

Academic CV in Pure

This guide will take you through making your CV. Click the text below to jump to a specific section.

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Locating the CV function and creating the CV

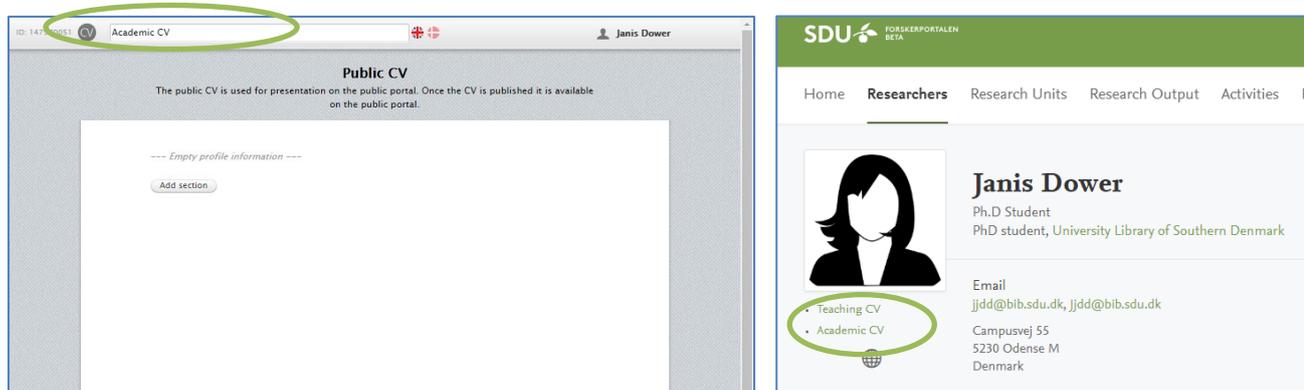
A CV is made in Pure at the 'Add content' button. If you already have a CV, you can access it at the short cut to the right of your profile picture.

Choose 'Public CV' and not 'Private CV'.

If you choose to make a private CV, it can never be made public. You can instead create a 'public CV' and choose not to publish it.

Now you can get started. If you have editorial rights in Pure you will first meet a search box where you can search for the person you are making a CV for. Then you can begin to add content. First, just click 'Create'.

The first thing you should do is to rename the CV. This is also the name your CV will have on the Research Portal.



Personal data in the CV

Pure is not intended for storage of personal information of a private nature. Therefore we ask that you do not enter this type of information. Sensitive personal information must NOT be entered in Pure since the system is not approved for the storage and processing of this type of information.

Do not enter sensitive personal data such as:

- Race or ethnicity
- Political, religious, or philosophical beliefs
- Health information
- Sexual relations or orientation

Also avoid private personal data such as:

- Family relations
- Private address
- Private phone
- Date of birth
- Personal identification numbers (e.g. CPR number)

Copy an existing CV to Pure

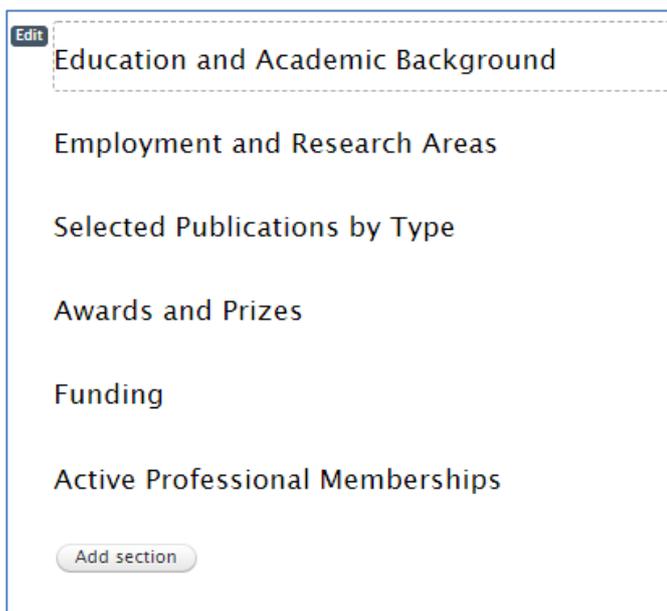
If you already have a CV you want transferred to Pure You can do so now. Choose 'Add section' in the CV and then choose 'Text section'.

