

# Institutional repository user guide

Please contact the Open Access Team (Mary Burslem, Chiara Repetto and Jonathan Lucas) if you have any queries regarding depositing your items:

Email: [openaccess@londonmet.ac.uk](mailto:openaccess@londonmet.ac.uk)

Please note that once an item has been deposited you will not be able to edit it. If you wish to edit an item that has been deposited – or that is already in the Institutional Repository – please contact the Open Access Team – rather than create a new item.

Only staff can log into the institutional repository. Students (including research students) are unable to log in, upload and deposit their articles or conference papers. If you are a PhD research student and would like your work added to the repository please contact the Open Access Team on the above email address.

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## Glossary

### **Author's Accepted Manuscript (AAM)**

Also known as the post-print. Peer-reviewed version of the paper, containing final content, but without publisher logos, fonts or typesetting. May be a Word document or a PDF.

### **Creators**

For the purposes of the Institutional Repository the Creators are the authors of the article or piece of work being described. Please include **all** authors – even if they are not all London Met staff.

### **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.

### **Embargo**

An embargo – usually stipulated by the publisher – 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.

### **[Jisc Open Policy Finder](#) (formerly Sherpa Services)**

A website that provides information about publisher open access and copyright policies and self-archiving. The [How Can I Share It?](#) website may also be useful regarding the major publishers' sharing policies.

### **Pre-prints**

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

**Post-prints**

Also known as the author's accepted manuscript (AAM). Peer-reviewed version of the paper, containing final content, but without publisher logos, fonts or typesetting. May be a Word document, but a PDF would be preferred.

**Publications Router**

The Publications Router is a Jisc-developed tool which works with a number of content providers to identify research articles that may not be currently held on that institution's own repository. It automatically creates a record in the institutional repository, but it does not upload the actual document. Therefore, you may get an email from a member of the IR asking you to send them the AAM, so that it can be uploaded to the IR record.

**Publisher PDF**

The version as it appears in the journal.

**SHERPA/FACT**

See [Jisc Open Policy Finder](#)

**SHERPA RoMEO**

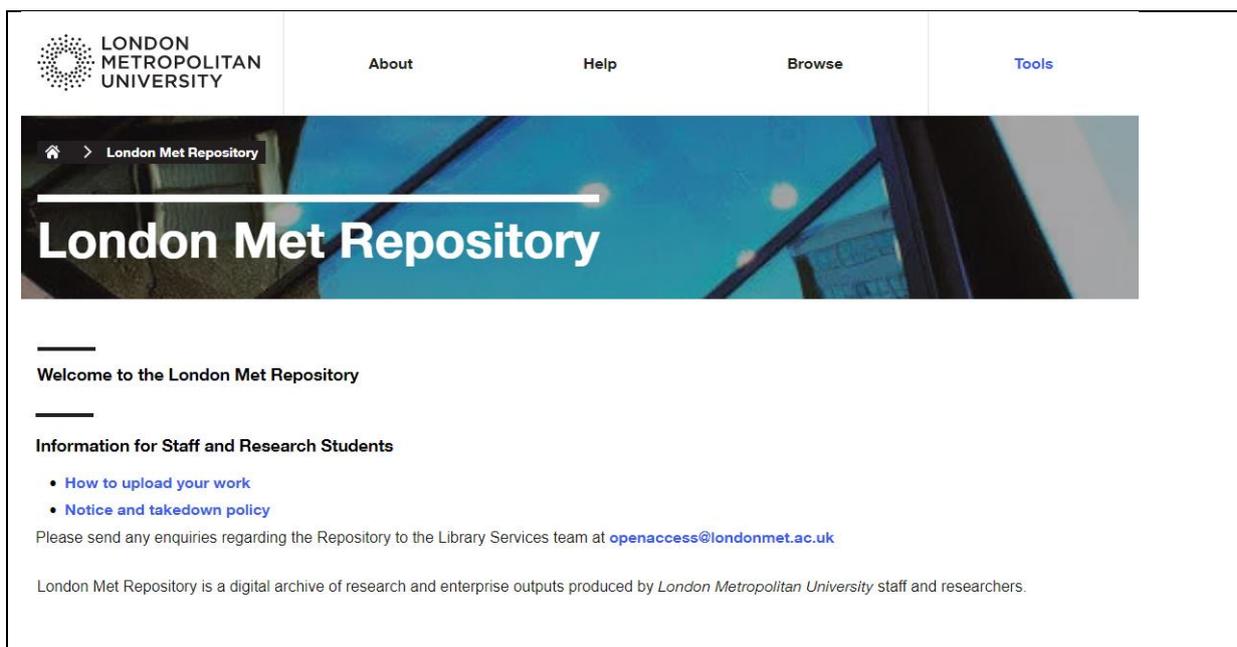
See [Jisc Open Policy Finder](#)

**Version of Record (VOR)**

The version of record (VoR) is the final version of an article or chapter. Copyright to the formatting of this version (for example, regarding logos, fonts or typesetting) lies with the publisher. As a result, it is usually not possible to upload this version to the repository to facilitate open access.

