



Open Access for the REF: Record a publication in your RPS profile

v 1.2

The open access policy for the next REF applies to articles and conference papers accepted after 1 April 2016. All researchers must upload their papers to UCL's Research Publications Service (RPS), **or they will not be eligible for the next REF**. Contact the Open Access Team (open-access@ucl.ac.uk) if you have any questions.

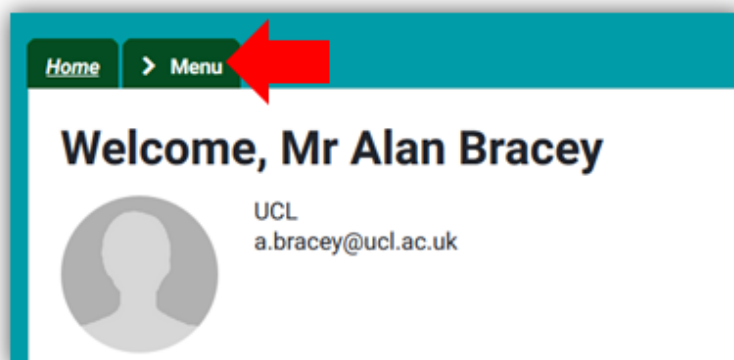
Before you can upload a manuscript to RPS, you must have either claimed or created a record of the publication in your RPS profile. These instructions will show you how to:

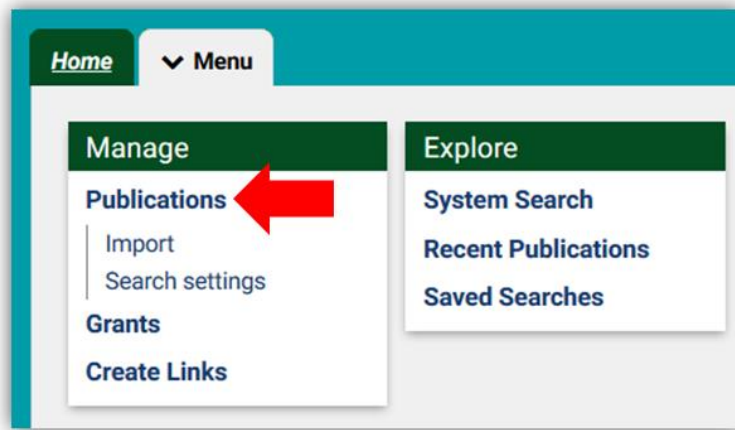
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| Check if the publication is listed in your RPS profile | 1 |
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Once a publication been added to your list in RPS, you can upload the manuscript (our uploading guide is available [here](#)).

Check if the publication is listed in your RPS profile

1. **Log in to RPS** at <http://rps.ucl.ac.uk/>
2. View your list of publications by first clicking on 'Menu', then the 'Publications' link:



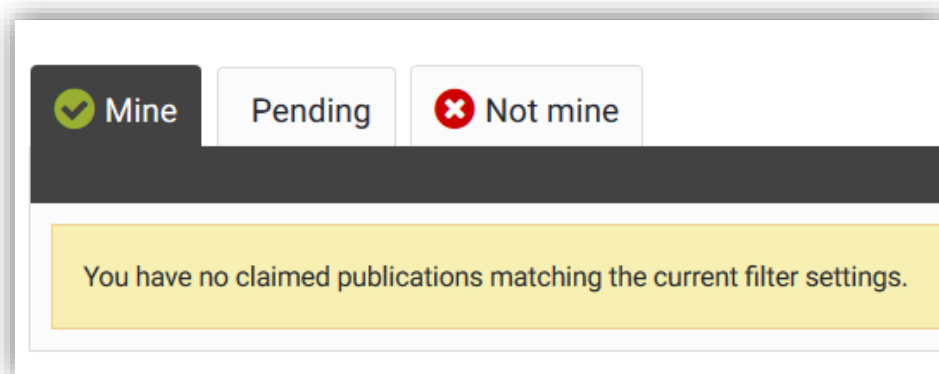


3. Check if your publication is already listed – enter its title using the filter options on the right:

A screenshot of a 'Filters' panel. It contains three filter sections: 'Relationship type' with a dropdown menu set to 'Author of'; 'Title' with a text input field containing the placeholder text 'Enter title here' and a red arrow pointing to it; and 'Publication type' with a dropdown menu set to '---- No filter ----'. The panel has a white background and a dark border.

