royal Holloway website (for example, 'Thomas Holloway PhD thesis' or similar). If a File title is not provided, the title of the full-text document on the College website will be displayed as the title of the document added (for example, 2017hollowaytphd).

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.

Visibility

In the section 'Public access to file', please select the option 'Open' unless an embargo is needing to be applied. By selecting this option, the full-text document will become accessible for anybody to view or download (through the Royal Holloway website) and it will be searchable by Google and other search engines, helping to disseminate the research output.

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



Embargo period

In some circumstances an embargo period for the thesis may be required or chosen by the author. For information about embargo periods please consult the E-Thesis Submission Policy. The policy states that:

1. Students can add an embargo of two years without seeking approval. Supervisors will be notified of such embargo requests. This is done by selecting "Embargoed" and adding a period of 2 years

 A screenshot of a web form titled 'Access to electronic version'. The form has a light grey background and a thin border. At the top, it says 'Public access to file *' in blue with an information icon (i) to its right. Below this is a dropdown menu with a white background and a grey border, showing 'Embargoed' selected. Underneath the dropdown are two date input fields. The first is labeled 'Embargo start date' and has a calendar icon to its right. Below it is an example: 'Example: 21/10/2002'. The second is labeled 'Embargo end date' and also has a calendar icon to its right. The date '01/11/2019' is entered in this field and is highlighted with a blue border. Below it is an example: 'Example: 21/10/2002'. To the right of these two date fields is a yellow pill-shaped button with the text 'Embargo ends:01/11/2019'. At the bottom of the form, there is a label 'Visible on portal date' followed by the date '01/11/2019'.

2. Where documentary evidence of commercial funding and/or commercial sensitivity is provided, students can request a further embargo period of up to five years. Students must seek permission from their supervisor who will indicate consent on the Examination Entry Form. The Research Degrees Team will make checks before authorising the embargo. The embargo can then be added to Pure.

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 Research Degrees Office via researchdegrees@royalholloway.ac.uk

If an embargo date has been added, only the bibliographic record of the thesis (but not the full text document) will be visible on the College website under the research profile. The full text document will become available once the embargo period has finished.

Unless particular information about document copyright is required, please leave the section 'Rights statement' blank.

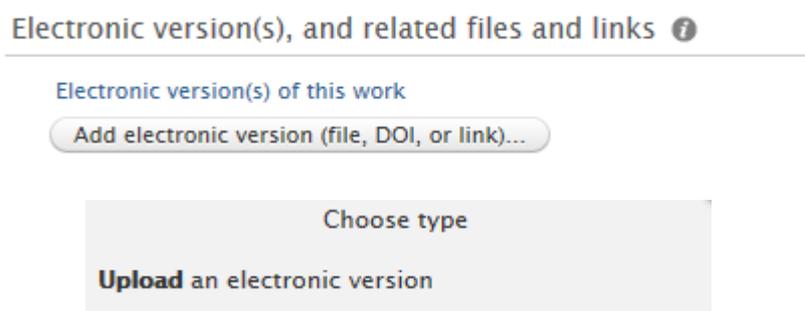
Click on the button 'Create' to add the document to the bibliographic record of the thesis.

Additional files

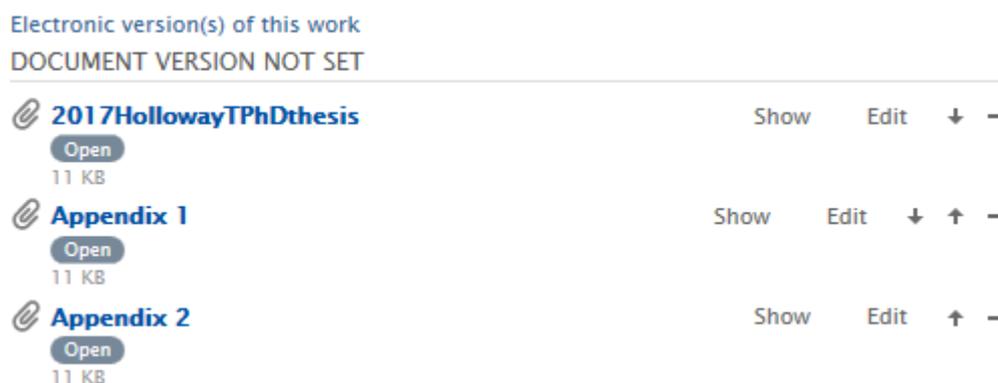
If required, more than one document or file can be added to the thesis entry (e.g. Supplements /Appendices) can be added in the same way as above to the Pure record.

