

Institutional Repository User Guide

Please contact the Open Access Team (Mary Burslem, Mel Goldsmith and Michael Stringer) if you have any queries regarding depositing your items:

openaccess@londonmet.ac.uk

London Metropolitan University's Institutional Repository can be found at the following link:

<http://repository.londonmet.ac.uk/>

The Home Page

Step 1

The screenshot shows the home page of the LondonMet Repository at eprints.londonmet.ac.uk. The page features a navigation menu with links for Courses, Studying, Why London Met?, International, Faculties, Services, News, Research, Alumni, and Contact us. Below this is the 'LondonMet Repository' logo and a secondary navigation menu with Login, About, Help, Search, and Browse. A 'Welcome to LondonMet Repository' banner is present, followed by an orange box with information for staff. A 'Quick Search' section includes a search input field and a 'Search' button. A 'Latest Additions' section lists recent publications, such as 'Schwabensland, Christina (2006) The influence of cultural heritage on students' willingness to engage in peer assessment. Investigations in university teaching and learning, 3 (2), pp. 100-108. ISSN 1740-5106'.

To deposit items you should log in here with your University user name and password

Step 2

The screenshot shows the user interface for the LondonMet Repository at <https://eprints.londonmet.ac.uk/cgi/users/home?screen=Items>. The user is logged in as 'Melanie Goldsmith'. The page features a 'Manage deposits' section with a 'New Item' button and an 'Import' button. A dropdown menu is open, showing 'BibTeX' as the selected option. A callout box points to the 'Import' button, and another callout box points to the 'New Item' button.

If you do not have a DOI, leave it as BibTeX and click New Item which will take you to step 4.

If you have a DOI, click on this arrow and choose option 'DOI (via CrossRef)', then click Import.

Step 3

← → ↻ https://eprints.londonmet.ac.uk/cgi/users/home?format=DOI&_action_import_from=Import&screen=Import ☆ ☰

LONDON metropolitan university

Courses | Studying | Why London Met? | International | Faculties | Services | News | Research | Alumni | Contact us

LondonMet Repository

Logged in as **Melanie Goldsmith** | Manage deposits | Manage records | Profile | Saved searches | Review | Admin | Edit page phrases | Logout | About | Help | Search | Browse

Import Items from DOI (via CrossRef)

Enter a DOI or DOIs, one per line e.g. doi:10.1006/jmbi.1998.2354

10.4000/poldev.1376

Test without Importing | Import Items

Enter your DOI here and click Import Items.

Step 4

<https://eprints.londonmet.ac.uk/cgi/users/home?screen=EPrint::Edit&eprintid=234&stage=type#t> ☆ ☰

Edit item: Faith-based Organisations, Development and the World Bank (abstract)

✓ Import completed: 1 item(s) imported.

Type → Upload → Details → Subjects → Deposit

Save and Return | Cancel | Next >

Item Type

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**
A chapter or section in a book.
- Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**
A book or a conference volume.
- Thesis**
A thesis or dissertation.
- Patent**
A published patent. Do *not* include as yet unpublished patent applications.
- Artefact**
An artist's artefact or work product.
- Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
- Composition**
A musical composition.
- Performance**
Performance of a musical event.

If you have entered a DOI, the title of your item will appear here.

You need to choose which type of item you are depositing here. Then click Next.

Copyright guidance

Prior to uploading it is the role of academics and research students to check their work for copyright compliance.

What if my work contains images, tables etc.?

You should have already sought permission from the rights holder to include any copyright material in your published work. Check the agreement to see if this covers further publication in an open access environment.

Things to consider:

<ul style="list-style-type: none">• Images of other people's work	<ul style="list-style-type: none">• Photographs
<ul style="list-style-type: none">• Graphs or other visual representations copied from other works	<ul style="list-style-type: none">• Maps
<ul style="list-style-type: none">• Large sections of quoted text	<ul style="list-style-type: none">• Sections from musical scores
<ul style="list-style-type: none">• Sound recordings	<ul style="list-style-type: none">• Film clips

If there is doubt, academics or research students should obtain permissions from rights holders so they are aware that their content may be republished. These agreements should be retained in electronic format in case a permission is queried at some point in the future.

Further advice can be sought from openaccess@londonmet.ac.uk

Articles

Many publishers will allow for papers published in their journals to be deposited in an institutional repository, subject to certain conditions. **SHERPA/FACT** <http://www.sherpa.ac.uk/fact/> is a tool to help researchers check if the journals in which they wish to publish their results comply with their funder's requirements for open access to research. The **SHERPA/RoMEO** database <http://www.sherpa.ac.uk/romeo/> shows the various publisher policies, simply search on the name of the journal or the name of the publisher and this will show the policy on whether uploading to an open access repository is permitted, and which version of the article is allowed. The **How Can I Share It?** website <http://www.howcanishareit.com/> may also be useful regarding the major publishers' sharing policies.