Copy the text from your existing CV and go to the CV in Pure. Place your marker in the text section and click 'Format'. A brush will appear instead of 'Format'. Now you can copy your text to the CV.



You can now [add an automatic publication list](#) or [publish your CV](#). If you did not have a CV to copy you can follow the steps below.

What should be included in your CV in Pure?



The screenshot shows a list of sections for a CV build. At the top left is an 'Edit' button. The sections listed are: Education and Academic Background, Employment and Research Areas, Selected Publications by Type, Awards and Prizes, Funding, and Active Professional Memberships. At the bottom left is an 'Add section' button.

To the left is an example of a CV build.

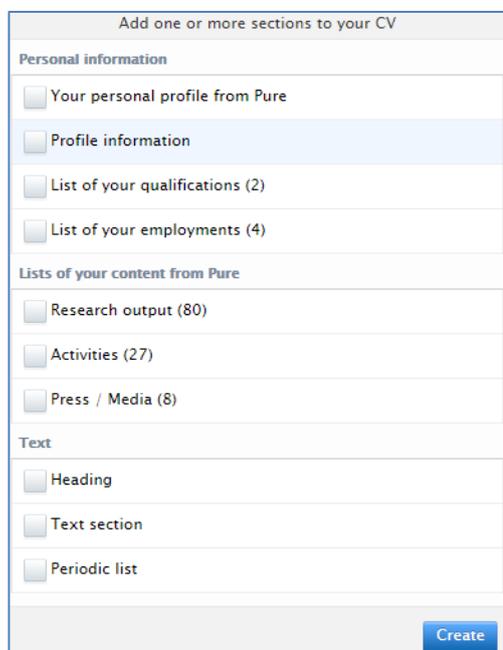
A good way to get your CV started is to make the layout of your CV. This can be done easily by starting with only 'Your personal profile from Pure' and then add a 'Heading' for each of the sections you would like to include.

These sections to the left could be included in the CV. Text can be added when you are happy with the headings.

The order of the sections can always be moved later.

Using the standard sections – what to add

Content available in the section overview will differ greatly depending on what fields you have filled out on your profile in Pure.



The screenshot shows a form titled 'Add one or more sections to your CV'. It is divided into three main categories: 'Personal information', 'Lists of your content from Pure', and 'Text'. Under 'Personal information', there are checkboxes for 'Your personal profile from Pure', 'Profile information', 'List of your qualifications (2)', and 'List of your employments (4)'. Under 'Lists of your content from Pure', there are checkboxes for 'Research output (80)', 'Activities (27)', and 'Press / Media (8)'. Under 'Text', there are checkboxes for 'Heading', 'Text section', and 'Periodic list'. A 'Create' button is located at the bottom right.

Personal profile from Pure is name, current position, picture and address. It is a good idea to add this.

Add each section one at the time and it will be easier to see what you are importing.

Profile information is all the additional information added in text fields on your profile in Pure such as a research area description.

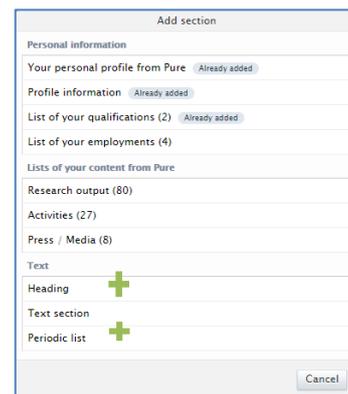
List of your employment is an automated list you can add but it will only contain the information on your current internal employments. We recommend that you create your list yourself from a periodic list.