Audio / visual files can also be uploaded as additional files. Advice on file formats can be provided from pure@royalholloway.ac.uk

Please add additional files via the same route as above:



The files will then display in one list:

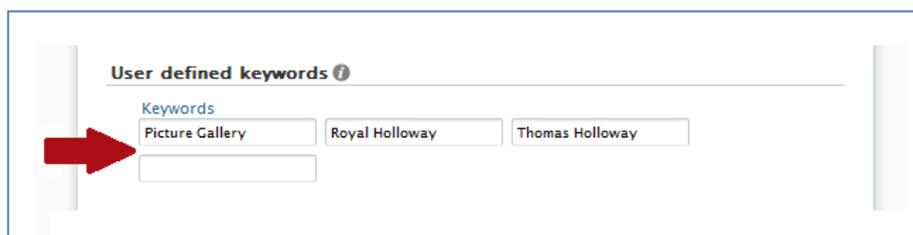


Please do not use the "other files" section to add any files. The correct method is to add all the files via the same route as above.

Journal articles or conference proceedings that have been written as a result of the PhD work should be added as separate research outputs.

Keywords

It is recommended that different keywords associated with the research are added as it will help other people to find the thesis when searching for information through search engines (such as Google) or the Royal Holloway website. As many keywords as required can be added. Once a word is typed in the keyword box, a new empty text box will appear next to the current one. Please add one keyword or phrase per text box.



Visibility of the record

In the section 'Visibility', open the drop-down menu and select visibility status 'Not on the web'. This will ensure that until the degree has been awarded, information about the thesis will not be visible on the College website.

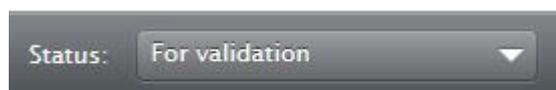
Visibility ?

● Not on web – Visible to any user logged into Pure ▼

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

Save the record

Finally, review the data entered in the template. Please leave the status as "For validation".

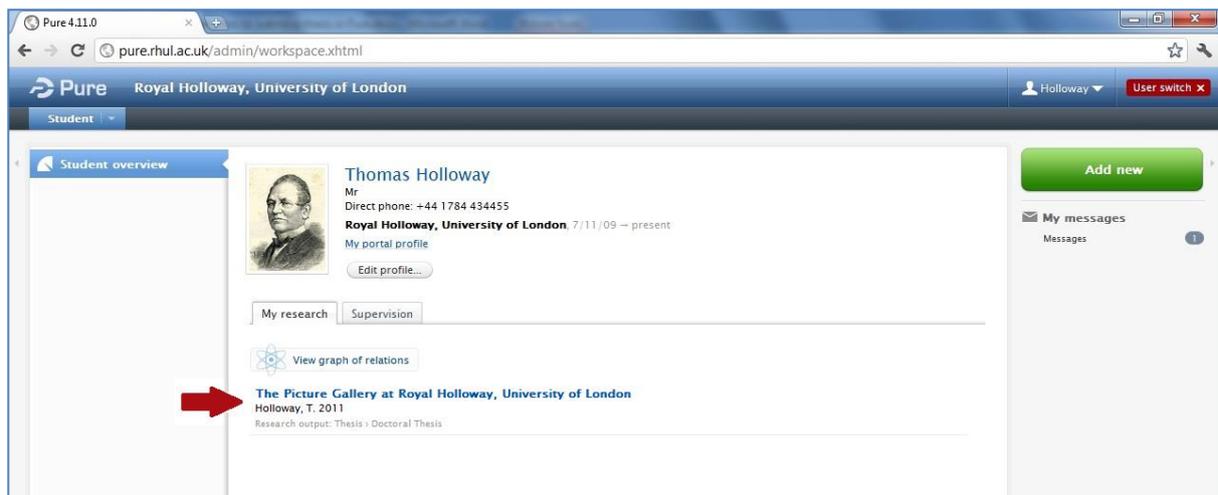


Click 'Save' to create the record.



How to review and edit the record

Once the e-thesis record has been saved, it will appear as a new research output in the section 'My research'. The record can be checked and edited by clicking on the title of the thesis which will open the thesis template. If any changes are made, remember to click 'Save' before closing the template.



After studies are completed at Royal Holloway, access will be lost to the Pure account. However, the Pure profile and the publications added will not be deleted. The publications and other information added to the Pure profile can be viewed by going to the address <http://pure.royalholloway.ac.uk/portal/> and searching for the surname.

Checking

After records and files are added to Pure, checks take place on a monthly basis by the Research Degrees Team and by the Research Support Team, Library Services. The Library staff will add the award date. The record will then be made visible and the file(s) will also be made Open Access depending on whether Open or Embargoed was selected.

Contact information

Questions about how to enter information in Pure can be emailed to pure@royalholloway.ac.uk

Questions about embargoes and the academic process should be emailed to researchdegrees@royalholloway.ac.uk