Terminology

Pre-prints

Author's final draft prior to peer review. (Not acceptable for the REF as must be peer-reviewed).

Post-prints

Peer-reviewed version of the paper. May be a Word document.

Publisher PDF

The version as it appears in the journal.

DOI

A digital object identifier (DOI) is a character string (a "digital identifier") used to uniquely identify a digital object, such as an electronic document.

Metadata about the object is stored in association with the DOI name and this metadata may include a location, such as a URL, where the object can be found. The DOI for a document remains fixed over the lifetime of the document, whereas its location and other metadata may change. Referring to an online document by its DOI provides more stable linking than simply referring to it by its URL, because if its URL changes, the publisher need only update the metadata for the DOI to link to the new URL.

Which version should I upload?

London Met order of preference for depositing research:

1. Publisher PDF (where permitted)
2. Post-print
3. Pre-print

Important! Post-2014 REF

To be eligible for submission to the post-2014 REF, all peer reviewed articles and conference proceedings accepted for publication after 1 April 2016, must be deposited in an institutional or subject repository within three months of acceptance.

- Researchers must deposit the accepted author manuscript (post-print)
- The policy allows for publisher embargoes to be respected

Publisher embargo

An embargo is a period of time whereby the latest article is made unavailable unless a user has paid for access or gains access via an institutional subscription. This is for the publisher to gain revenue. For work deposited under a publisher embargo, it must meet the access requirements within one month of the end of the embargo period. The embargo period will begin at the point of first publication. It should be noted that many publishers do not have embargo periods.

Step 5

The screenshot shows the 'Edit item' page for 'Faith-based Organisations, Development and the World Bank (abstract)'. The page has a navigation menu with 'Upload' selected. Below the menu, there are buttons for '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The main content area is titled 'Add a new document' and contains instructions for uploading a document. There are two options: 'File' and 'From URL'. The 'File' option has a 'Choose File' button and 'No file chosen' text. The 'From URL' option is currently selected. A callout box on the left says 'Either upload a file - then click Next ...' with an arrow pointing to the 'File' option. A callout box on the right says '... or enter the URL where your item can be found online - then click Next.' with an arrow pointing to the 'From URL' option.

Step 5a

The screenshot shows the 'Add a new document' page in the Eprints system. At the top, there are navigation buttons: 'Type', 'Upload', 'Details', and 'Subjects'. Below these are buttons for '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The main section is titled 'Add a new document' and contains instructions on how to upload a file or from a URL. Below the instructions are two tabs: 'File' and 'From URL'. The 'File' tab is active, showing a 'Choose File' button and 'No file chosen' text. Below this is a file preview area for 'Haynes.J\Faith-based02.pdf' (1MB). The 'Content' dropdown is set to 'UNSPECIFIED'. The 'Type' dropdown is set to 'Text'. The 'Description' field is empty. The 'Visible to' dropdown is set to 'Anyone'. The 'License' dropdown is set to 'UNSPECIFIED'. The 'embargo expiry date' is set to Year: [empty], Month: 'Unspecified', and Day: '?'. There is an 'Update Metadata' button at the bottom.

This is the storage format of your item. It will default to Text but can be changed to the required format.

Please indicate the required security level of this document. It will default to Anyone but can be changed.

Please enter the date that a publisher or sponsor- imposed embargo expires. On or after this date this document will be made publicly accessible.

Click here to select the relevant **Creative Commons license**. For more information about the individual licenses see <https://creativecommons.org/licenses/>

N.B. Some publishers impose an embargo on when an article can be deposited in a repository. Publishers' embargos can vary in length from 6 to 18 months after publication; details will normally be included in your copyright agreement. It is important to deposit the version that complies with publisher copyright policies. The SHERPA/RoMEO database is a useful resource for checking details of standard publisher policies.

If you have entered a DOI a number of fields on this screen will have self-populated. Please ensure you populate all fields as necessary, including an abstract.

Step 6

https://eprints.londonmet.ac.uk/cgi/users/home?screen=EPrint::Edit&eprintid=234&stage=core#t

Edit item: Faith-based Organisations, Development and the World Bank (abstract)

Type → Upload → **Details** → Subjects → Deposit

< Previous Save and Return Cancel Next >

Title (starred field) [?]
Faith-based Organisations, Development and the World Bank (abstract)

Abstract [?]
←

Creators (starred field) [?]

