



# Open Access for the REF: Claiming publications in RPS

v 1.1

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.

After you have set up searching (see our 'RPS Search Settings' guide, available [here](#)), RPS will regularly search and pull in details of your published work from databases like Scopus and Web of Science. You may need to review a publication that RPS thinks is yours, and either claim or reject it. Instructions on doing so are provided below.

## RPS email alerts

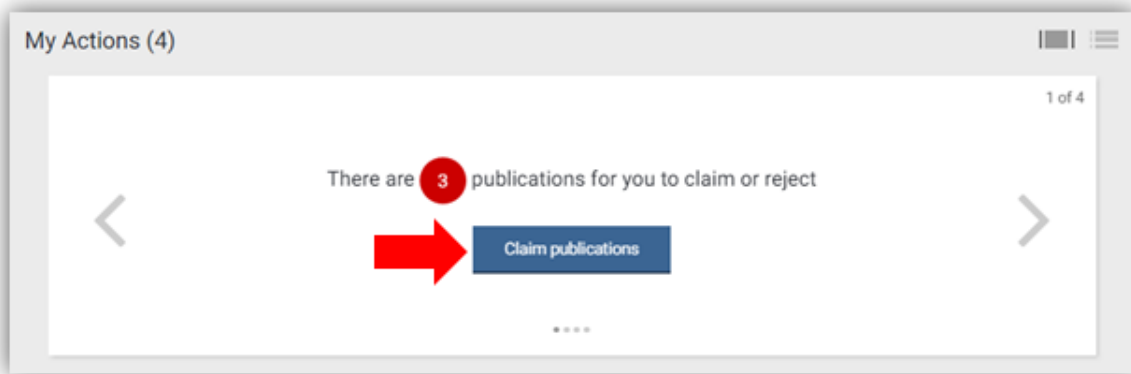
You will usually receive an email notification from RPS when new publications have been found that meet your search criteria. These notifications should not be relied upon as reminders to upload - researchers should actively manage their publications within RPS. RPS may find publications after the deadline for uploading has passed (3 months after first online publication).

If you have created an ORCID and linked it in RPS ([www.ucl.ac.uk/library/open-access/ORCID](http://www.ucl.ac.uk/library/open-access/ORCID)), your papers may be claimed into your RPS record automatically (this happens when you provide the journal with your ORCID ID when you submit). This saves you claiming papers as yours. See our ORCID guide (available [here](#)) for more information.

It is best practice to upload your accepted manuscript as soon as it is accepted for publication. Publication details retrieved by RPS searches after publication will be merged with records created manually in RPS.

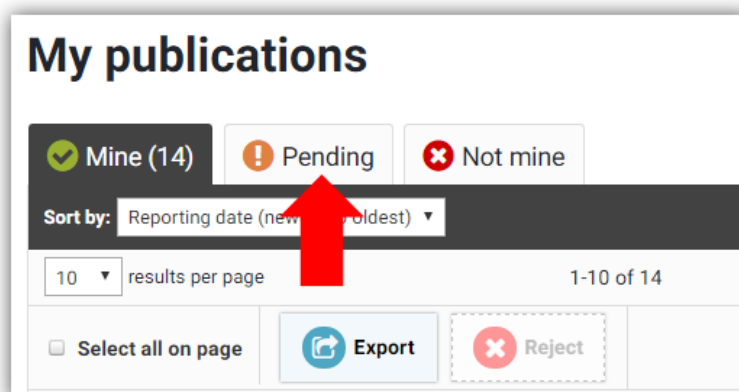
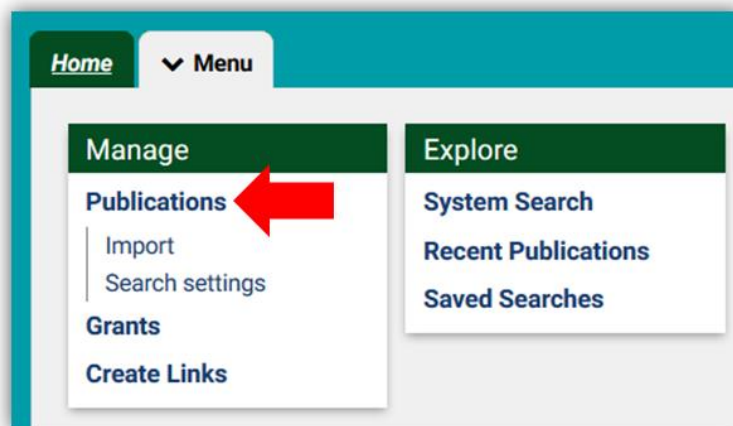
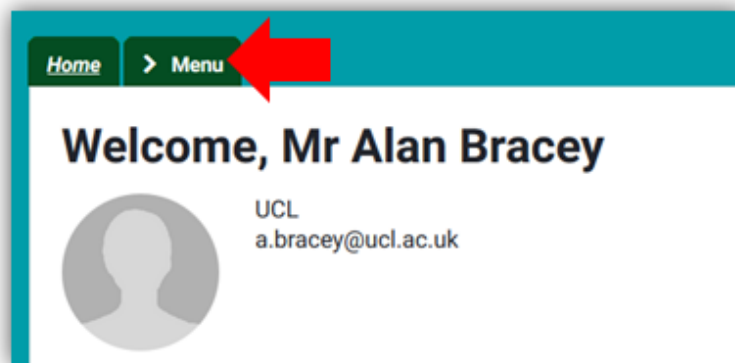
## Claiming/rejecting publications in RPS

1. **Log in to RPS** at <http://rps.ucl.ac.uk/>
2. Check the 'My Actions' section under the welcome message – scroll through by using the arrow buttons and look for the following notification. Click on 'claim publications':

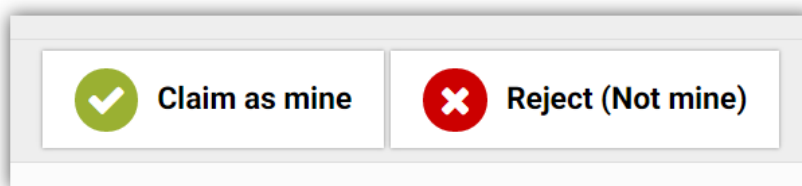


(You will also be able to reject publications by clicking on this button.)

Alternatively, view your list of pending publications by first clicking on 'Menu', then the 'Publications' link, then the 'Pending' tab:



3. Review each publication, and click 'Claim as mine' or 'Reject (Not mine)':



4. If RPS is either failing to find your publications, or finding publications that do not belong to you, review your search settings (see our 'RPS Search Settings' guide, available [here](#))
5. If a publication is missing from your RPS profile and is not listed in your pending area, add it using the instructions available [here](#)

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: [www.ucl.ac.uk/library/open-access/deposit](http://www.ucl.ac.uk/library/open-access/deposit)

Available under the Creative Commons Attribution 4.0 International License (<http://creativecommons.org/licenses/by/4.0/>).