Manual for Pure Editors at the Teaching Hospitals of PMU

This handbook is intended for the PURE-editors of the teachings hospitals of PMU.

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1. Important Information

Submitting Data Directly in PURE

Contact persons via e-mail designated the PURE-editors of the teaching hospitals.

> From **2024 onwards**, data collection for teaching hospitals will occur **directly** within the **PURE** research information system. As a result, **Excel spreadsheets or email submissions will no longer be accepted for data submission**.

As an editor, you are **responsible for the completeness of the research outputs (publications) for your teaching hospital**. Research Management of PMU is responsible for validating research outputs.

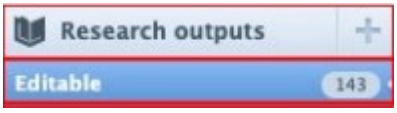
> When creating a new research output for your teaching hospital in PURE, **always set the workflow status to *Entry in Progress* or *For validation***, never select Validated. Once a record has undergone the validation process, do not make any changes to it. If you need modifications (e.g. because of incorrect data), you can write a comment on the record (under the *History and comments* tab). If you make any modifications to a record after the validation process, the Research Management will not take responsibility for the correctness of the data.

2. Check and Manage Research Outputs

2.1. Editable vs. all Research Outputs

As an editor, you have the access to the research outputs of your teaching hospital.

The ***Editable*** category in research outputs includes only those research outputs where the teaching hospital (of the editor) the **managing organizational** unit is:



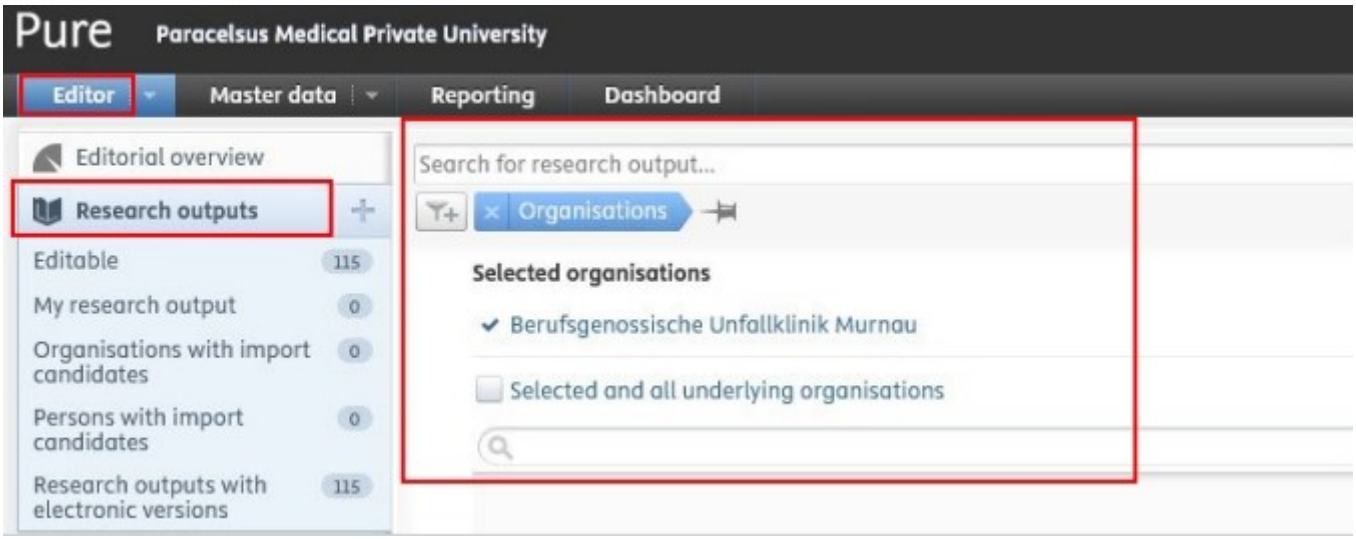
> In the Editable category of Research outputs, you fill find validated Research outputs as well. Please **don't make any changes to validated records**. If you need modifications (e.g. because of incorrect data), you can write a **comment** on the record (under the *History and comments* tab) or **contact Research Management at pure@pmu.ac.at**. If you make any modifications to a record after the validation process, the Research Management will not take responsibility for the correctness of the data.

You have two options to reach **every research output of your teaching hospital**:

> 1. option:

1. Go on Editor in the header and select *Research outputs*.
2. Remove the *My content* filter. 

3. Click on the *Add filter* icon. 
4. Select *Organisations* and fill in the name your teaching hospital.
5. Add a name to the new filter (e.g. all publications).
6. Click on the pin icon  to save the filter.



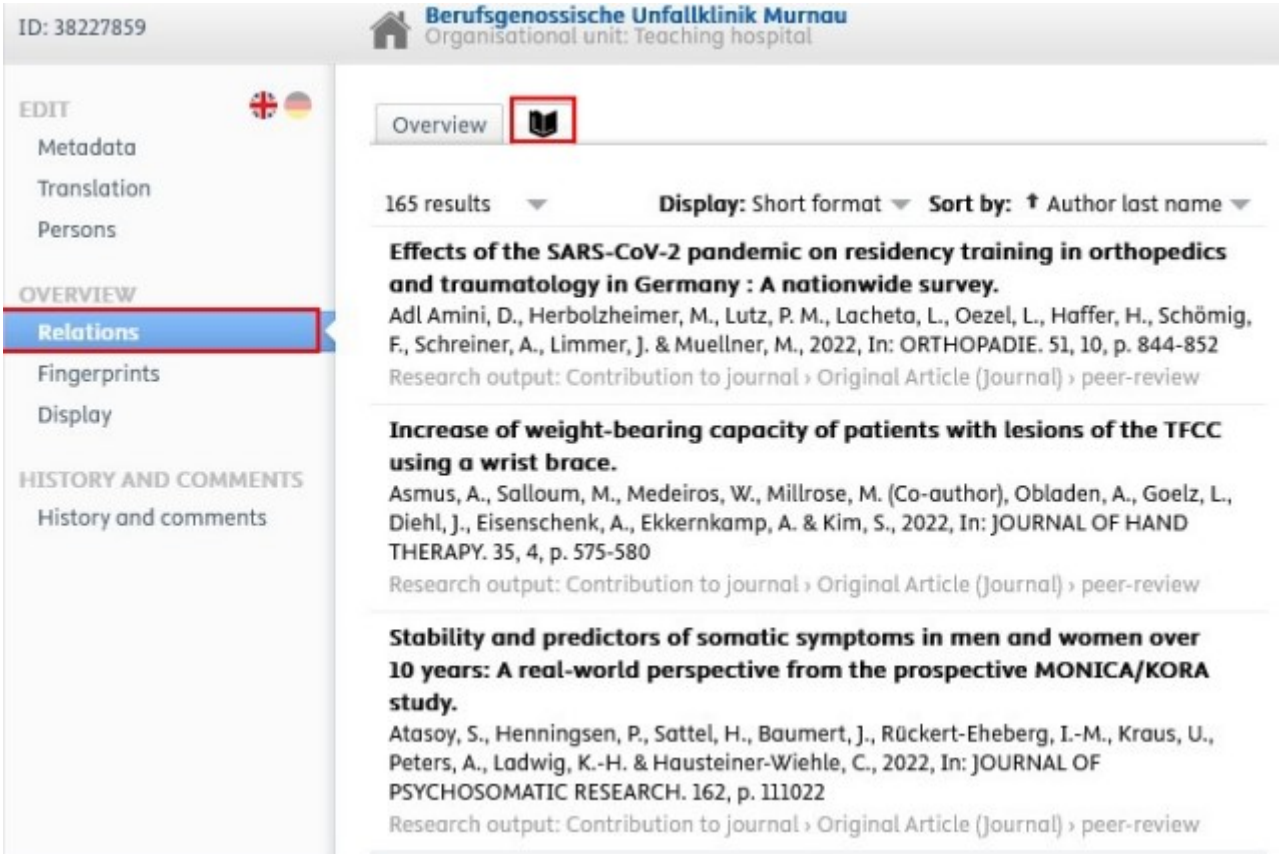
Now you can view, filter and download all research outputs of your teaching hospitals.



