

# 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.

## **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**

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**

A website that provides information about publisher copyright policies and self-archiving. The

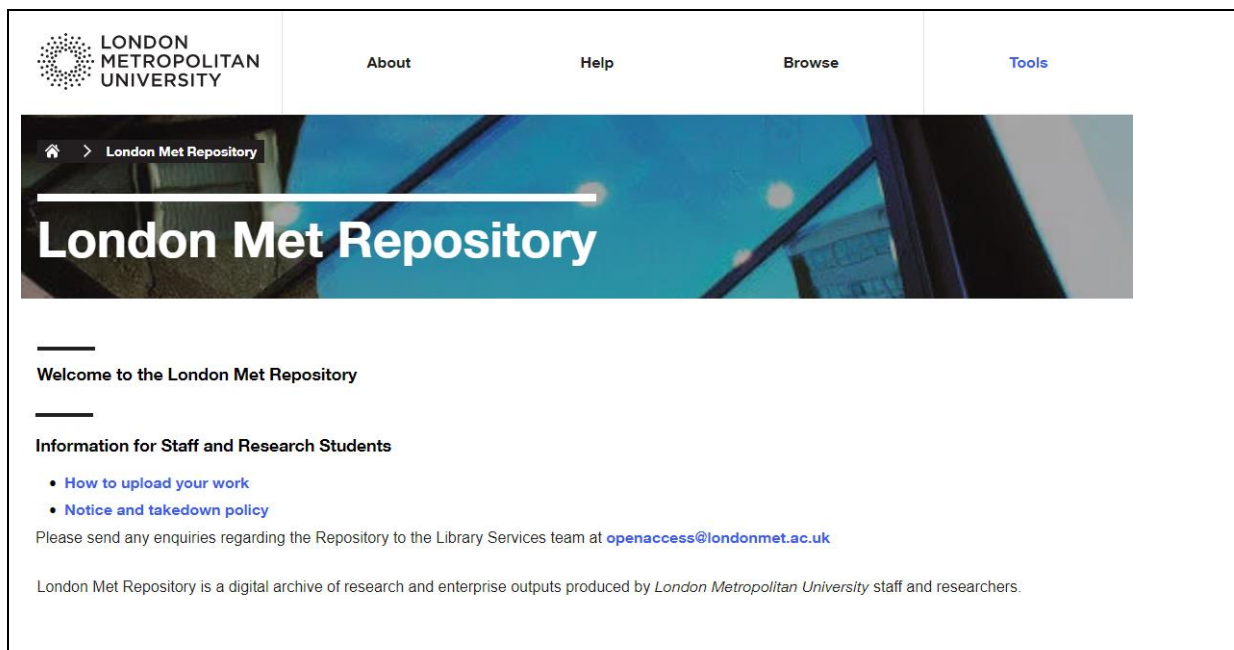
**How Can I Share It?** website – may also be useful regarding the major publishers' sharing policies.

### **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](#) home page.



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

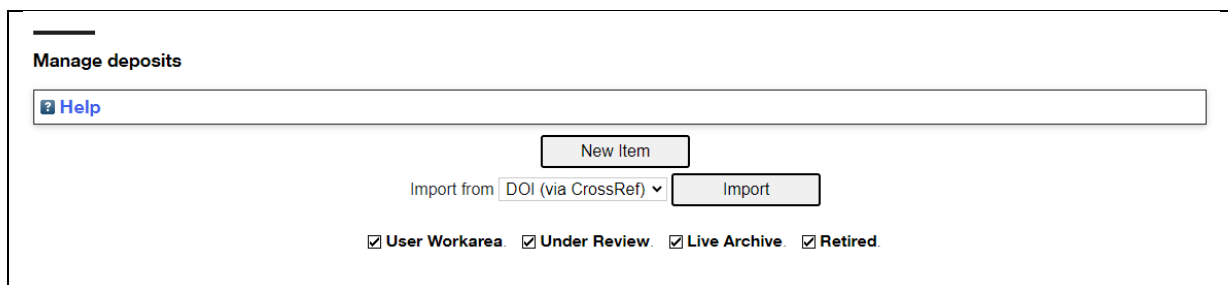
### Before you begin:

- 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)



Manage deposits

[Help](#)

New Item

Import from: DOI (via CrossRef) Import

☒ User Workarea ☒ Under Review ☒ Live Archive ☒ 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 → rioxx → 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 5a – Uploading a new document

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

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

< Previous Save and Return Cancel Next >

**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.

**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.

File From URL

Choose file No file chosen

< Previous Save and Return Cancel Next >

- Either upload a file by clicking **Choose File** near the bottom on the left...
- Or click on **From URL** on the right and enter the URL where your item can be found online. However, the **From URL** option is for URLs pointing to **PDFs**.
- 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 – 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.

