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

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, but a PDF would be preferred.

**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.
Step 1 – the Home Page

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

This User Guide is available from a link on the home page. When you have logged in click on Manage Deposits.

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 are uploading a journal article and if it has a DOI, click on this arrow and choose option DOI (via CrossRef), then click Import.
**Step 3**

Enter a DOI or DOIs, one per line e.g. doi:10.1000/jmbi.1998.2354

10.4000/podex.137/=

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

**Step 4**

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>
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</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

*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 5

Either upload a file - then click Next …

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

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 5a

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.

Please 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 eligible for the REF.

Please enter the date that a publisher or sponsor-imposed embargo expires. The document will be made publically available on or after this date.

Click here to select the relevant Creative Commons licence. For more information about the individual licences see https://creativecommons.org/licenses/

N.B. 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.
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.

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.

You are advised to add a full 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 select your **School**.

Leave this field blank.

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Document created: 10th April 2015. Last updated: 14th November 2019
Step 7

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 that you think are relevant to your item, which will enhance internet searches.

This is for 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 address. The email address will not be made public.

Please expand these fields and complete as necessary.

N.B. 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).

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**

Click here to deposit your item.

**Step 9**

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 add the item to the live database.

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