> 2. option:

1. Go on *Master data* in the header and select *Organisational units*.
2. Select your teaching hospital and click on the name of it.
3. Go on *Relations* tab.
4. Select *Research outputs*.


Pure
Paracelsus Medical Private University
Editor
Master data
Reporting
Dashboard
Master data overview
Organisational units
Editable
1
Report definitions
Search for organisational units...
My content
1 result
Berufsgenossische Unfallklinik Murnau
Teaching Hospitals Salzburg
Organisational unit: Teaching hospital


ID: 38227859
Berufsgenossische Unfallklinik Murnau
Organisational unit: Teaching hospital
EDIT
Metadata
Translation
Persons
OVERVIEW
Relations
Fingerprints
Display
HISTORY AND COMMENTS
History and comments
Overview
165 results
Display: Short format
Sort by: Author last name
Effects of the SARS-CoV-2 pandemic on residency training in orthopedics and traumatology in Germany : A nationwide survey.
Adl Amini, D., Herbolzheimer, M., Lutz, P. M., Lacheta, L., Oezel, L., Haffer, H., Schömig, F., Schreiner, A., Limmer, J. & Muellner, M., 2022, In: ORTHOPADIE. 51, 10, p. 844-852
Research output: Contribution to journal › Original Article (Journal) › peer-review
Increase of weight-bearing capacity of patients with lesions of the TFCC using a wrist brace.
Asmus, A., Salloum, M., Medeiros, W., Millrose, M. (Co-author), Obladen, A., Goelz, L., Diehl, J., Eisenschenk, A., Ekkernkamp, A. & Kim, S., 2022, In: JOURNAL OF HAND THERAPY. 35, 4, p. 575-580
Research output: Contribution to journal › Original Article (Journal) › peer-review
Stability and predictors of somatic symptoms in men and women over 10 years: A real-world perspective from the prospective MONICA/KORA study.
Atasoy, S., Henningsen, P., Sattel, H., Baumert, J., Rückert-Eheberg, I.-M., Kraus, U., Peters, A., Ladwig, K.-H. & Hausteiner-Wiehle, C., 2022, In: JOURNAL OF PSYCHOSOMATIC RESEARCH. 162, p. 111022
Research output: Contribution to journal › Original Article (Journal) › peer-review

2.2. Global Search

This searches through **metadata** of all records and content types available in PURE:



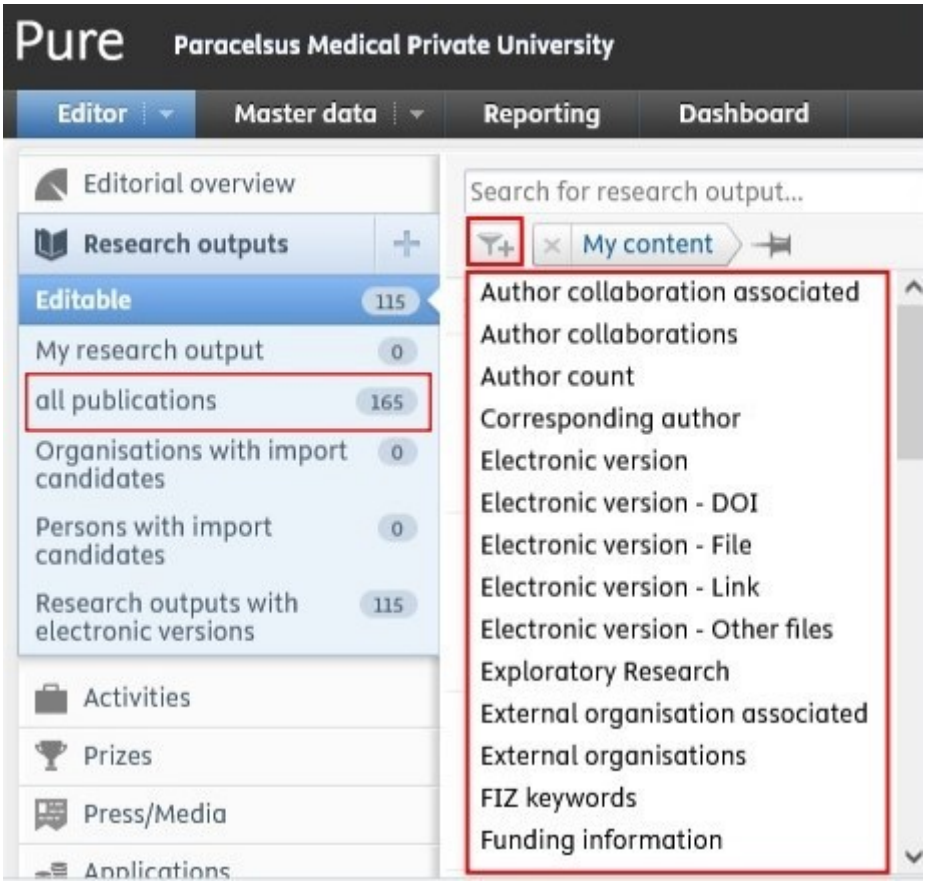
2.3. Search Within Research Outputs

Click on research outputs on the left navigation to open the content list view with search functionality:



2.4. Filter Within Research Outputs

After choosing *Research outputs*, navigate, for example to the category 'all publications ', click on the *Add filter* icon and select from the available **filter options** (e.g. 'Author collaborations'):



You can add multiple filters if you need to.

