Open Access for the REF:
Claiming publications in RPS
v 1.5

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.

If you have set up searching in RPS (see our 'RPS Search Settings' guide, available here), regular searches will be performed and details of your published work will be pulled in from databases like Scopus and Web of Science. After finding a publication, RPS will either put it in a pending list for you to manually review and 'claim', or it will claim it for you automatically (after recognising identifiers such as your email address or ORCID ID).

This guide explains how to review a publication that RPS thinks is yours, and either claim or reject it. We recommend setting up automatic publication claiming (see our 'Automatic publication claiming' guide) in order to reduce the number of publications that need to be manually reviewed and claimed in this way.
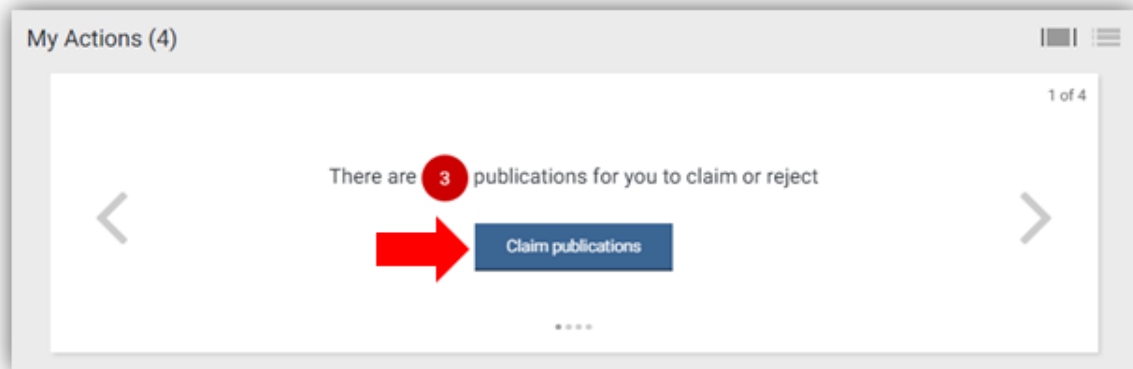
RPS email alerts
RPS will send you email notifications when you have publications in your pending list to review. You should not rely on these notifications as reminders to upload, as they may be sent after the deadline for uploading the paper to RPS has passed (3 months after first online publication). Notifications will **not** be sent for publications that are automatically claimed (i.e. using your email address or ORCID).

Instead, check your publications list frequently and upload your final manuscript as soon as it is accepted for publication (guides are available here). Publication details retrieved by RPS searches after publication will be merged with manually created records. For more information on using ORCID at UCL, see our 'ORCID for UCL researchers' guide.
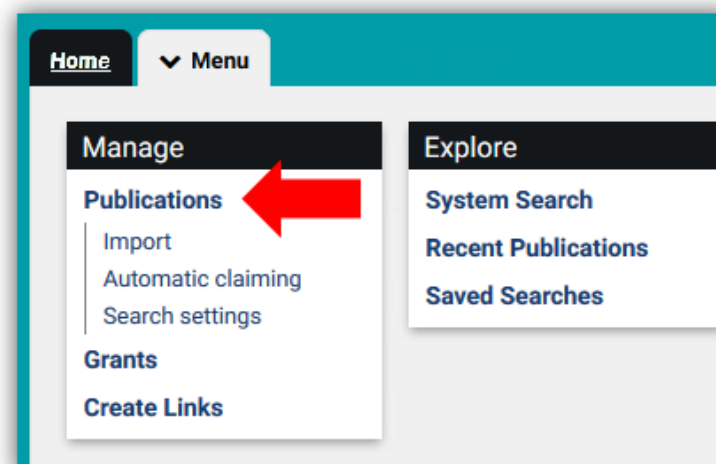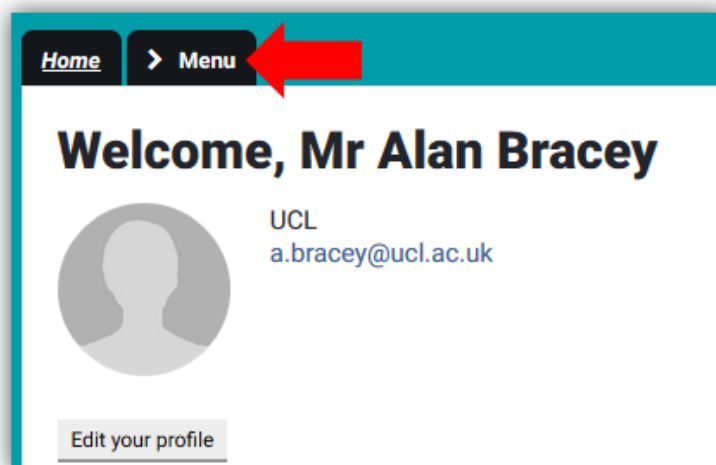
Claiming/rejecting publications in RPS

