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v 1.3

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, a record of the publication must be associated with your profile in RPS. These instructions will show you how to:

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Once a publication is listed in your RPS profile, 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:

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

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**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 (e.g. author)
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   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)
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