Creating a periodic list of your education and employment

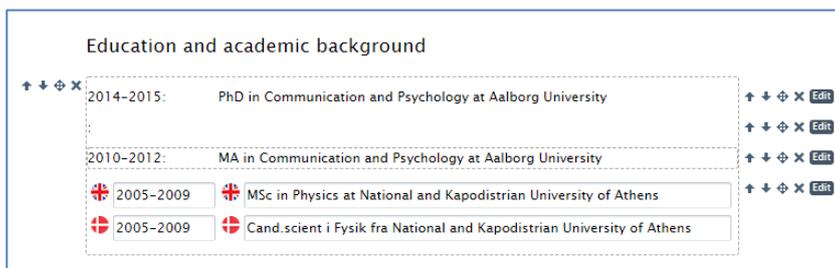
Each time you want to add something new, click 'Add section'.

First, you should add a heading for the section you want to create if you have not already. Then you add the periodic list.

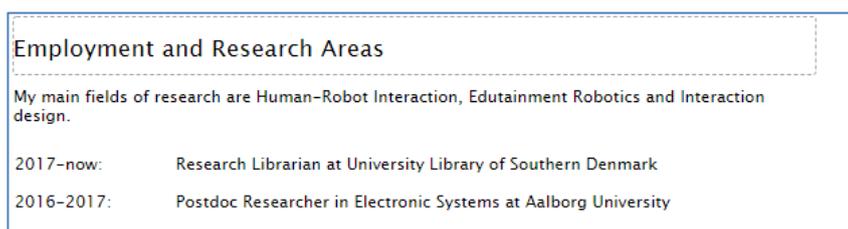
A list is then added. You can edit each line at a time or add more. The arrows move the lines up or down.



When you use the periodic list, you must fill out both Danish and English – if you do not, the fields will appear empty when accessed from that language. You can copy the text in English into the Danish text fields.



When you fill in your Employment information you can choose to add a text field above a periodic list to write a sentence or so about your current research interests. This is done below. Hover the mouse between two sections to add a new section.



Adding your publications through automated lists from Pure content

You can add whatever content types you want to your CV. This includes publications, activities, teaching, prizes and press clippings.

Keep in mind the CV will be displayed on your public profile where you have a comprehensive lists of all your Pure content. Perhaps you should use your CV to *highlight* content important to you and your researcher profile.

If you want your CV to show that you have a long career behind you, a good solution could be to add a text field writing what you find important:



Most CV's feature a list of selected publications.

First, add a 'Research output' section. After, click 'edit' in the left side of the list.

Now, as shown in this picture below, you can define some criteria for your list. The list will automatically be updated, if new content is added - unless you make the list "static". *We recommend that you make the list static;* unless you want the list to filter only by newest publications and do not want to select them yourself.

First, change the header to something indicating that you will not be selecting all your publications. It could be 'Selected articles' or 'Recent published books'.