	Family Name	Given Name / Initials	Email
1.	Haynes	Jeffrey	
2.			
3.			
4.			

More input rows

Corporate Creators [?]

1.	
2.	
3.	

Contributors [?]

	Contribution	Family Name	Given Name / Initials	Email
1.	UNSPECIFIED			
2.	UNSPECIFIED			
3.	UNSPECIFIED			
4.	UNSPECIFIED			

More input rows

Divisions [?]

The CASS Faculty of Art Architecture and Design (CASS) ▲
The Faculty of Business & Law (FBL)
The Faculty of Life Sciences and Computing (FLSC)
The Faculty of Social Sciences and Humanities (FSSH) ▼

Publication Details (starred field) [?]

Refereed: (starred field) [?]
 Yes, this version has been refereed.
 No, this version has not been refereed.

Status: (starred field) [?]
 Published
 In Press
 Submitted
 Unpublished

Journal or Publication Title: (starred field) [?]
Revue internationale de politique de développement

ISSN: [?]
1663-9375

Publisher: [?]

Official URL: [?]
http://dx.doi.org/10.4000/poldev.1376

Volume: [?]

Number:

Page Range: to

Date: Year: Month: Day:

- UNSPECIFIED
- Publication
- Submission
- Completion

Identification Number:

Related URLs: URL URL Type

1.

1.

-
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-
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The contact email address for this item. If the full-text is not available to the public, then requests to view the full-text will be sent to this email. The email address will not be made public.

You are strongly encouraged to include the texts cited in your item. It may be used to link your item to those it cites and to those that cite it.

Please expand these fields and complete as necessary.

Use keywords which you think are relevant to your item which will enhance internet searches.

N.B. If you have signed an agreement or if the material is copyright, then add a statement to the **Additional Information** field specifying any restrictions of use. An example of this would be:

All material is copyright and unless otherwise stated should not be altered, used for commercial purposes, or redistributed beyond the access of a single individual.

Step 7

← → ↻ <https://eprints.londonmet.ac.uk/cgi/users/home?screen=EPrint::Edit&eprintid=234&stage=subjects#> ☆ ☰

LONDON metropolitan university

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LondonMet Repository

Logged in as **Melanie Goldsmith** | Manage deposits | Manage records | Profile | Saved searches | Review
Admin | Edit page phrases | Logout | About | Help | Search | Browse

Edit item: Faith-based Organisations, Development and the World Bank (abstract)

Type → Upload → Details → **Subjects** → Deposit

< Previous Save and Return Cancel Next >

Subjects
 Search for subject:

- 000 Computer science, information & general works
- 100 Philosophy & psychology
- 200 Religion
- 300 Social sciences
- 400 Language
- 500 Natural Sciences and Mathematics
- 600 Technology
- 700 The arts, fine & decorative arts
- 800 Literature & rhetoric
- 900 History & geography

< Previous Save and Return Cancel Next >

Please expand the crosses to get more subject choices, then choose the subject area of your item. You can choose more than one subject.

Step 8

LondonMet Repository

Logged in as **Melanie Goldsmith** | Manage deposits | Manage records | Profile | Saved searches | Review

Admin | Edit page phrases | Logout | About | Help | Search | Browse

Deposit item: Faith-based Organisations, Development and the World Bank (abstract)

Type → Upload → Details → Subjects → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant LondonMet Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that LondonMet Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at LondonMet Repository) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit item Now | Save for Later

Click here to deposit your item.

Step 9

LondonMet Repository

Logged in as **Melanie Goldsmith** | Manage deposits | Manage records | Profile | Saved searches | Review

Admin | Edit page phrases | Logout | About | Help | Search | Browse

View item: Faith-based Organisations, Development and the World Bank (abstract)

Item has been deposited.

Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Move to Repository | Move to Repository (with author notification) | Return item (with notification) | Remove item (with notification)

Preview | Details | Actions | History | Issues

Haynes, Jeffrey (2013) *Faith-based Organisations, Development and the World Bank (abstract)*. *Revue internationale de politique de développement* (4), pp. 49-64. ISSN 1663-9375

Text
Haynes.J.Faith-based02.pdf
Download (1MB)
Official URL: <http://dx.doi.org/10.4000/poldev.1376>

Item Type: Article
Subjects: 300 Social sciences > 320 Political science
Depositing User: **Melanie Goldsmith**
Last Modified: 10 Apr 2015 11:17
URI: <http://eprints.londonmet.ac.uk/id/eprint/234>

Please notify the Open Access Team that you have deposited an item. They will make sure all sections are complete and accurate.

For any queries regarding the repository, please email openaccess@londonmet.ac.uk