



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

v 1.4

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](mailto:open-access@ucl.ac.uk)) if you have any questions.

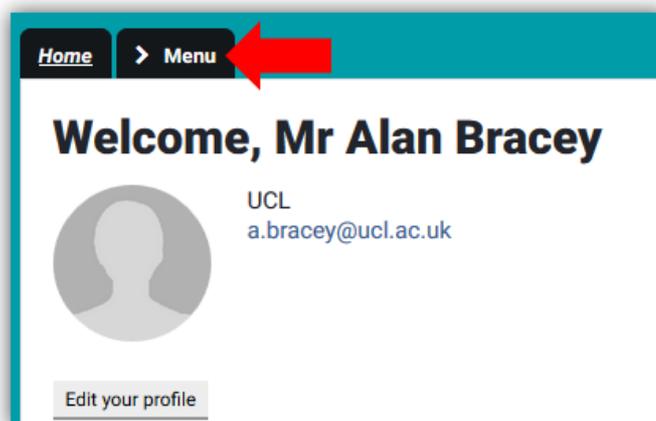
Before you can upload a manuscript to RPS, a record of the publication must be associated with your profile in RPS. These instructions will show you how to:

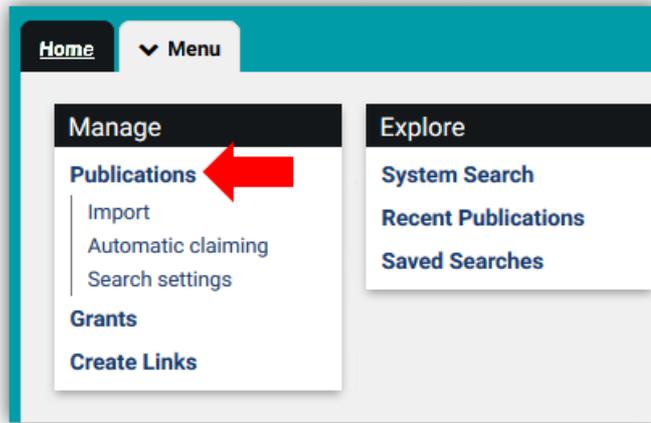
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Once a publication is listed in your RPS profile, you can upload the manuscript (our uploading guide is available [here](#)).

### 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:

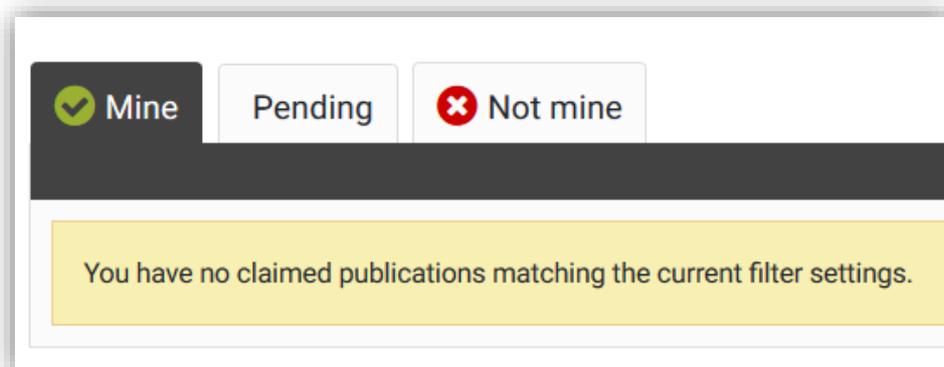




3. Check if your publication is already listed – enter its title using the filter options on the right:

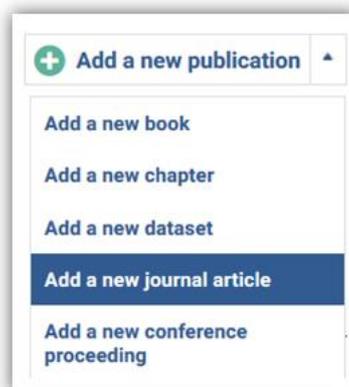
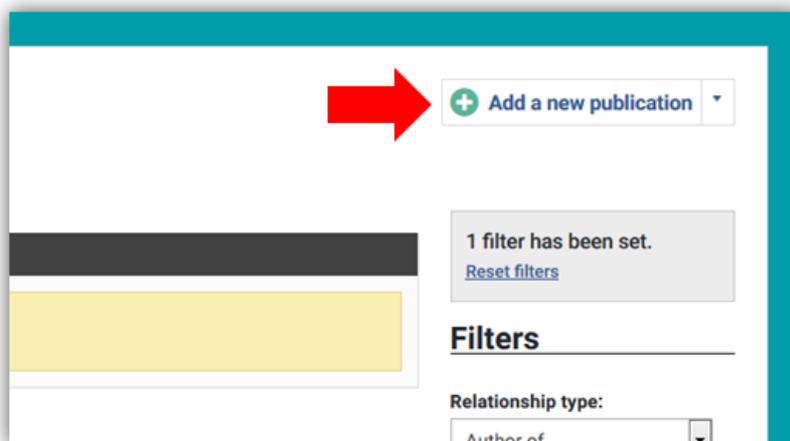
If the publication is displayed in the results list on the left, you are ready to [upload your manuscript](#)).