File

From URL

Choose file No file chosen

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



Content: Accepted Version

Type: Text

Description:

Visible to: Anyone

License: UNSPECIFIED

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

Hide options

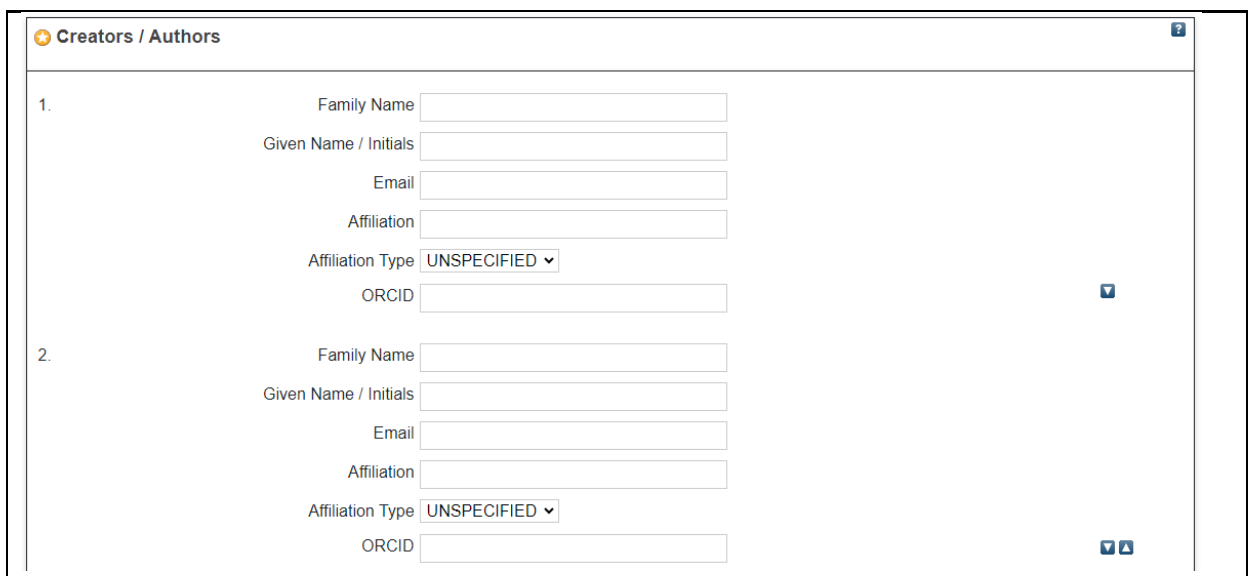
- In the **Content** field select either **Accepted Version** or **Published Version** for it to be valid for the REF.
- The **Type** field is the storage format of your item. It will default to **Text** but can be changed to the required format.
- The **Description** field refers to file type if required.
- 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 **Licence** 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' with a star icon and a help icon. It contains a large text input area. The second section is titled 'Abstract / Description' with a star icon and a help icon. It contains a larger text input area.

- \* 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 has a star icon and a help icon. Below the title, there are two numbered entries (1. and 2.). Each entry has a series of input fields: 'Family Name', 'Given Name / Initials', 'Email', 'Affiliation', 'Affiliation Type' (a dropdown menu with 'UNSPECIFIED' selected), and 'ORCID'. There are also icons for saving (a single square) and deleting (two squares) each entry.

- 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: Month: Unspecified Day: ?

UNSPECIFIED

2. Year: Month: Unspecified Day: ?

UNSPECIFIED

3. Year: Month: Unspecified Day: ?

UNSPECIFIED

More input rows

Approximate date / Date range:

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

Type

Date

1. UNSPECIFIED Year: Month: Unspecified Day: ?

More input rows

- 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.

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Document created 15 April 2015, last updated 26 March 2024

★ Publication Details						
★ Refereed:	<input type="radio"/> Yes, this version has been refereed. <input type="radio"/> No, this version has not been refereed.					
★ Status:	<input type="radio"/> Published <input type="radio"/> In Press <input type="radio"/> Submitted <input type="radio"/> Unpublished					
★ Journal or Publication Title:	<input type="text"/>					
ISSN:	<input type="text"/>					
Publisher:	<input type="text"/>					
Official URL:	<input type="text" value="https://doi.org/10.1109/TAP.2021.3118784"/>					
Volume:	<input type="text"/>					
Number:	<input type="text"/>					
Page Range:	<input type="text"/> to <input type="text"/>					
Identification Number:	<input type="text" value="10.1109/TAP.2021.3118784"/>					
Related URLs:	<table border="1"> <thead> <tr> <th>URL</th> <th>URL Type</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td>UNSPECIFIED ▼</td> </tr> </tbody> </table>	URL	URL Type	<input type="text"/>	UNSPECIFIED ▼	<input type="button" value="More input rows"/>
URL	URL Type					
<input type="text"/>	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.

2.

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 >

- 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

The screenshot shows the 'Subjects' step in a multi-step submission process. At the top, a navigation bar contains buttons for 'Type', 'Upload', 'Details', 'Subjects' (which is highlighted), 'rioxx', 'REF CC', and 'Deposit'. Below this are four buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The main area is titled 'Subjects' and features a search bar with the placeholder text 'Search for subject:'. To the right of the search bar are 'Search' and 'Clear' buttons. Below the search bar is a list of subject categories, each preceded by a blue square icon with a white cross and the word 'Add'. The categories are: 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; and 900 History & geography. At the bottom of the form are four buttons: '< Previous', 'Save and Return', 'Cancel', and '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

The screenshot shows the 'Deposit' step in the submission process. At the top, a navigation bar contains buttons for 'Type', 'Upload', 'Details', 'Subjects', 'rioxx', 'REF CC', and 'Deposit' (which is highlighted). Below this are two buttons: 'Deposit Item Now' and 'Save for Later'. The main area contains two paragraphs of text. The first paragraph is titled 'For work being deposited by its own author:' and states that the author grants London Met Repository the right to store and make the material publicly available, and that the repository does not assume responsibility for copyright breaches. The second paragraph is titled 'For work being deposited by someone other than its author:' and states that the depositor declares the material is in the public domain and accepts full responsibility for any copyright breaches. Below the text is a line stating 'Clicking on the deposit button indicates your agreement to these terms.'

- 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.