Institutional Repository User Guide

Please contact your Faculty Editor if you have any queries regarding depositing your items:

FSSH: Chiara Francesconi – c.francesconi@londonmet.ac.uk
FLSC: Natasha Sattaur – n.sattaur@londonmet.ac.uk
AAD: Danielle Hewitt – d.hewitt@londonmet.ac.uk
GFBL: Hema Joshi – h.joshi@londonmet.ac.uk
CEPD: Repository Team – 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

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

Step 2

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

Step 4

Enter your DOI here and click Import Items.

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:

<table>
<thead>
<tr>
<th>Images of other people’s work</th>
<th>Photographs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graphs or other visual representations copied from other works</td>
<td>Maps</td>
</tr>
<tr>
<td>Large sections of quoted text</td>
<td>Sections from musical scores</td>
</tr>
<tr>
<td>Sound recordings</td>
<td>Film clips</td>
</tr>
</tbody>
</table>

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/](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/](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.

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**

Either upload a file - then click Next …

… or enter the URL where your item can be found online - then click Next.
Step 5a

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

Starred fields are compulsory.

You are advised to add an abstract which will enhance Internet searches.

This email address does not show on the live record but is useful as an identifier if there are two authors with the same name.

Please choose your Faculty.

Starred fields are compulsory.
Step 7

Please expand these fields and complete as necessary.

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.

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.

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

Click here to deposit your item.

Step 9

Please notify your Faculty Editor that you have deposited an item. They will make sure all sections are complete and accurate.

Faculty Editors:
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