## Step 1 – The home page

London Metropolitan University's [Institutional Repository](#) home page.



LONDON METROPOLITAN UNIVERSITY

About Help Browse Tools

London Met Repository

# London Met Repository

Welcome to the London Met Repository

Information for Staff and Research Students

- [How to upload your work](#)
- [Notice and takedown policy](#)

Please send any enquiries regarding the Repository to the Library Services team at [openaccess@londonmet.ac.uk](mailto:openaccess@londonmet.ac.uk)

London Met Repository is a digital archive of research and enterprise outputs produced by *London Metropolitan University* staff and researchers.

- This [User Guide](#) and a [Notice and Takedown Policy](#) are available from links on the home page.

## Before you begin:

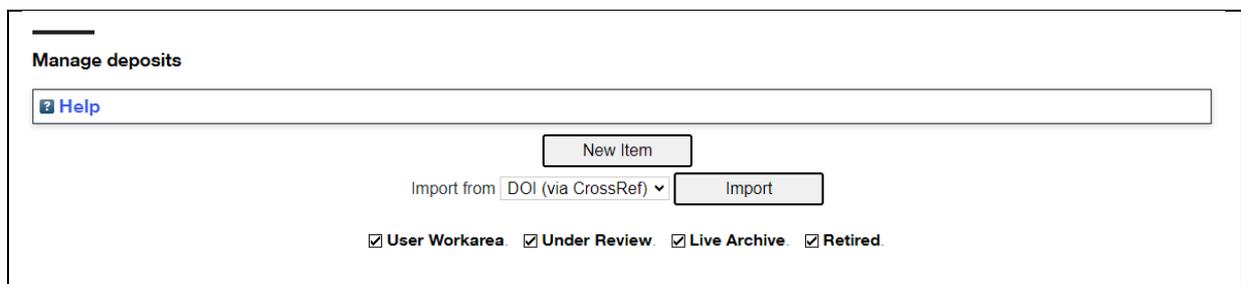
- Please be aware that the London Met Repository is only for publications that have been created while you are employed by (or affiliated with) London Met University. Please do not add publications from your previous employment without contacting us first, as they should already be recorded in your previous employer's repository and will therefore be REF-compliant in that repository. There is no need to make duplicate records in the London Met Repository to allow submission of publications from previous employment in the next REF in most cases. There are occasional exceptions to this rule, so please do contact us at [openaccess@londonmet.ac.uk](mailto:openaccess@londonmet.ac.uk) before making a new record if in doubt.
- Before you begin, please always check that the article, paper or item that you wish to upload is not already in the repository. The best way of doing this is to go to [Browse](#) and [Author](#) and search for your name. Please be aware that even though you may not have added the item, someone else may have done – or it could have been uploaded by the [Publications Router](#). If you want to make any changes to a record that is already in the repository, *do not make a duplicate record* – please contact the Open Access Team.

- You can also search for items that are in the repository in the [Library catalogue](#). Institutional repository items are now added to the Library catalogue on a weekly basis.

## Logging in:

- To deposit items click **Login** and enter your **University username** and **password**.
- Click on **Tools** and **Manage Deposits** to begin.

## Step 2 – Digital Object Identifier (DOI)



The screenshot shows a web interface titled "Manage deposits". At the top left, there is a "Help" link. Below it, there is a "New Item" button. Underneath, there is an "Import from" dropdown menu currently set to "DOI (via CrossRef)", followed by an "Import" button. At the bottom, there are four checked checkboxes: "User Workarea", "Under Review", "Live Archive", and "Retired".

- If you are uploading a journal article that has a DOI, click on the arrow next to *BibTeX* and select option **DOI (via CrossRef)**, then click **Import**.
- If you do not have a DOI, leave it as *BibTeX* and click **New Item** which will take you to step 4.