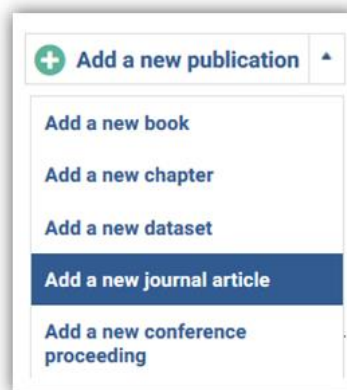
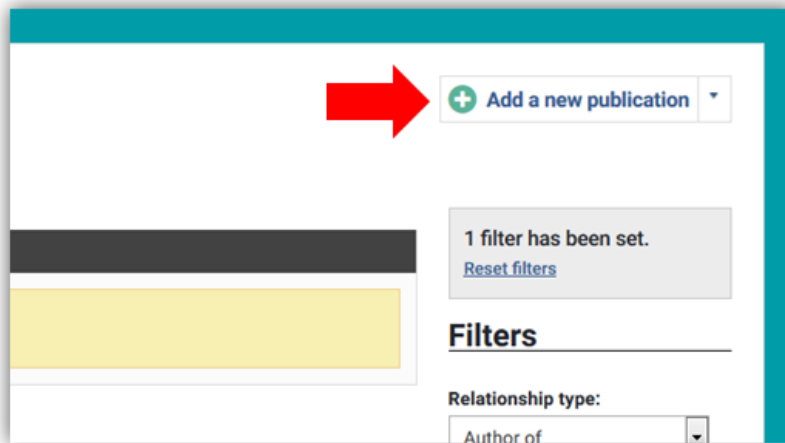
If the publication is displayed in the results list on the left, you are ready to [upload your manuscript](#)).

4. If you see the following message, the publication is not yet in your RPS list, and you need to add it:

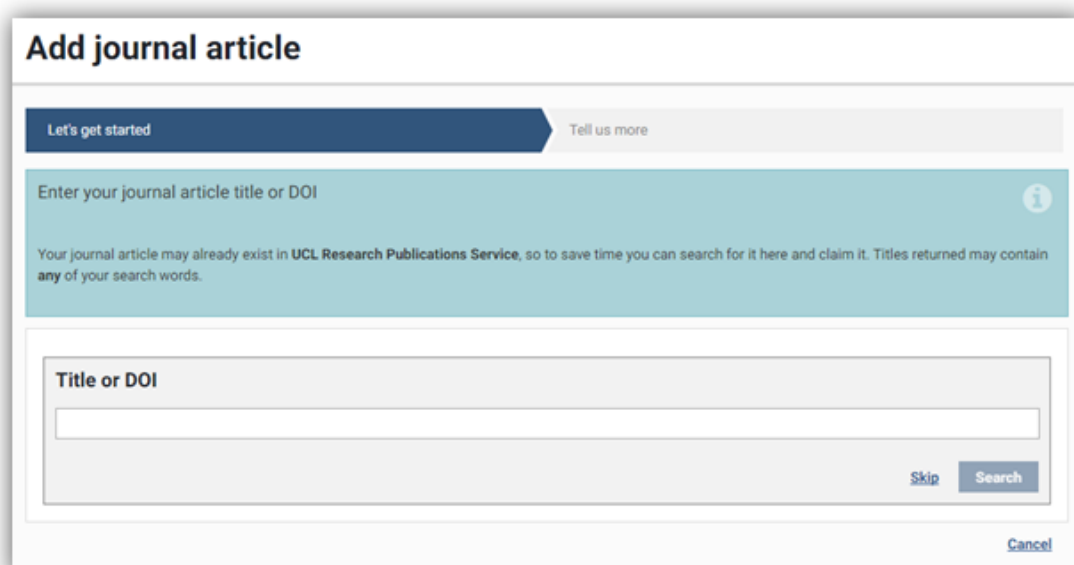


Search for the publication in RPS and external databases

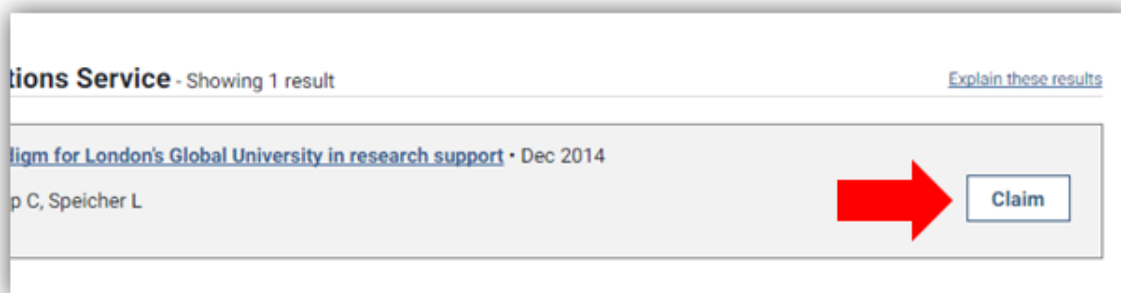
5. Click on the 'Add a new publication' link near the top right of the screen, and choose the relevant type from the drop-down list:



