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

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.

Temporary notice: currently only staff can log into the institutional repository. At the moment research students are unable to log in, upload and deposit their articles. If you are a PhD research student and would like your articles added to the repository please contact the Open Access Team on the above email address. We are looking to resolve this, so that research student will be able to add their own articles in future (December 2022).

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Document created 15 April 2015, last updated 16 December 2022

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

- To deposit items click **Login** and enter your **University username** 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 – Digital Object Identifier (DOI)

- 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

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

Step 4 – Item types

- 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.

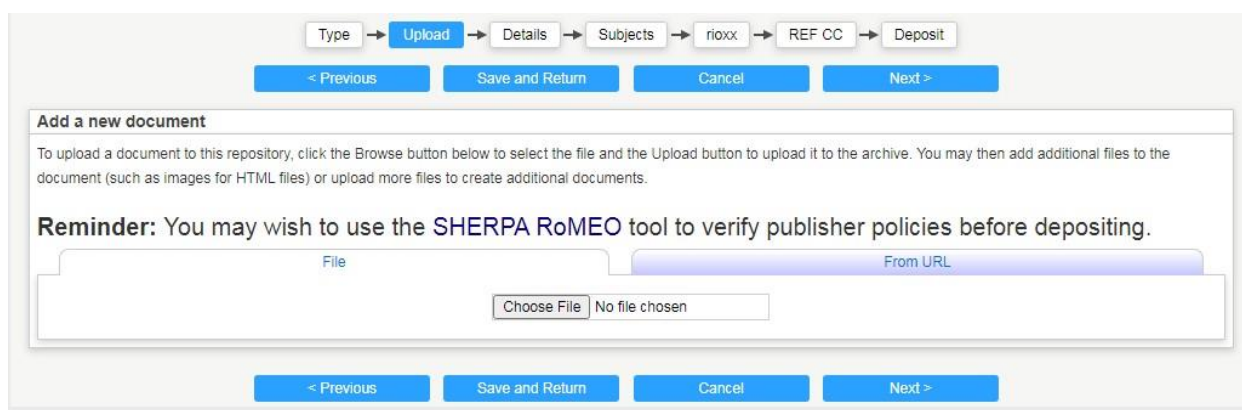Further advice can be sought from openaccess@londonmet.ac.uk

Important! REF 2021

From 1st April 2018 the REF 2021 open access policy required 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 became active from 1st April 2018 to allow outputs unable to meet this deposit timescale to remain compliant if they were 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.

NOTE - The submission deadline for REF 2021 has ended. Until a new policy is announced, any work intended for the next REF should follow the policy used for REF2021

Step 5a – Uploading a new document

- 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, 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

- 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

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

- 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.

- 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.

- 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.

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- 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

- 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**.

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Step 8 - Depositing your item record

- 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

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.