

Add a Journal to Your Content

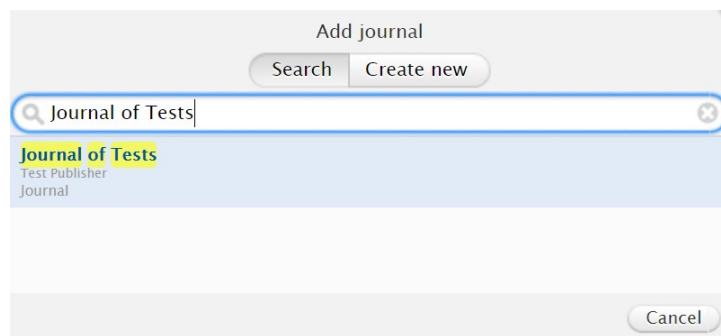
This feature is available to all personal users.

- When you create an output or activity you may reach a point where you are asked to add a journal to the record.
- Wherever possible, [you should ensure the publisher exists in Pure](#) before doing this.

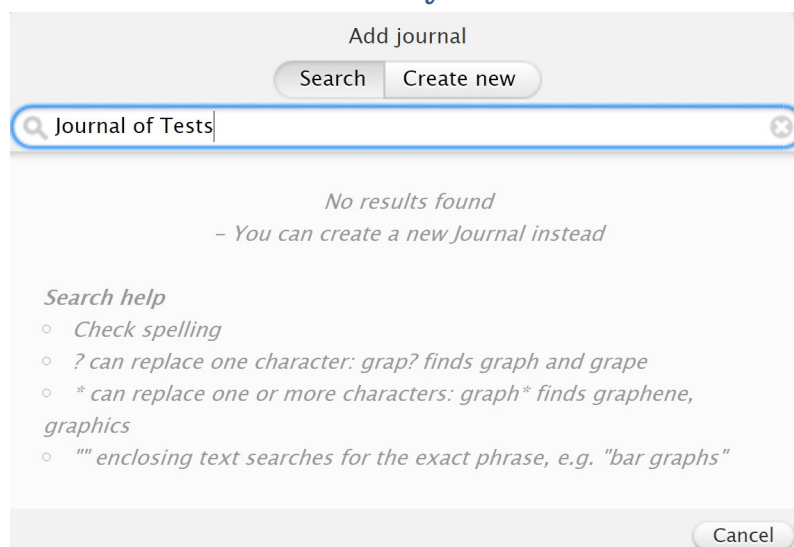
Always click **Save** or **Create** or **Update** where you see them before you close a window or section, or your changes will not be saved.



Add an existing journal that already exists in Pure

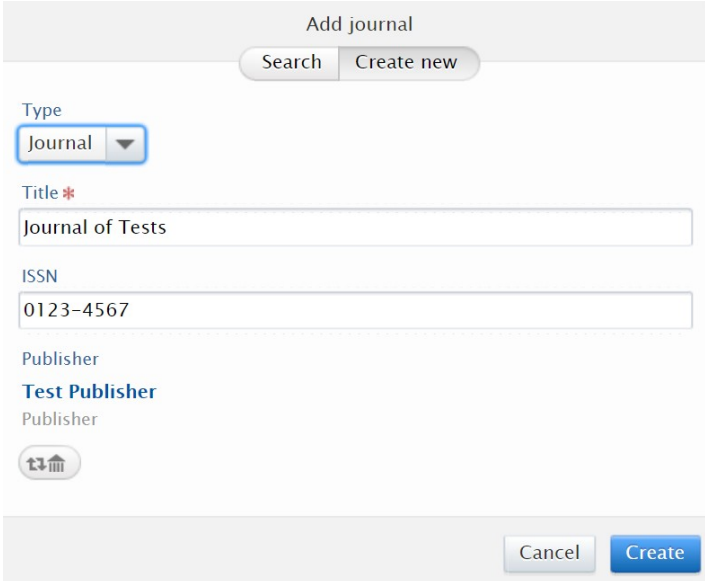
- You should first search to see if the journal already exists in our Pure system. If it does, it will be offered as a suggestion for you to select:



Add a journal that does not already exist in Pure



- If the journal does not already exist in our system, you can click on .
 - o Select the type of journal.
 - o Enter its title.
 - o Enter its ISSN (if applicable).
 - o Select its publisher.
- Click .



What happens to the new journal record?

- After you save the content record you are adding this journal to (e.g. activity, output), the new journal will be available to you and all other EHU Pure users to select when next searching for that journal against any content type.

You do not need to add that journal again.

- A notification is also sent to Learning Services to approve the journal. To avoid duplicate records, they may:
 - o Delete the new record. If they do this, they will amend the related content first.
 - o Merge the new journal record with an existing one. The related content may change to include the new merged journal.

Guide updated 16/07/2019