6. Search for your publication by DOI or title, to see if there is already a record in RPS that you can claim. You will also be able to bring in a record from an external database like Scopus or Web of Science, if one is available.

A screenshot of a form titled 'Add journal article'. The form has a progress bar at the top with 'Let's get started' selected and 'Tell us more' next to it. Below the progress bar is a light blue box with the text 'Enter your journal article title or DOI' and an information icon. Below this is a paragraph: 'Your journal article may already exist in UCL Research Publications Service, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' Below the paragraph is a text input field labeled 'Title or DOI'. At the bottom right of the input field are 'Skip' and 'Search' buttons. At the bottom right of the form is a 'Cancel' button.

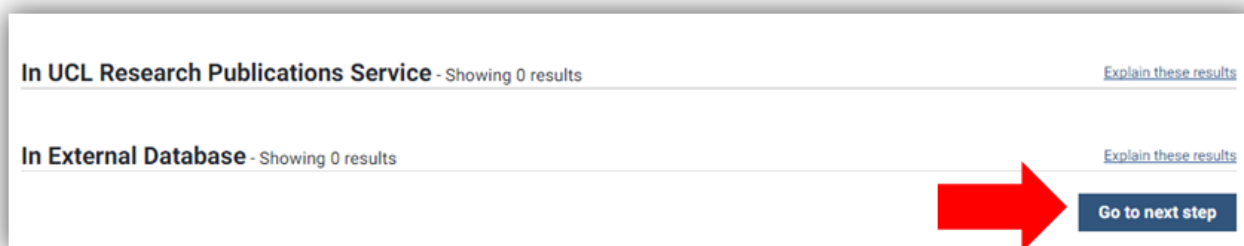
7. If your publication is found, click 'Claim':



You are now ready to [upload your manuscript](#). If your publication is not found, continue with the steps below.

Manually add your publication in RPS

8. If searching by title or DOI returns no results, you will need to create a short manual record in RPS. Click on 'Go to next step' at the bottom right of the page:



9. Use the form to enter details of the publication. For articles and conference proceedings, required fields are:
 - a) Your relationship with the article (eg. author)
 - b) Type eg. article, letter (for journal articles)
 - c) Title
 - d) Author(s)
 - e) Journal name (for journal articles)
 - f) Date of acceptance (when the publisher notified the corresponding author that the paper is proceeding to publication)
 - g) Online publication date (actual or estimated date of first online publication - must be on or after date of acceptance)
 - h) Publication date (actual or estimated date of official/final publication - must be on or after date of acceptance)

Add journal article

Let's get started

Tell us more

*What is your relationship with this journal article?

- Author of Editor of
 Translator of Contributor to

Essential Information

* Journal Sub types:

- Article
 Letter
 Review
 Corrigendum
 Addendum
 Rapid Communication
 Editorial Comment

?

* Title:

?

Ω

* Authors:

No Authors - please add...

Add a person:

Last name (required)

Initials

+ Add

* Journal:

* Date of acceptance:



?

* Online publication date:



?

* Publication date:



?

DOI:

?

Additional Information

26 additional fields

Cancel

Save & Continue

10. Click 'Save & Continue':

The screenshot shows a submission form with the following fields:

- * Journal:** PLoS ONE ✓
- * Date of acceptance:** 16 Mar 2017 ✓
- * Online publication date:** 02 May 2017 ✓
- * Publication date:** 02 May 2017 ✓
- DOI:** 10.1000/xyz123 ✓

Below the main form is a section for **Additional Information** with 26 additional fields. To the right of the form are four question marks. At the bottom right, there is a **Cancel** button and a **Save & Continue** button. A large red arrow points down to the **Save & Continue** button.

You are now ready to [upload your manuscript](#).

See our FAQ for more on the REF OA policy: www.ucl.ac.uk/library/open-access/faqs
More UCL OA guides are available: www.ucl.ac.uk/library/open-access/deposit

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