If you wish to use specific filters regularly, you can click on the **pin icon** 

to save the filter. By doing so, you can save time and easily filter content you need:



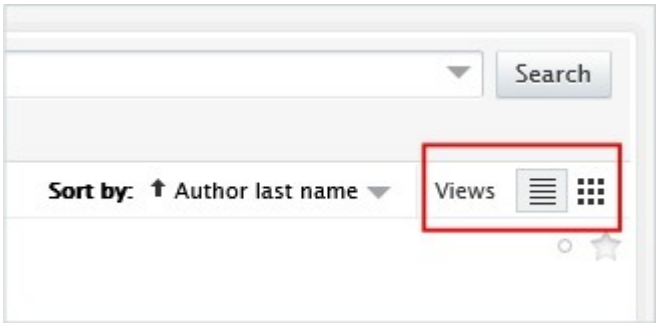
2.5. Sort by Within Research Outputs

After obtaining a list of records within Research outputs, there is the possibility to **sort the records** by several options (e.g. title, type, etc.):



2.6. View Types Within Research Outputs

You can choose from the list **view** or the matrix view to visualise your data:



2.7. Export a List of Research Outputs

On the bottom of the page, you can select your preferred file type for export:



3. Create Research Outputs

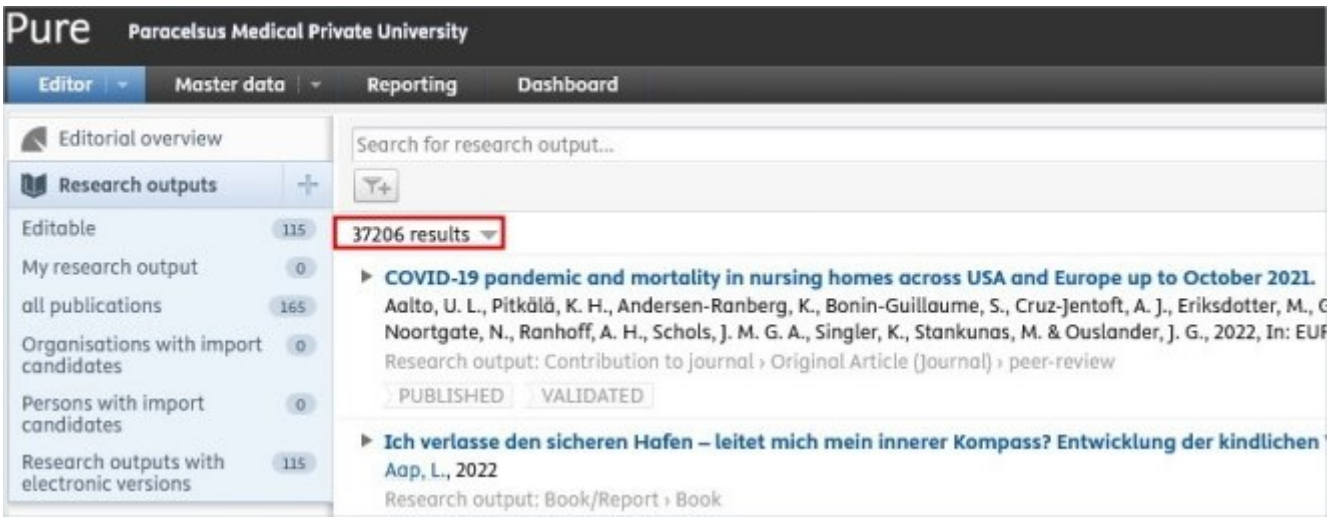
3.1. Before Creating a Research Output

First, you always need to **check if the content already exists in Pure**:

1. Remove the my content filter by on the “x”

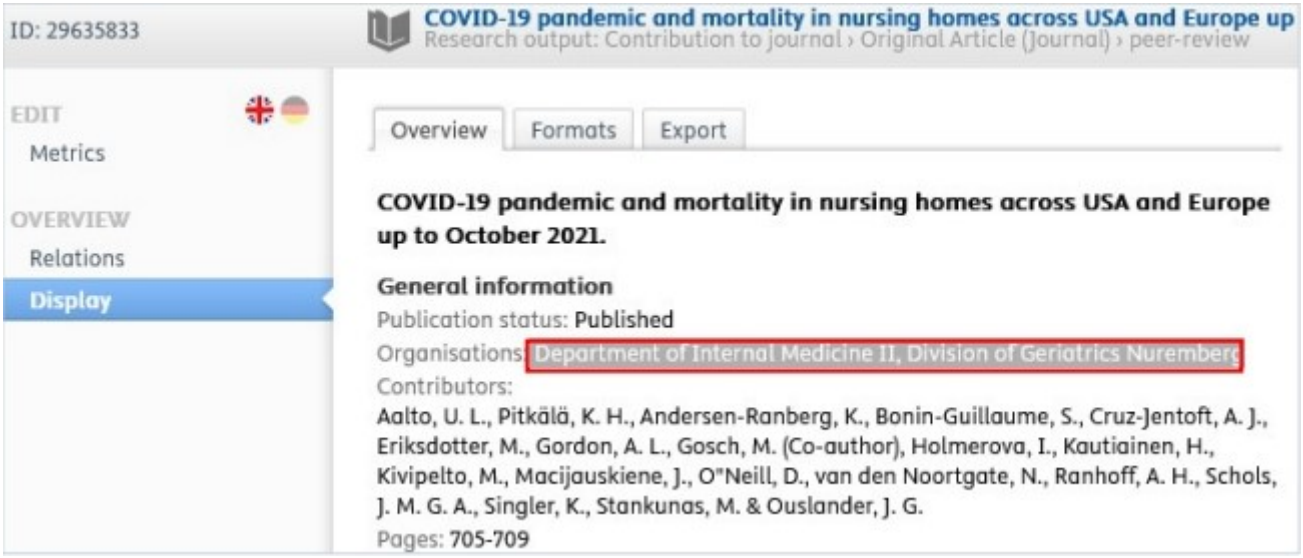


2. Now you have access to every publication not just those related to your teaching hospital:



3. Search for the publication by title, PubMed ID, or other identifiers.

- If the publication you wish to import into PURE **appears in the list**, click on it and verify whether your teaching hospital is associated with the publication. In this example the publication is only associated with the Department of Internal Medicinie II, Division of Geriatrics Nuremberg. If your teaching hospital is **not related** to the content, but it should be, please contact Research Management at pure@pmu.ac.at.



- If the publication you wish to import **does not appear in the list**, you can import the publication without creating duplicates. For the details please refer to chapter Ways Importing and Creating Research Outputs.

3.2. Ways Importing and Creating Research Outputs

After checking your Research output and ensuring that the publication does not exist in Pure, you have **three options** to import a publication **immediately:**

1. Import from online source

Publications published in PubMed or Web of Science.