## Step 3 – Importing DOI's

### Import Items from DOI (via CrossRef)

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

doi:10.1006/jmbi.1998.2354

Test without Importing Import Items

- Enter your digital object identifier (DOI) in the box on the screen and click [Import Items](#).

## Step 4 – Item types

### Edit item: Structural biology of HIV 1 Edited by P. E. Wright

✓ Import completed: 1 item(s) imported.

Type → Upload → Details → Subjects → riox → REF CC → 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. If a conference item has been published in a Proceedings publication then please use "Conference or Workshop Item" for it to be valid for the REF.
- 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 you have entered a DOI, the title of your item will appear at the top of the page.
- Please select which type of item you are depositing here, for example article or book section.
- Then click [Next](#) near the top of the screen.

# 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:

- Images of other people's work
- Graphs or other visual representations copied from other works
- Large sections of quoted text
- Sound recordings
- Photographs
- Maps
- Sections from musical scores
- 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](mailto:openaccess@londonmet.ac.uk)

## \*Important! REF 2029\*

The REF 2029 open access policy requires outputs published in peer reviewed journals and conference proceedings to be deposited as soon after the point of acceptance as possible, and no later than three months after this date.

Researchers must deposit the **author's accepted manuscript** (postprint).

The policy allows for publisher embargoes to be respected.



## Step 5b – Uploading a new document continued

**Reminder:** You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing. Some publishers allow authors to self-archive book chapters and books on repositories. There is an extensive community-managed [list of publishers](#) that lists what they will permit for open access to chapters and books.

FileFrom URL

Choose file | No file chosen

Text  
Structural-biology-of-HIV.pdf  
71kB

[Hide options](#)

<b>Content:</b>	Accepted Version	
<b>Type:</b>	Text	
<b>Description:</b>	<input style="width: 95%;" type="text"/>	
<b>Visible to:</b>	Anyone	
<b>License:</b>	UNSPECIFIED	
<b>Embargo expiry date:</b>	Year: <input style="width: 40px;" type="text"/> Month: Unspecified  Day: ?	

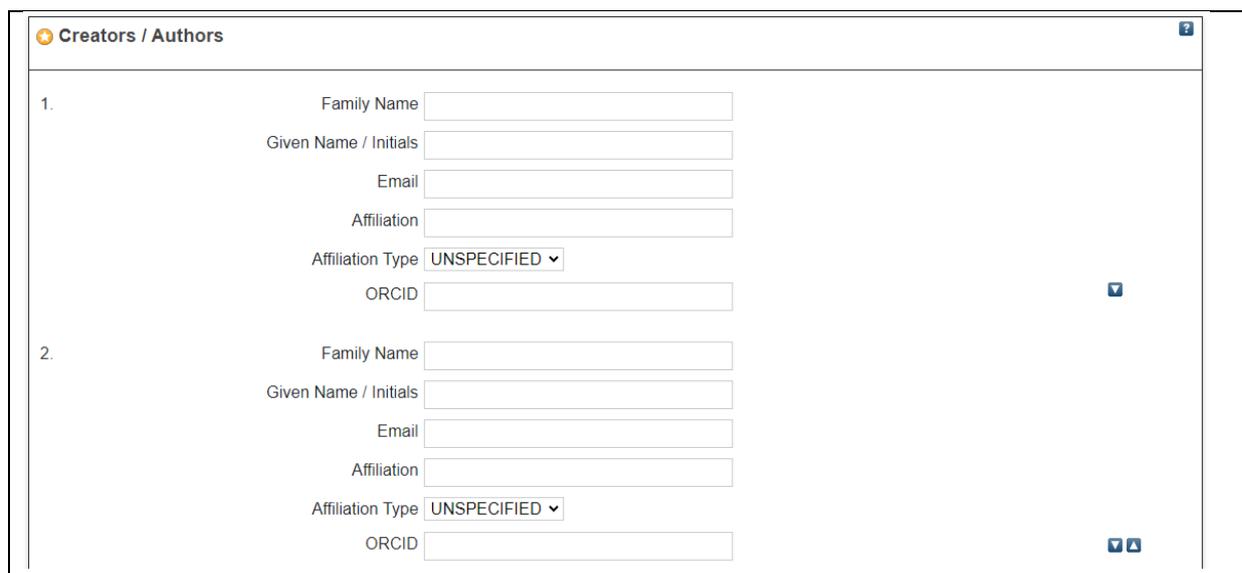
- In the **Content** field select either **Accepted Version** or **Published Version** for it to be valid for the REF.
- The **Type** field is the storage format of your item. It will default to **Text** but can be changed to the required format.
- The **Description** field refers to file type if required.
- The **Visible To** field allows you to indicate the required security level of this document. It will default to **Anyone** but can be changed. However, if it is not made available to **Anyone** your item may not be eligible for the REF.
- Under **License** select the relevant **Creative Commons licence**. For more information about the individual licences see the [Creative Commons](#) website.
- Some publishers impose an **embargo** to say 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.
- In the **Embargo Expiry date** field please enter the date that a publisher or sponsor-imposed embargo expires. The document will be made publicly available on or after this date.
- When you have finished click on **Next**.

