



Open Access for the REF: Add a publication to your RPS profile

v 1.0

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.

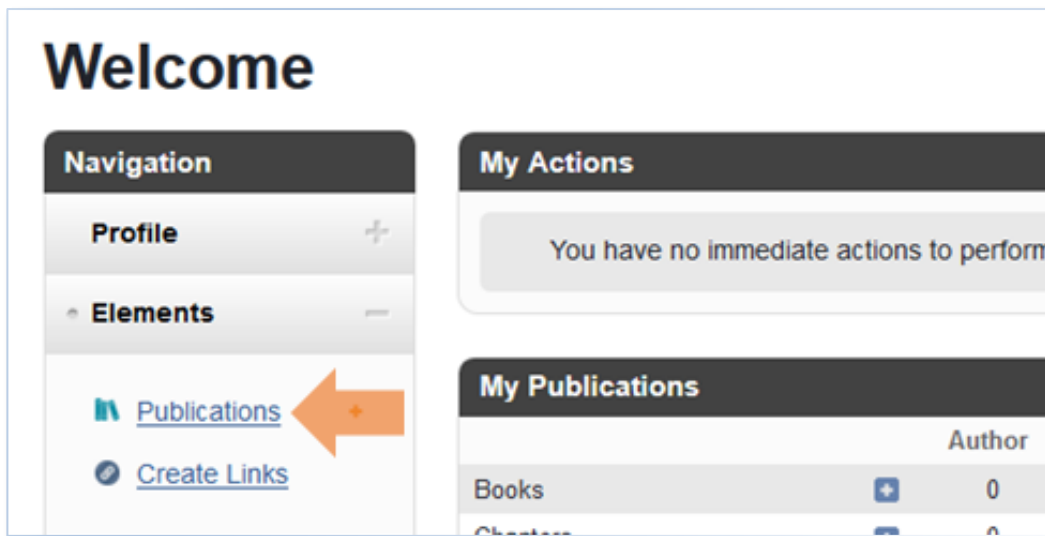
Before you can upload a manuscript to RPS, you must make sure you have either claimed or created a record of the publication's details in your RPS profile. These instructions will show you how to:

Check if the publication is listed in your RPS profile	1
Search for the publication in RPS.....	3
Manually add your publication in RPS.....	4

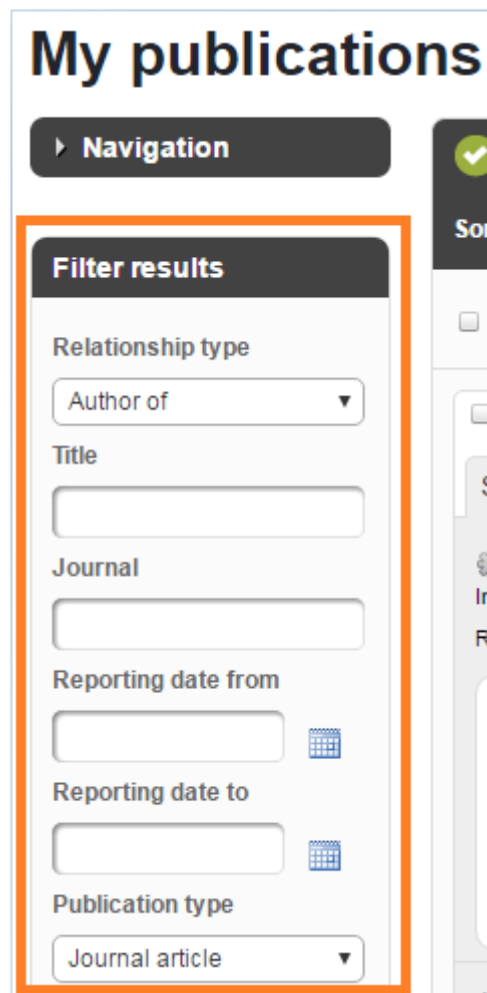
Once a publication been added to your list in RPS, you can upload the manuscript (our uploading guide is available [here](#)).

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 clicking on the 'Publications' link on the left of the screen in 'Home' tab:



3. Check if your publication is listed by using the filter options on the left:



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- Return to the 'Home' tab. Click on the + symbol next to the relevant publication type (e.g. journal articles):



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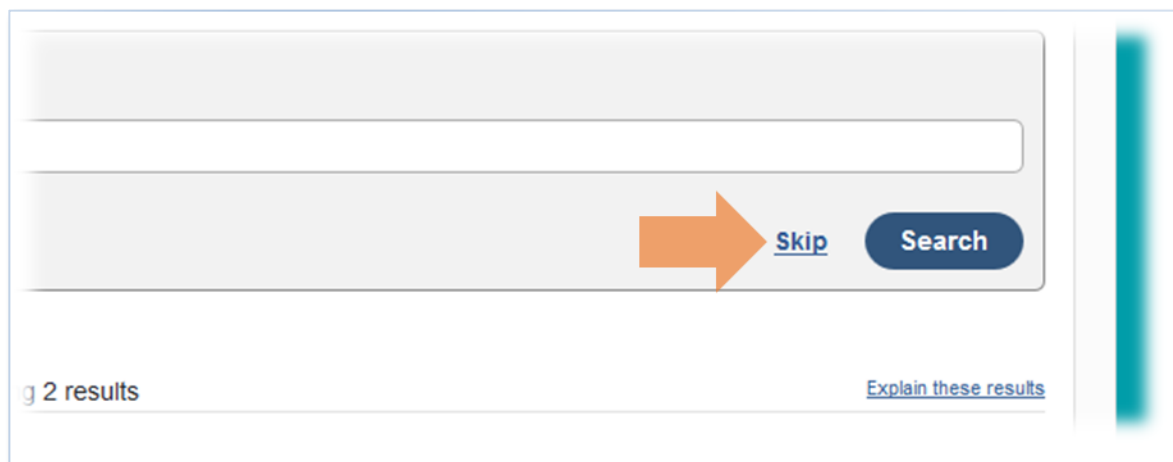
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Manually add your publication in RPS

7. Click 'Skip':



8. Use the form to enter details of the publication. For articles and conference proceedings, required fields are:
- Your relationship with the article (eg. author)
 - Type eg. article, letter (for journal articles)
 - Title
 - Author(s)
 - Journal name (for journal articles)
 - Acceptance date (when the publisher notified the corresponding author that the paper is proceeding to publication)
 - Publication date (actual or estimated - must be on or after date of acceptance)

9. Click 'Save':

The screenshot shows a web form for submitting a manuscript. On the left, there are three required fields marked with a red asterisk: 'Journal:' with a dropdown menu showing 'PLoS One' and a green checkmark; 'Date of acceptance:' with a date picker showing '20 Jun 2016' and a green checkmark; and 'Publication date:' with a date picker showing '20 Oct 2016' and a sun icon. Below these is a 'DOI:' field with an empty text box. To the right of the form are three question marks. At the bottom of the form is an 'Additional Information' section with '26 additional fields' and a plus icon. In the bottom right corner, there are 'Cancel' and 'Save' buttons. A large orange arrow points down towards the 'Save' 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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