2. Import from file

Import from RIS, BibTex, and CERIF files.

3. Create from template

For publications that have not been published in PubMed or Web of Science, as well as for books and book chapters.

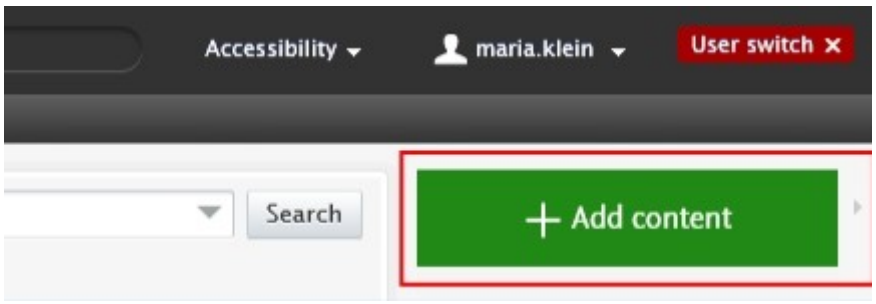
Please **refrain from uploading original publications** in PURE, as our system is designed to store information about publications. Uploading original content may potentially violate Open Access guidelines; therefore, it is not recommended. Alternatively, you can **register a DOI or other link** to your publication in the editor window.

3.2.1. Import From Online Source

This option **is most preferable** because this method can save you time, minimize effort, and reduce data-entry errors. It can be used for any kind of research output that is **published in PubMed or Web of Science**.

To import a research output from online source:

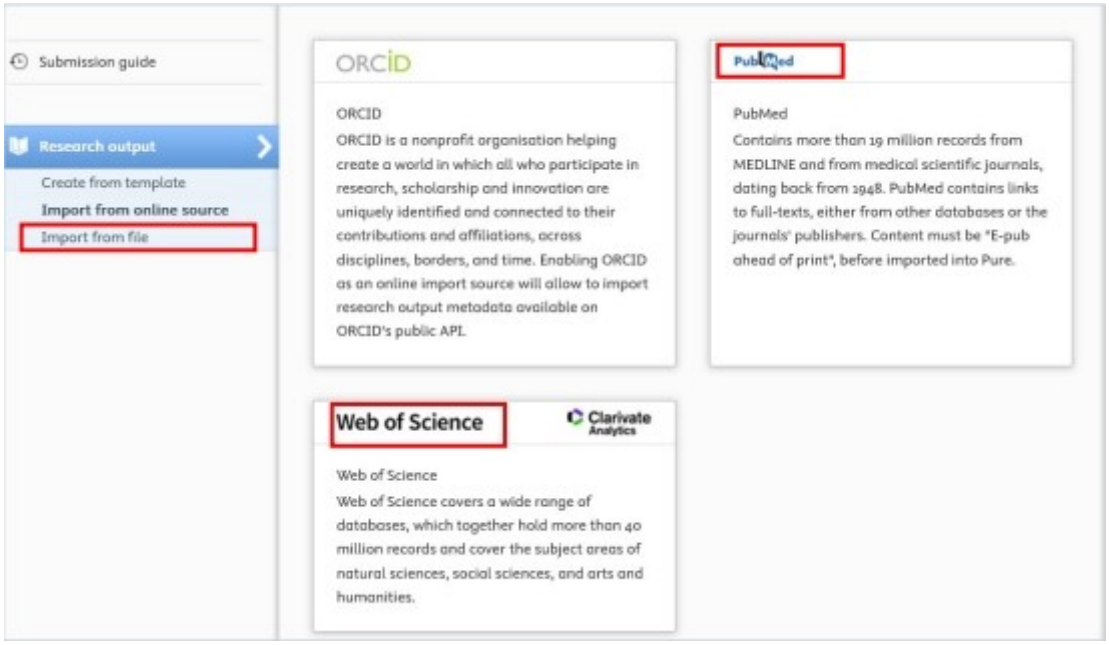
1. Click on the Add content button:



Or click on *Editor* in the header, select *Research outputs*, and then click on the + button:



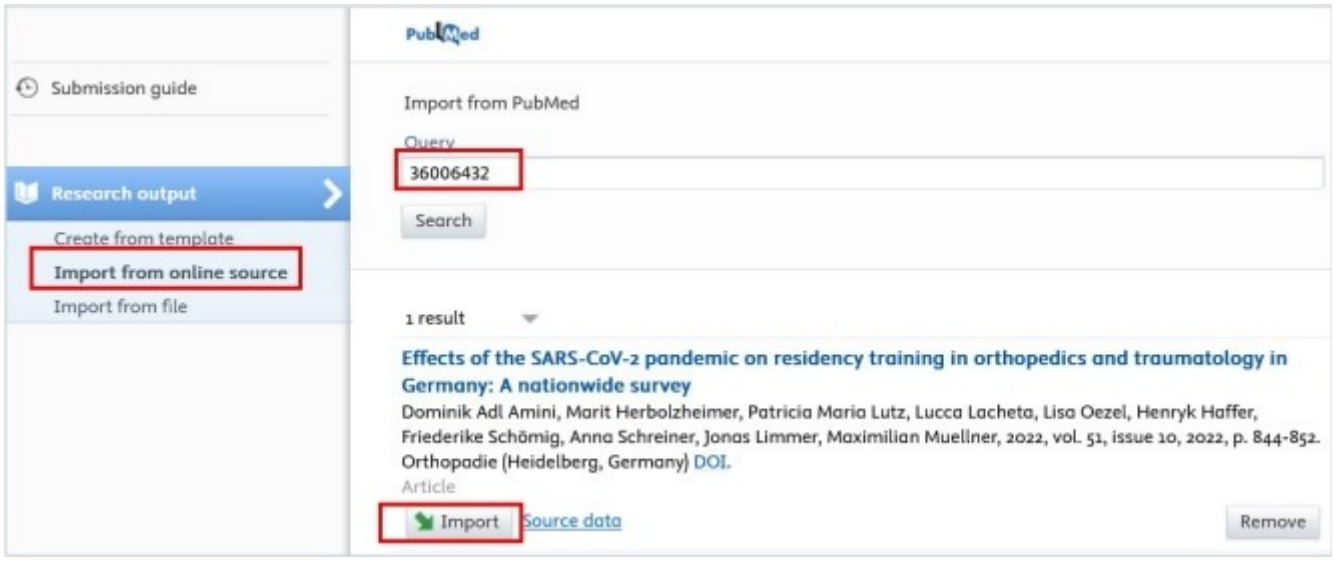
2. Select *Import from online source*. As an Editor of a teaching hospital, you can import you data from **PubMed** or **Web of Science**.