## Step 6 – Adding information to the fields



The screenshot shows two sections of a form. The first section is titled 'Title' and contains a large, empty text input field. The second section is titled 'Abstract / Description' and contains a larger, empty text input field. Both sections have a small question mark icon in the top right corner.

- \* Starred fields are compulsory.
- You are advised to add a **full abstract** as this will enhance internet searches.



The screenshot shows the 'Creators / Authors' section of a form. It contains two numbered entries (1. and 2.) for adding author information. Each entry has the following fields: Family Name, Given Name / Initials, Email, Affiliation, Affiliation Type (a dropdown menu currently set to 'UNSPECIFIED'), and ORCID. There are small icons to the right of the ORCID fields, likely for adding or removing authors.

- The **Creators** are the **authors** of the article or piece of work being described. Please include **all** authors – in the order that they have been entered in the article or piece of work being described – even if they are not all London Met staff.
- This email address does not show on the live record, but it is useful as an identifier if there are two authors with the same name.

- Please add the **affiliation** of each author and whether the author is writing under the auspices of an academic organisation or a non-academic one – for instance, companies or medical practitioners, people working for charities or local organisations etc.
- If any of the authors have an **ORCID** (a digital identifier that distinguishes you from other researchers) please add that too.

**Department**

Centre for Equity and Inclusion

The School of Art, Architecture and Design

School of Human Sciences

Guildhall School of Business and Law

School of Computing and Digital Media

School of Social Sciences and Professions

Centre for Professional Education and Development (CPED)

ITS

Library Services and Special Collections

School of Social Sciences (to June 2021)

**Dates**

**Dates:** Please enter at least one date - for **Article** and **Conference** or **Workshop Item** deposits, you will need to enter at least the **Accepted date**.

		Date	Event	
1.	Year: <input type="text"/>	Month: <input type="text" value="Unspecified"/> Day: <input <="" td="" type="text" value="?"/> <td><input type="text" value="UNSPECIFIED"/></td> <td style="text-align: right;">▼</td>	<input type="text" value="UNSPECIFIED"/>	▼
2.	Year: <input type="text"/>	Month: <input type="text" value="Unspecified"/> Day: <input <="" td="" type="text" value="?"/> <td><input type="text" value="UNSPECIFIED"/></td> <td style="text-align: right;">▼ ▲</td>	<input type="text" value="UNSPECIFIED"/>	▼ ▲
3.	Year: <input type="text"/>	Month: <input type="text" value="Unspecified"/> Day: <input <="" td="" type="text" value="?"/> <td><input type="text" value="UNSPECIFIED"/></td> <td style="text-align: right;">▼ ▲</td>	<input type="text" value="UNSPECIFIED"/>	▼ ▲

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**Approximate date / Date range:** Use this field for approximate date or date ranges. **Lecturers - please do not enter anything here.**

	Type	Date	
1.	<input type="text" value="UNSPECIFIED"/>	Year: <input type="text"/> Month: <input type="text" value="Unspecified"/> Day: <input <="" td="" type="text" value="?"/> <td style="text-align: right;">▼</td>	▼

- Please select your **School** under Department.
- For REF purposes it is important that you enter the **publisher's accepted date** for articles and conference papers. If it has already been published also include the **published date**.
- Do not enter anything into the approximate date or date range field. This is for repository staff only.