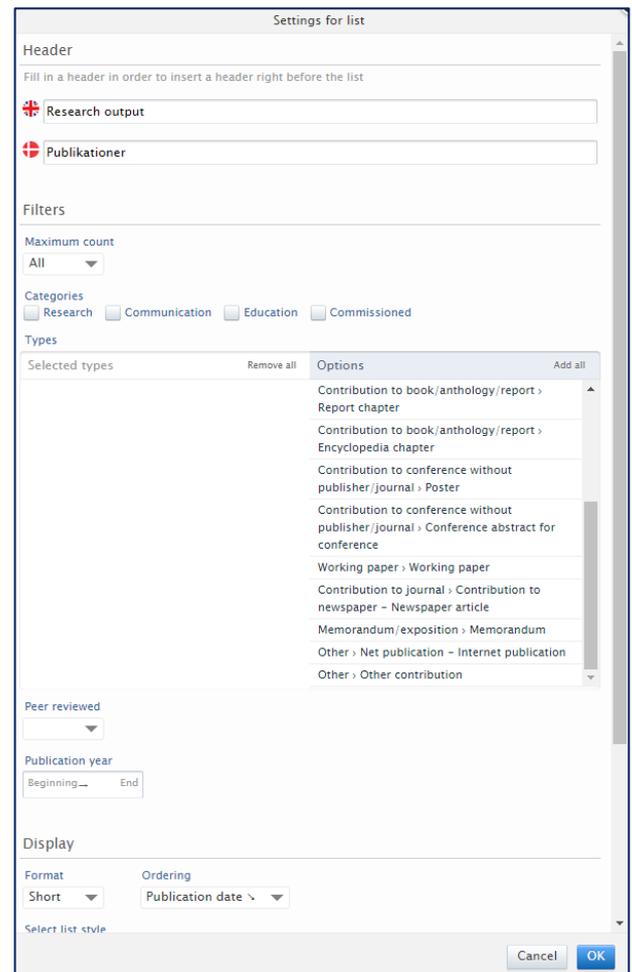
Then you should add criteria. Maximum count is 'all' to begin with. You should change this to 20 or so. You can also add a category. Perhaps you only want research publications shown.

In the 'Types' section, you should add all the types relevant in the sections. This way you can display articles in one list and books, for example, in another.

You can change the publication year if needed, but only the maximum count will be shown starting with the newest, so it might not be relevant.

When you are done, click OK and the list will maintain itself from the criteria you selected.

The display format is short to begin with, but you can change it to APA, Harvard etc. instead.



Making the list static – choose relevant publications yourself

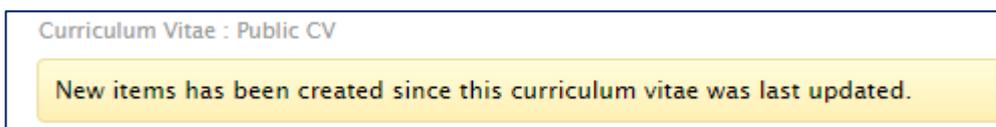
A dynamic list is automatically updating itself whenever you add new content into Pure that matches the list criteria. This is a good solution for a comprehensive CV.

Static lists let you edit the entire automated list and let you select only the publications you are most proud of. Every time you add new content into Pure, that matches your criteria, you will be asked if you want to add it to your CV. You will not receive an email when it happens.

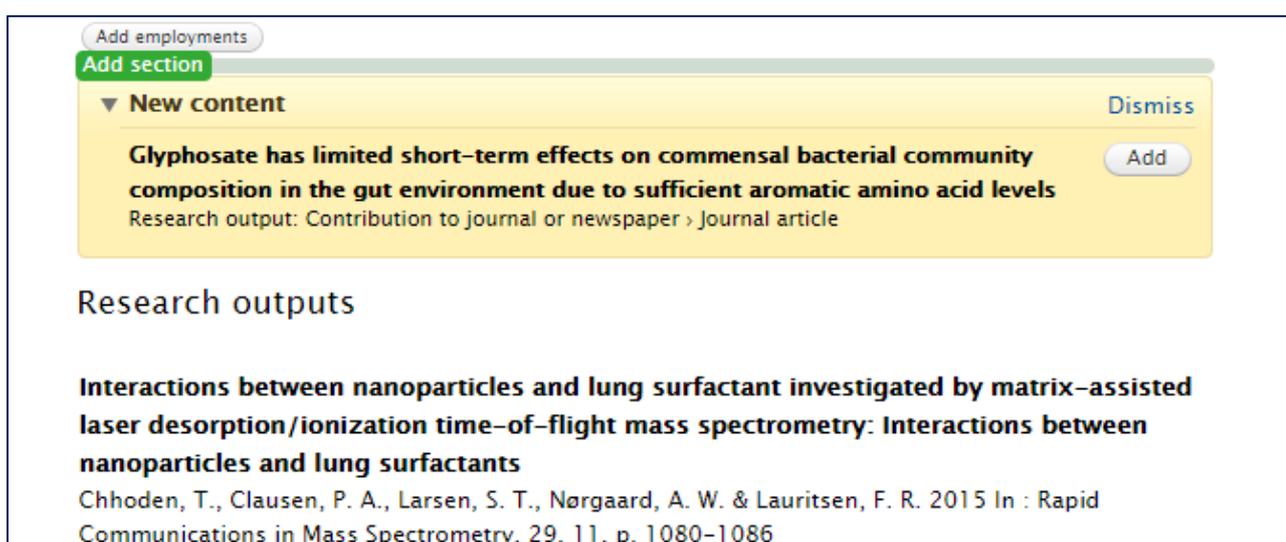
You change the list type in the bottom of the 'Edit' section once you have added an automated list. Once you make a static list, you will have to do the weeding manually. If you later choose to make the list dynamic again, your manual changes will be overwritten.