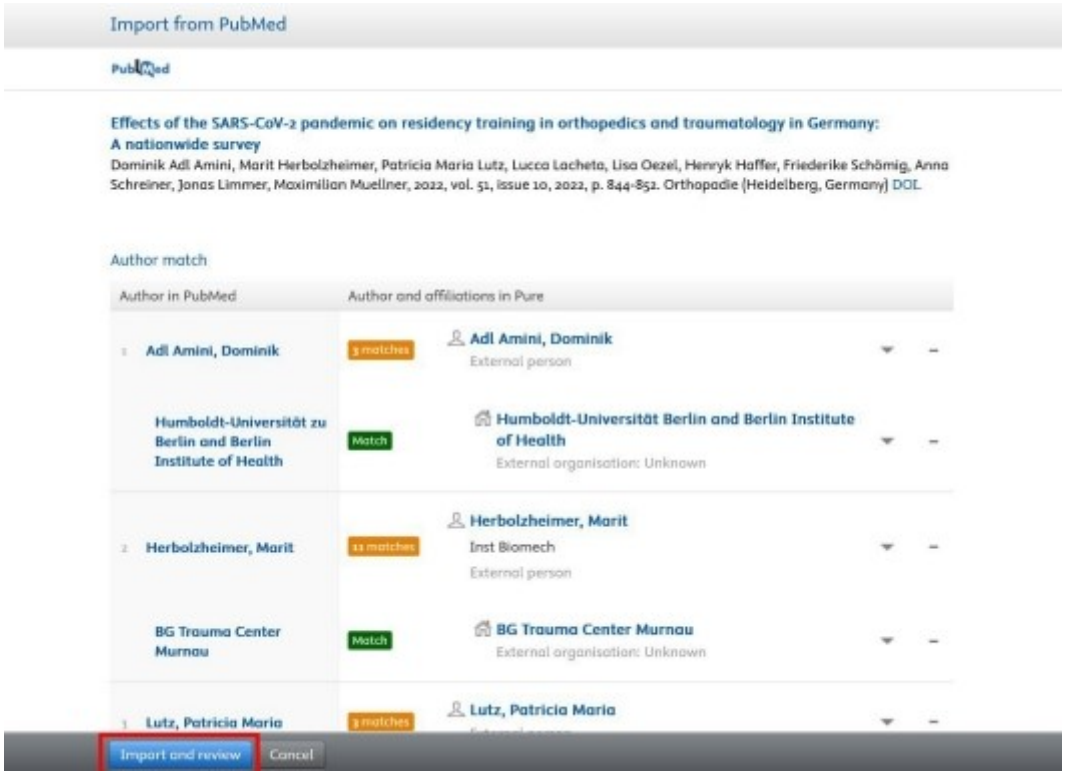
3. Select the online source you want import from.
4. Enter the information you want to search for, such as PubMed ID or your name.

Please ensure you always review the guidelines for the correct format of the information you intend to look for.

5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

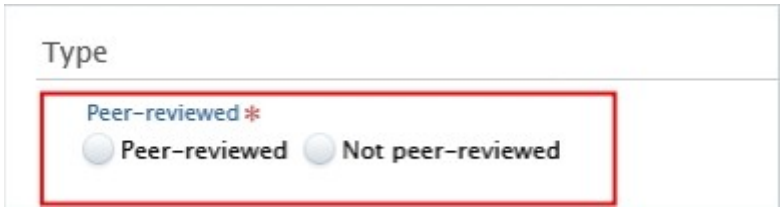


6. Now, you can view the publication details. Do not modify the information displayed here; simply click on Import and review at the bottom of the window:



7. In the Research output editor window, you need to manage these fields:

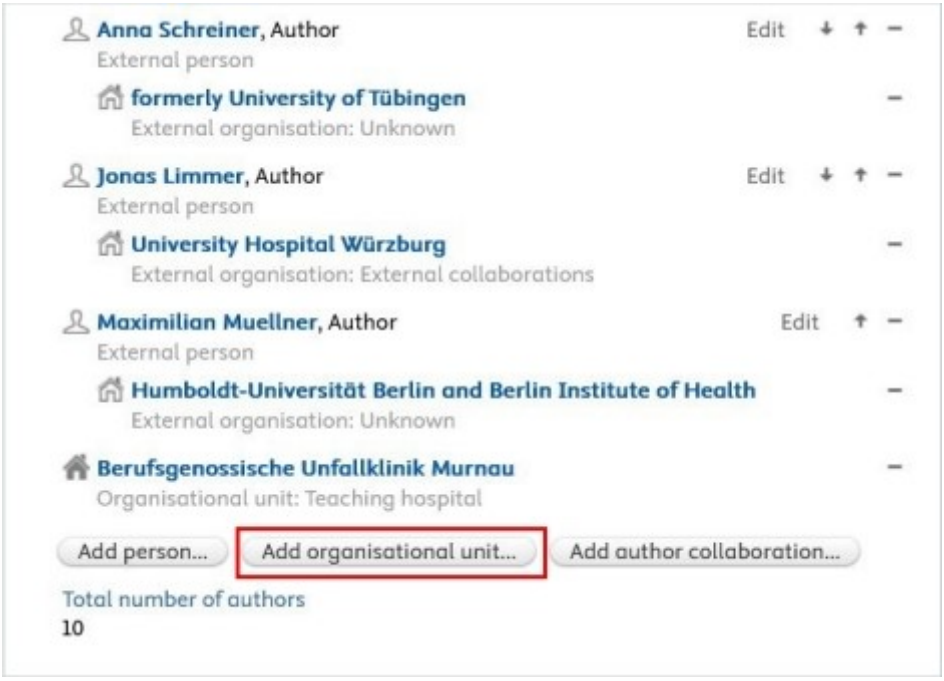
    1. **Peer-reviewed**:
    Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:

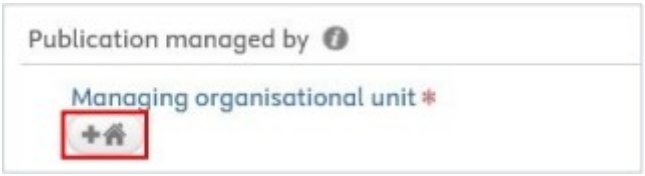


    2. **Contributors and affiliations**:
    Pure automatically adds contributors with their affiliations to these fields. Here, you only need to add your teaching hospital by clicking on the *Add organization unit* button:



3. **Managing organisational unit**:

Select *your teaching hospital* to this field by clicking on the "house with a plus" button:



8. Set the workflow status *For validation* and then click on *Save*.



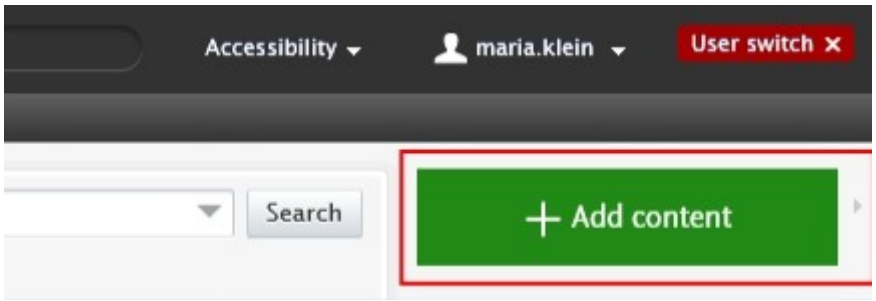
In the next step, the imported research output undergoes **validation** by the Research Management of PMU.

