

HOW HEALTHY IS YOUR DATA?

CHECKING YOUR LIST OF OUTPUTS

1. Are all your outputs recorded in PURE? *(SEE QUICK TIP 1)*
2. Are there any outputs in your profile that are not yours? *(SEE QUICK TIP 2)*
3. Do you have any duplicate records? *(SEE QUICK TIP 3)*

CHECKING EACH OUTPUT

1. Is the title complete and correct?
2. Is there an abstract?
3. Are the page numbers correct?
4. Are the authors correctly matched to University staff? *(SEE QUICK TIP 4)*
5. Are the source details complete and correct (eg journal and issue, or other source information)?
6. Can you add any key words?
7. Have you uploaded a full text of the output (following the guidelines)? *(SEE QUICK TIP 5)*
8. Is there a DOI?
9. Can you add any relations between the output, funding, activities and impacts etc? *(SEE QUICK TIP 6)*
10. Do you need to limit the visibility of this output? *(SEE QUICK TIP 7)*