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:

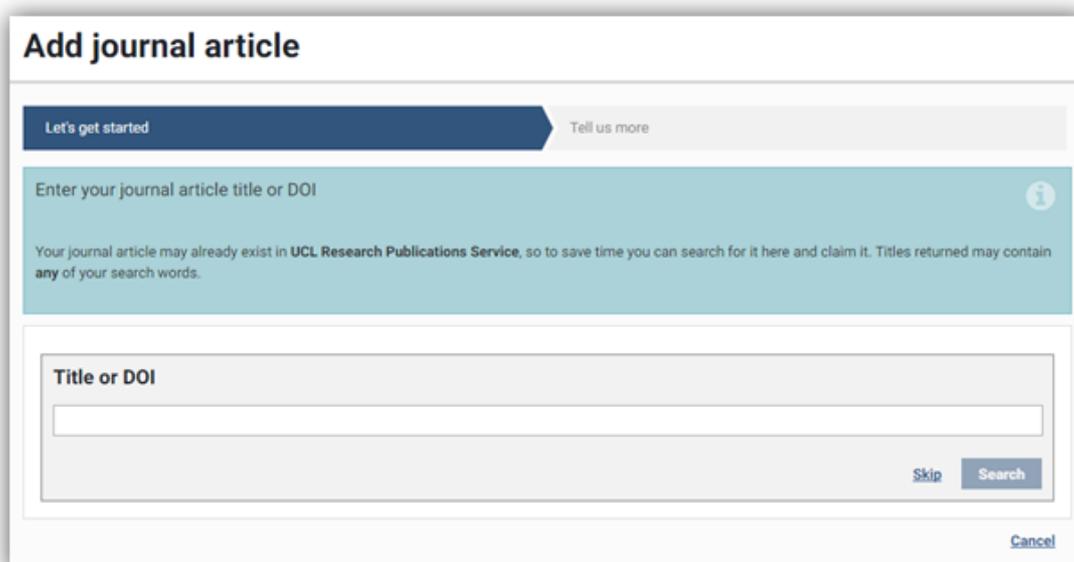


## Search for the publication in RPS and external databases

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.

A screenshot of the 'Add journal article' form. The form has a title 'Add journal article' at the top. Below the title, there are two tabs: 'Let's get started' (which is active) and 'Tell us more'. The main content area is light blue and contains the text 'Enter your journal article title or DOI' and a small information icon. Below this, there is a note: '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.' At the bottom of the form, there is a text input field labeled 'Title or DOI', a 'Skip' button, and a 'Search' button. A 'Cancel' link is located at the bottom right of the form.

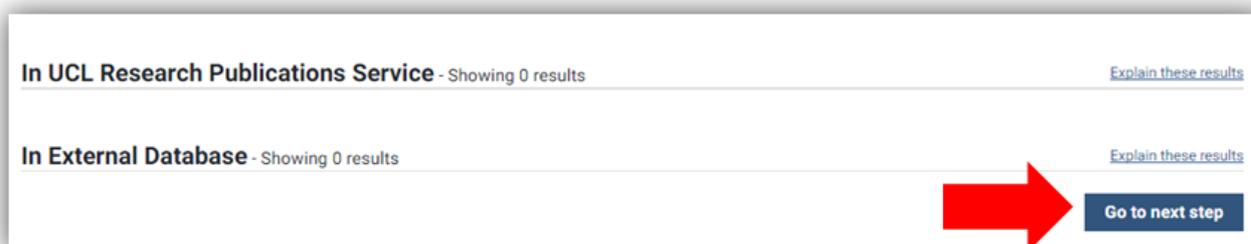
7. If your publication is found, click 'Claim':



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 (e.g. author)
  - b) Type e.g. 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

\*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:



\* Authors:

No Authors - please add...

Add a person:

Last name (required)	Initials	
<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>

\* Journal:

\* Date of acceptance:

\* Online publication date:

\* Publication date:

DOI:



**Additional Information** 26 additional fields

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. On the right side of the form, there are four question marks. At the bottom right, there are two buttons: **Cancel** and **Save & Continue**. 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](http://www.ucl.ac.uk/library/open-access/faqs)  
More UCL OA guides are available: <https://www.ucl.ac.uk/library/open-access/guides>

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