3.2.2. Import from File

This option is to be chosen **if importing from online sources is not possible**. Here, you can add any kind of research outputs from BibTex, RIS and CERIF files.

To import a research output from file:

1. Click on the Add content button:



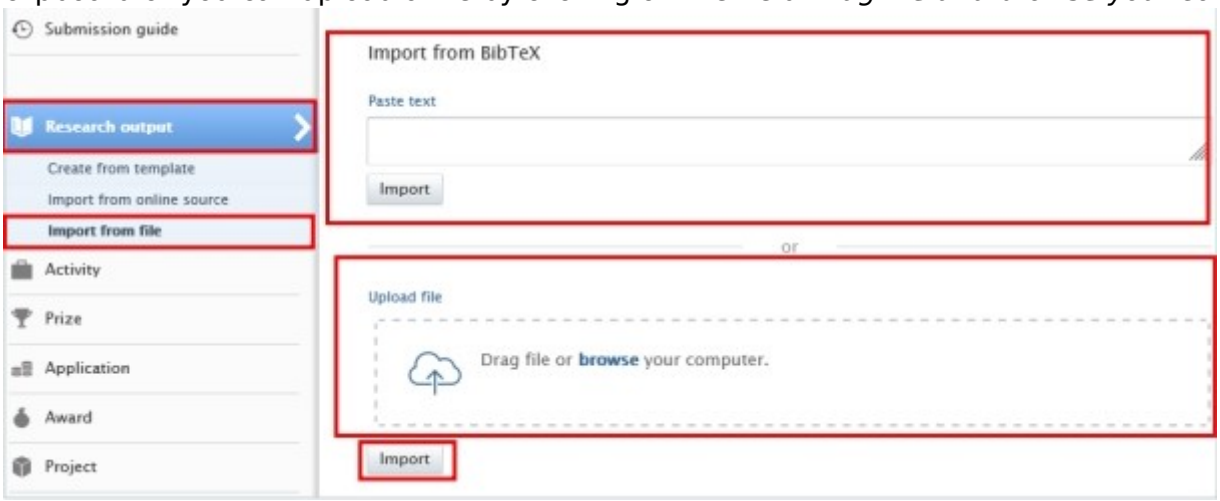
Or click on *Editor* in the header, select *Research outputs*, and then click on the + button:



2. Select *Import from file*.

3. Click on the file type you want to import from. BibTex, RIS and CERIF file types are available.

4. You can directly paste your data into to *Paste text* field if you have already copied it to the clipboard or you can upload a file by clicking on the field *Drag file and browse your computer:*



5. Click on the *Import* button located at the bottom of the article you wish to import into Pure.

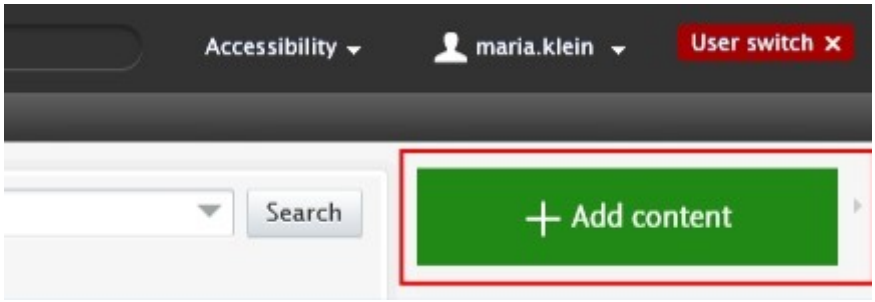
6. The next steps are the same as those outlined in the previous chapter.

3.2.3. Create from Template

Please use this method only **if the two other methods** mentioned above are **not possible**. For instance, if you wish to add a book(chapter), or import a publication that is published in a scientific journal, but the journal is not listed in Web of Science or PubMed.

To create a new research output from template:

1. Click on the Add content button:



Or click on *Editor* in the header, select *Research outputs*, and then click on the + button:

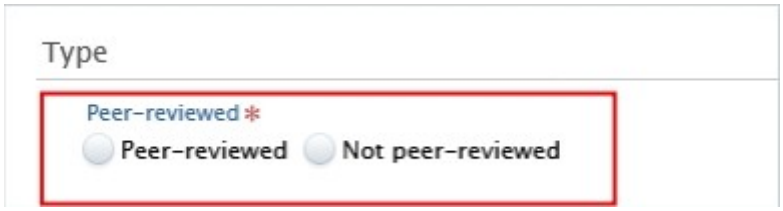


2. Select *Create from template*.

3. Scroll down until you locate the precise type of the item you want to add. In most cases it is a *Contribution to a journal/Original article*.

4. In the Research output editor window, you need to manage these fields:

    1. **Peer-reviewed**:
    Whether the publication underwent a **peer-reviewed process** or not (peer-reviewed or not peer-reviewed):



Click on *Change template* if you realise that the **subtype** of the Research output is **incorrect**. For example, if you have selected *Original article* but need to add a *Review article*, you can easily switch between template types without losing any of the data you have already filled in:

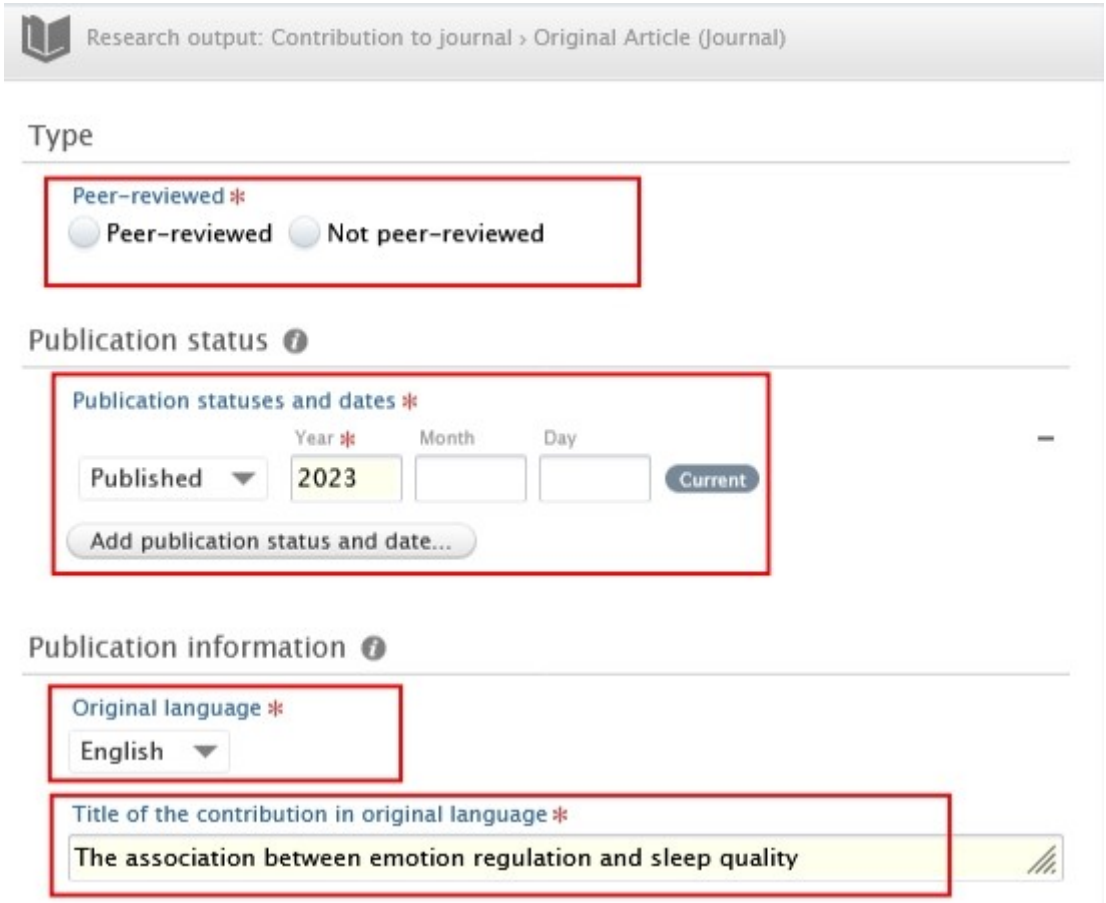


2. **Publication statuses and dates:**
   Fill in the information of the publication status and dates.

3. **Original language**:
   Choose the original language of the publication.

4. **Title of the contribution in original language**:

   Fill in the title of the contribution in the original language.



5. **Contributors and affiliations**:

You need to add **every contributor with their affiliations** to these fields. The **order** of the **authors** in Pure should **match** the order in the publication. You can change the order by clicking on the arrows. You can add additional contributors by clicking on the *Add person* button, and you can add internal and external organisations by clicking on the *Add Organization Unit* button. Don't forget to add your teaching hospital to the organisations units.



6. **Managing organisational unit**:
   Choose the **internal organisational unit**, which is responsible for managing the publication, no external organisations can be added in this field.
   The **corresponding author** manages the publication. Alternatively, the organisational unit of the **last, first, or co-author** can be chosen. In case of non-PMU publications select your organisational unit.

7. **Journal**:
   Click on *Add journal* then search for the name or the ISSN number of the journal.
   If you do not find the journal in the list, click on *Create new* and fill in the required information.

8. **Electronic versions of this work:**
   You can register a DOI or other links to your publication, but please **refrain from uploading the original publication** into Pure.



5. Set the workflow status *For validation* and then click on *Save*.



In the next step, the imported research output undergoes **validation** by the Research Management of PMU.

3.2.4. Chapter(s) in a Book

To register a Chapter in a book, you will need to fill in some extra fields additionally to the ‘traditional’ fields.

- To fill in the **title of the chapter** please use the *Title of the contribution in original language* field:



- To fill in the **title of the book** please use the *Title of the host publication in original language* field, and to add the Publisher, click on the *Add publisher* button:

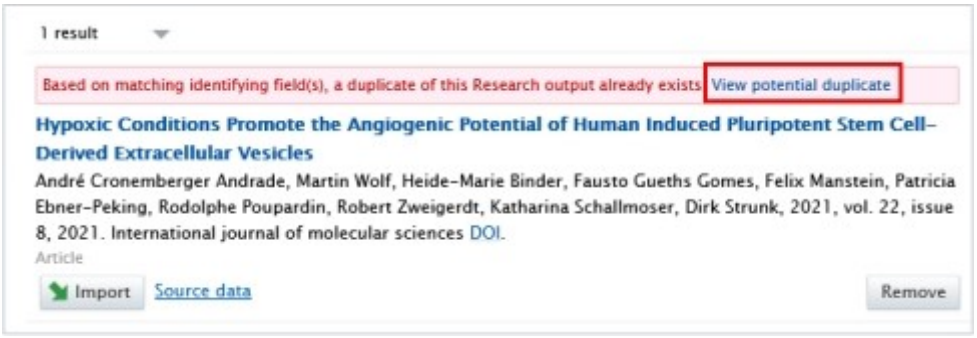


- You can register the **Editors** of the book (if it has any) by clicking on the *Add editor* button:



3.2.5. Potential Duplicates

Please, always pay attention to duplicate warnings (here is an example of it):



When clicking on the option **“View potential duplicate”**, you can check the details of the publication that already exists in Pure.

If you realise that the publication you want to import/create already exists in Pure, please **refrain** from importing/creating it again.

If the types of the publications are **different**, for example, if you want to import/create a journal publication and a book up as potential duplicate, then it is not a real duplicate, and you can import/create your journal publication without creating a duplicate.

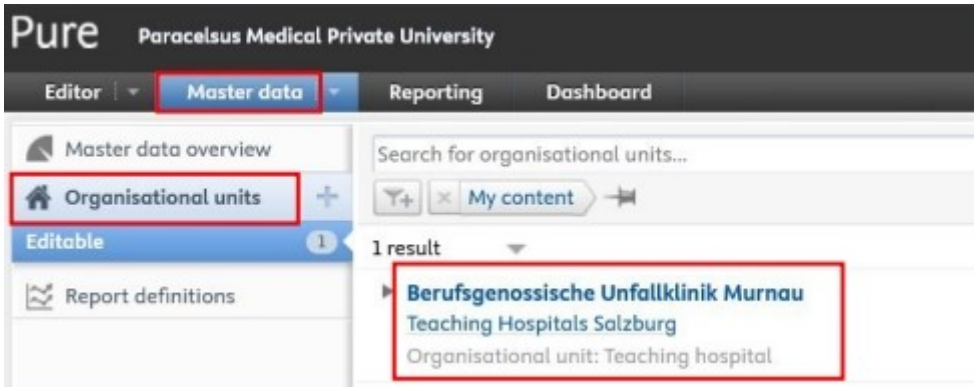
4. Organisational Unit Data

4.1. Check and Manage Organizational Unit Data

As an Editor, you have to opportunity to modify or complete certain fields related to your teaching hospital's data in PURE.