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:
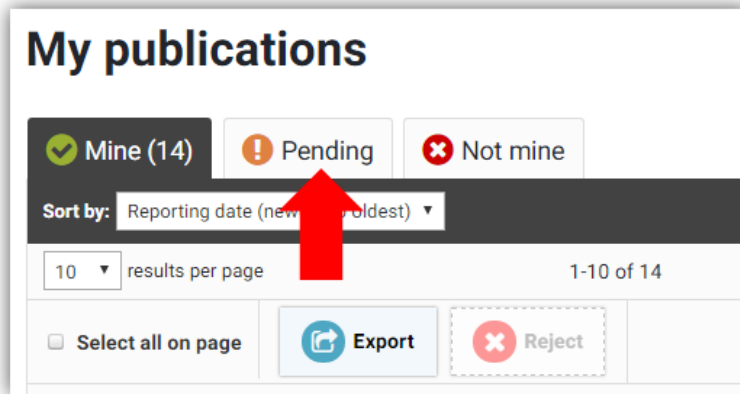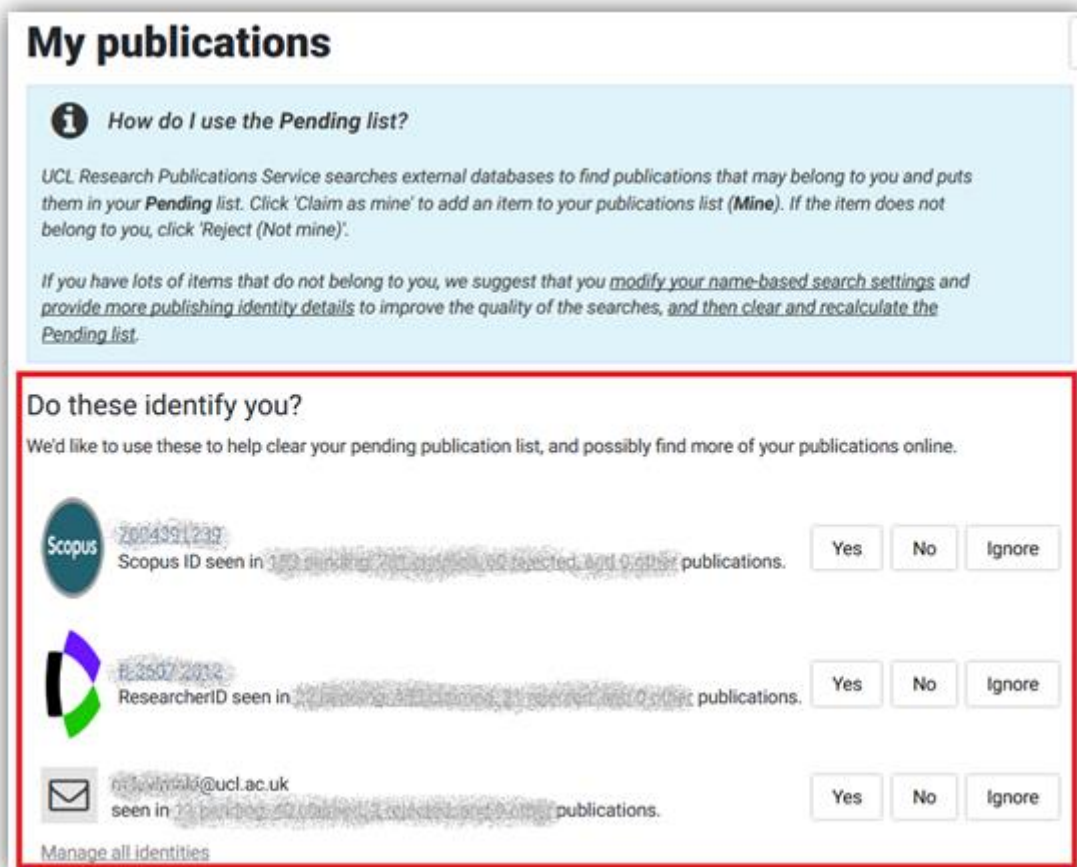

Click on 'claim publications'
(You will also be able to reject publications by clicking on this button.)

Alternatively, view your list of pending publications by first clicking on 'Menu', then the 'Publications' link, then the 'Pending' tab:
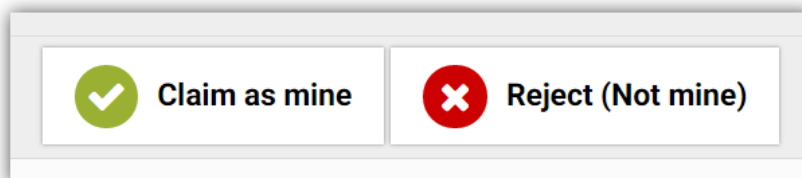
3. You may be prompted to confirm, reject or ignore author identifiers that are frequently found in your search results :

Click 'Yes', 'No' or 'Ignore' for each identifier, then scroll down the page to your list of publications. See our '[Automatic publication claiming](#)' guide for more on setting up author identifiers.

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

5. 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)
6. 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
More UCL OA guides are available: https://www.ucl.ac.uk/library/open-access/guides