+ Publication Details									
+ Refereed:	<input type="radio"/> Yes, this version has been refereed. <span style="float: right;">?</span> <input type="radio"/> No, this version has not been refereed.								
+ Status:	<input type="radio"/> Published <span style="float: right;">?</span> <input type="radio"/> In Press <input type="radio"/> Submitted <input type="radio"/> Unpublished								
+ Journal or Publication Title:	<input type="text"/> <span style="float: right;">?</span>								
ISSN:	<input type="text"/> <span style="float: right;">?</span>								
Publisher:	<input type="text"/> <span style="float: right;">?</span>								
Official URL:	<input type="text" value="https://doi.org/10.1109/TAP.2021.3118784"/> <span style="float: right;">?</span>								
Volume:	<input type="text"/> <span style="float: right;">?</span>								
Number:	<input type="text"/> <span style="float: right;">?</span>								
Page Range:	<input type="text"/> to <input type="text"/> <span style="float: right;">?</span>								
Identification Number:	<input type="text" value="10.1109/TAP.2021.3118784"/> <span style="float: right;">?</span>								
Related URLs:	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><input type="text"/></td> <td style="text-align: center;">URL</td> <td style="width: 10%;"></td> <td style="text-align: right;">URL Type</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">UNSPECIFIED ▾</td> </tr> </table> <input type="button" value="More input rows"/> <span style="float: right;">?</span>	<input type="text"/>	URL		URL Type				UNSPECIFIED ▾
<input type="text"/>	URL		URL Type						
			UNSPECIFIED ▾						

- The **official URL** links the journal article to the publisher’s website – for example, <https://ieeexplore.ieee.org/document/9573304> or <https://doi.org/10.1109/TAP.2021.3118784>
- And the **identification number** is the DOI – for instance, **10.1109/TAP.2021.3118784**
- Please fill in as much information as possible – including the journal ISSN, the publisher of the journal, the volume and issue number that the article will be published in and the page range.

**Funders**

The sponsoring bodies who contributed funding for the creation of this item. If no funding body was involved in the creation of the item then put N/A in the field.

1.	HSRC	▼
2.	Wellcome	▼ ▲
3.		▼ ▲

**Projects**

1.		▼
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**Contact Email Address**

**References**

**Uncontrolled Keywords**

**Additional Information**

**Comments and Suggestions**

- If the full-text is not available to the public, then requests to view the full-text will be sent to the **Contact Email Address** written here. The email address will not be made public.
- Click on the + sign to complete these fields as necessary. The ? provides helpful explanations.
- You are strongly encouraged to include the texts cited in your item under **References**. It may be used to link your item to those it cites and to those that cite it.
- Use **uncontrolled keywords** that you think are relevant to your item, which will enhance internet searches.
- If your publisher has asked you to include a specific sentence or phrase regarding copyright, then add it to the **Additional Information** field. This information will appear on the public summary page for this item.
- When you have finished entering information click on **Next**, to take you to the **Subjects** screen (step 7).

## Step 7 - Adding subject headings

Type → Upload → Details → Subjects → rioxx → REF CC → Deposit

< Previous Save and Return Cancel Next >

**Subjects**

Search for subject:  Search Clear

- + Add 000 Computer science, information & general works
- + Add 100 Philosophy & psychology
- + Add 200 Religion
- + Add 300 Social sciences
- + Add 400 Language
- + Add 500 Natural Sciences and Mathematics
- + Add 600 Technology
- + Add 700 The arts; fine & decorative arts
- + Add 800 Literature & rhetoric
- + Add 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.
- Then click on **Next**.

## Step 8 - Depositing your item record

Type → Upload → Details → Subjects → rioxx → REF CC → Deposit

**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant London Met 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 London Met 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 London Met 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 **Deposit Item Now** to deposit your item.
- You do not need to notify the Open Access Team that you have deposited an item, as they will receive an automatic email. They will make sure all sections are complete and accurate, and then add the item to the live database

For any queries regarding the repository, please email [openaccess@londonmet.ac.uk](mailto:openaccess@londonmet.ac.uk)

## Adding outputs held on the Institutional Repository to your staff profile page

If you wish to add outputs held on the institutional repository to your London Metropolitan University staff profile page this is very easy to achieve. Each item record on the institutional repository has its own unique URL so you could add the URL for each of your outputs. Alternatively, a simpler solution is to incorporate the link to the results page after a performing an author browse search on the institutional repository.

1. Go to the [London Met Repository](#) and select **Browse** then **Author** from the dropdown menu.
2. From the **A-Z list** go to the letter that matches the first letter of your family name and then look to find your entry. The number of records on the system linked to your name will be shown in brackets.
3. Once you click on the entry for your name you will be presented with a results page listing your outputs. Copy the URL of this page and incorporate it into your staff profile page.
4. This URL is dynamic in that if you add further outputs to the repository in the future, the link will include these in the results page.