

## Institutional Repository User Guide

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

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

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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.

### 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

[www.sherpa.ac.uk/fact](http://www.sherpa.ac.uk/fact)

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.

### SHERPA RoMEO

[www.sherpa.ac.uk/romeo](http://www.sherpa.ac.uk/romeo)

A website that provides information about publisher copyright policies & self-archiving. The **How Can I Share It?** website – [www.howcanishareit.com](http://www.howcanishareit.com) – may also be useful regarding the major publishers' sharing policies.

### 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 can be found at the following link:

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

The screenshot shows the London Met Repository home page. At the top left is the logo 'London Met Repository' and a navigation menu with 'Login', 'About', 'Help', 'Search', and 'Browse'. The main content area is titled 'Welcome to LondonMet Repository'. It includes an 'Information for Staff' section with links for 'How to upload your work' and 'Notice and takedown policy', and a contact email 'openaccess@londonmet.ac.uk'. Below this is a 'Quick Search' section with a search input field and 'Search' and 'Advanced search' buttons. The 'Latest Additions' section lists two items: 1. Hou, Zhan yuan (2019) *Geometric method for global stability of discrete population models*. *Discrete and Continuous Dynamical Systems (B)*, ISSN 1531-3492 (In Press). 2. Al-Sarraf, Nidhall H. H. (2019) *Impact of leadership on family business organizational performance : the case of El-Saeed Group - Egypt*. Doctoral thesis, London Metropolitan University. Three callout boxes are overlaid on the page: the first on the left says 'To deposit items click **Login** and enter your **University username** and **password**.'; the second below it says 'This **User Guide** is available from a link on the home page.'; the third on the right says 'When you have logged in click on **Manage Deposits**.'

## Step 2

The screenshot shows the 'Manage deposits' page. At the top left is the logo 'LondonMet Repository'. The navigation menu includes 'Logged in as Melanie Goldsmith', 'Manage deposits', 'Manage records', 'Profile', 'Saved searches', and 'Review'. Below this is another navigation menu with 'Admin', 'Edit page phrases', 'Logout', 'About', 'Help', 'Search', and 'Browse'. The main content area is titled 'Manage deposits' and features a 'New Item' button, an 'Import from' dropdown menu currently set to 'BibTeX', and an 'Import' button.

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

#### Import Items from DOI (via CrossRef)

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

Enter your DOI here and click **Import Items**.

Test without Importing

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 at the top of the page.

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

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 2021\*

From 1st April 2018 the REF 2021 open access policy will require 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. A deposit exception will become active from 1st April 2018 to allow outputs unable to meet this deposit timescale to remain compliant if they are deposited up to three months after the date of publication. Researchers must deposit the **author's accepted manuscript** (postprint). The policy allows for publisher embargoes to be respected.

## Step 5a

Either upload a file by clicking **Choose File ...**

... or click on **From URL** and enter the URL where your item can be found online.

However, please be aware that you should **not** upload the URL of a **subscription journal article**, as this will not be available to everyone.

## Step 5b

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Choose File No file chosen

profile pages.docx

Content: Accepted Version

Type: Text

Description:

Visible to: Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Update Metadata

< Previous Save and Return Cancel Next >

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.

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.

Under **License** select the relevant **Creative Commons licence**. For more information about the individual licences see <https://creativecommons.org/licenses/>

In the **Embargo Expiry date** field please enter the date that a publisher or sponsor-imposed embargo expires. The document will be made publically available on or after this date.

When you have finished click on **Next**.

## Step 6

Starred fields are compulsory.

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.

Please select your **School**.

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.

**Edit item: Article #5299**

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

< Previous   Save and Return   Cancel   Next >

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**Title**

**Abstract / Description**

You are advised to add a **full abstract** as this will enhance internet searches.

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**Creators**

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

Corporate Creators

1.	
2.	
3.	

Contributors

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

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**Department**

- The School of Art, Architecture and Design
- School of Human Sciences
- School of Social Sciences
- Guildhall School of Business and Law
- School of Computing and Digital Media
- School of Social Professions
- Centre for Professional Education and Development (CPED)
- ITS
- Library Services and Special Collections

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**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.

**Dates:** 1. Year: [ ] Month: [ ] Day: [ ] Event: [ ]

Use this field for approximate date or date ranges. Lecturers - please do not enter anything here.

**Approximate date / Date range:** 1. Type: [ ] Date: [ ]

---

**Publication Details**

**Refereed:**  Yes, this version has been refereed.  No, this version has not been refereed.

**Status:**  Published  In Press  Submitted  Unpublished

**Journal or Publication Title:** [ ]

**ISSN:** [ ]

**Publisher:** [ ]

**Official URL:** [ ]

**Volume:** [ ]

**Number:** [ ]

**Page Range:** [ ] to [ ]

**Identification Number:** [ ]

**Related URLs:** [ ] URL Type: [ ]

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.

**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.

More input rows

**Projects**

- 1.

More input rows

+ Contact Email Address

+ References

+ Uncontrolled Keywords

+ Additional Information

+ Comments and Suggestions

< Previous   Save and Return   Cancel   Next >

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

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: all of

Search   Clear

- + 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.

. Then click on **Next**.



## 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

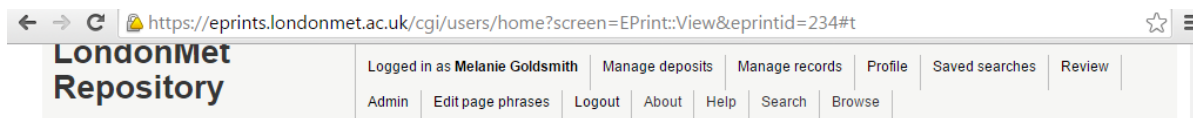
**For work being deposited by its own author:** In self-archiving this collection of files and associated bibliographic metadata, I grant LondonMet Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual 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 **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.

#### 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  
HaynesJ\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>

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 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.