You can delete a publication from the list by clicking the 'x'. You can also add a publication by hovering the mouse between publications. A search bar will appear then.

When new items are added, fitting your selected criteria, a notification will appear in Pure when you go to the CV tab.



Opening the CV will let you add or dismiss each item:

A screenshot of the Pure interface showing a notification for a new research output. The notification is titled "New content" and contains the text "Glyphosate has limited short-term effects on commensal bacterial community composition in the gut environment due to sufficient aromatic amino acid levels". The notification is displayed in a yellow box with a blue border. Below the notification, the text "Research outputs" is visible, followed by the title "Interactions between nanoparticles and lung surfactant investigated by matrix-assisted laser desorption/ionization time-of-flight mass spectrometry: Interactions between nanoparticles and lung surfactants" and the citation "Chhoden, T., Clausen, P. A., Larsen, S. T., Nørgaard, A. W. & Lauritsen, F. R. 2015 In : Rapid Communications in Mass Spectrometry. 29, 11, p. 1080-1086".

You can add as many automated lists as you need.

Awards and Prizes and Active memberships can also be created from automated lists. Just make sure to first add the content in the correct activity categories in Pure.

Here awards and prizes are made from a static list, but the list called 'Recent work as Peer Reviewer' is made from a dynamic list selecting newest entries with a maximum count of 3.

The screenshot shows a user interface for managing research outputs. At the top, there is a button labeled 'Add research output'. Below this, the section 'Awards and Prizes' is displayed, featuring the following text: **Springer Best Interactive Presentation Award: International Conference on Social Robotics 2012 (ICSR 2012)**, Evgenios Vlachos (Recipient), Oct 2012, with a status of 'Entry in Progress / Public - No restriction'. Below this section is a button labeled 'Add prize'. The next section is 'Recent Work as Peer Reviewer', which contains a list of three items enclosed in a dashed box. Each item includes an 'Edit' button, the title, the reviewer's name, the years, and the status. The items are: 1. '25th IEEE International Symposium on Robot and Human Interactive Communication (Event)' by Vlachos, E. (Peer reviewer), 2016 – 2017, 'Entry in Progress / Public - No restriction'. 2. 'Multimedia Tools and Applications (Journal)' by Vlachos, E. (Peer reviewer), 2016 – ..., 'Entry in Progress / Public - No restriction'. 3. '11th Annual ACM/IEEE International Conference on Human-Robot Interaction, HRI 2016 (Event)' by Vlachos, E. (Peer reviewer), 2015 – 2016, 'Entry in Progress / Public - No restriction'. At the bottom of the interface is a button labeled 'Add section'.

Publish your CV

Until you tick the 'Publish' box, your CV is hidden from public view. You can save the CV, and it will still not be visible.

When you are done, tick the box.