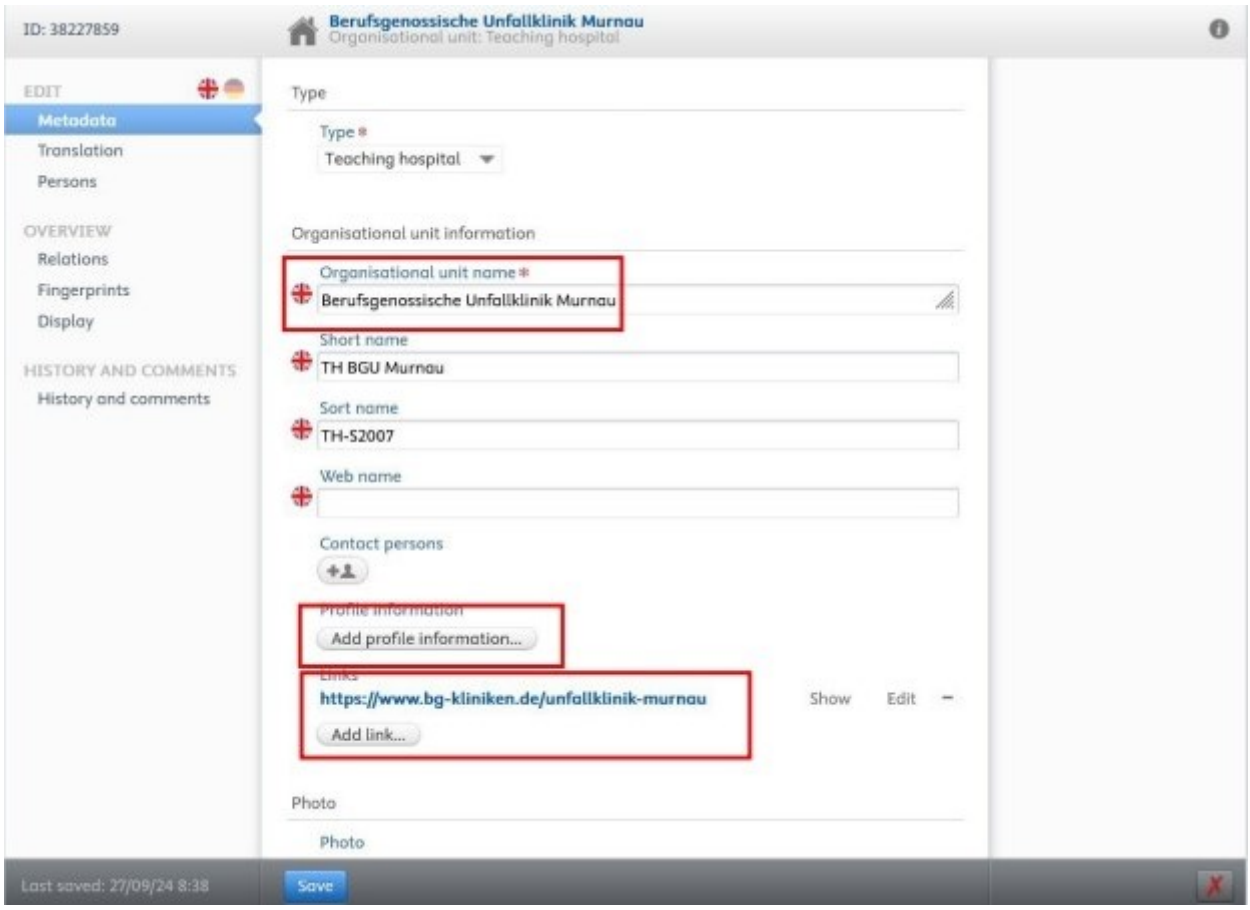
To access this data:

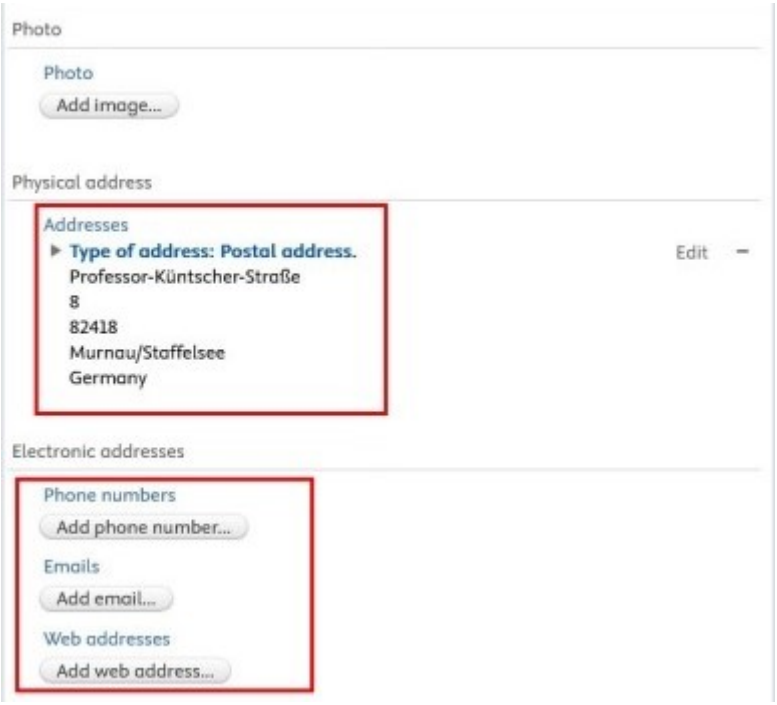
1. Select *Master* data in the header.
2. Click on *Organisational units*.
3. Click on the name of your teaching hospital:



4. In the editor window, the following fields **can be modified or completed** the teaching hospital's Editor:

- Organisational unit name in English
- Profile Information –you can add a description of your teaching hospital's activities
- Links
- Physical and
- Electronic adresses


ID: 38227859
Berufsgenossische Unfallklinik Murnau
Organisational unit: Teaching hospital
EDIT
Metadata
Translation
Persons
OVERVIEW
Relations
Fingerprints
Display
HISTORY AND COMMENTS
History and comments
Type
Type *
Teaching hospital
Organisational unit information
Organisational unit name *
Berufsgenossische Unfallklinik Murnau
Short name
TH BGU Murnau
Sort name
TH-52007
Web name
Contact persons
Add profile information...
https://www.bg-kliniken.de/unfallklinik-murnau
Show
Edit
Add link...
Photo
Photo
Last saved: 27/09/24 8:38
Save


Photo
Photo
Add image...
Physical address
Addresses
Type of address: Postal address.
Professor-Küntscher-Straße
8
82418
Murnau/Staffelsee
Germany
Edit
Electronic addresses
Phone numbers
Add phone number...
Emails
Add email...
Web addresses
Add web address...