



Open Access for the REF: Has my paper been uploaded?

v 1.1

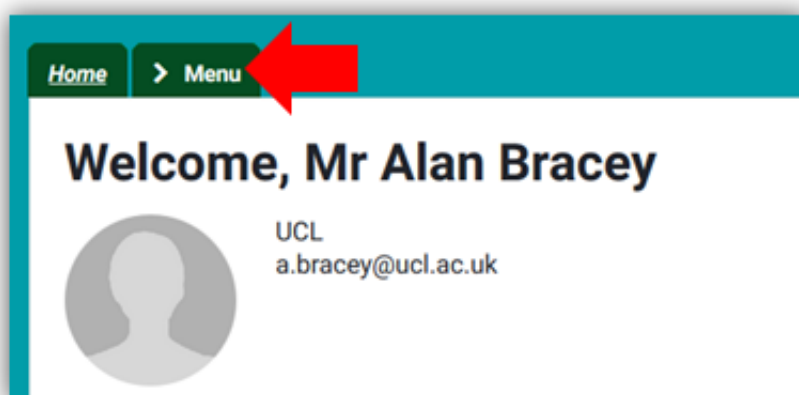
The open access policy for the next REF applies to articles and conference papers accepted after 1 April 2016. All researchers must upload their papers to UCL's Research Publications Service (RPS), **or they will not be eligible for the next REF**. Contact the Open Access Team (open-access@ucl.ac.uk) if you have any questions.

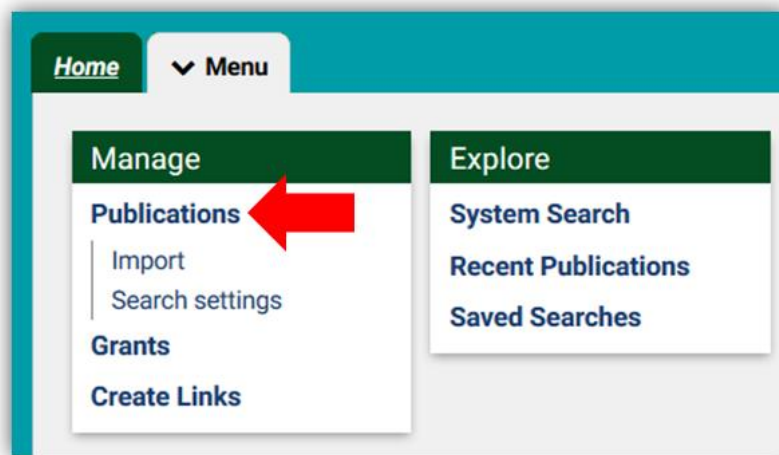
This guide describes two ways of checking whether papers in your RPS profile have already been uploaded:

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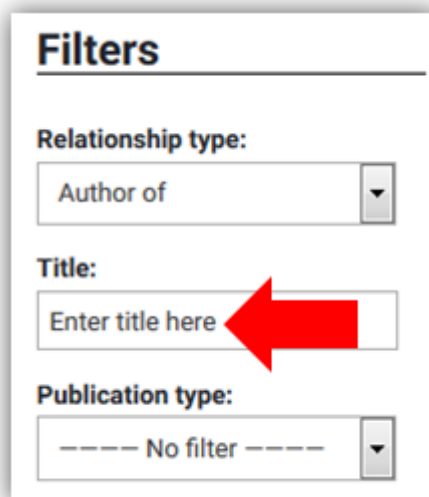
From the publication's RPS record

1. **Log in to RPS** at <http://rps.ucl.ac.uk/>
2. Find your publication by browsing your list of publications - click on 'Menu', then the 'Publications' link:

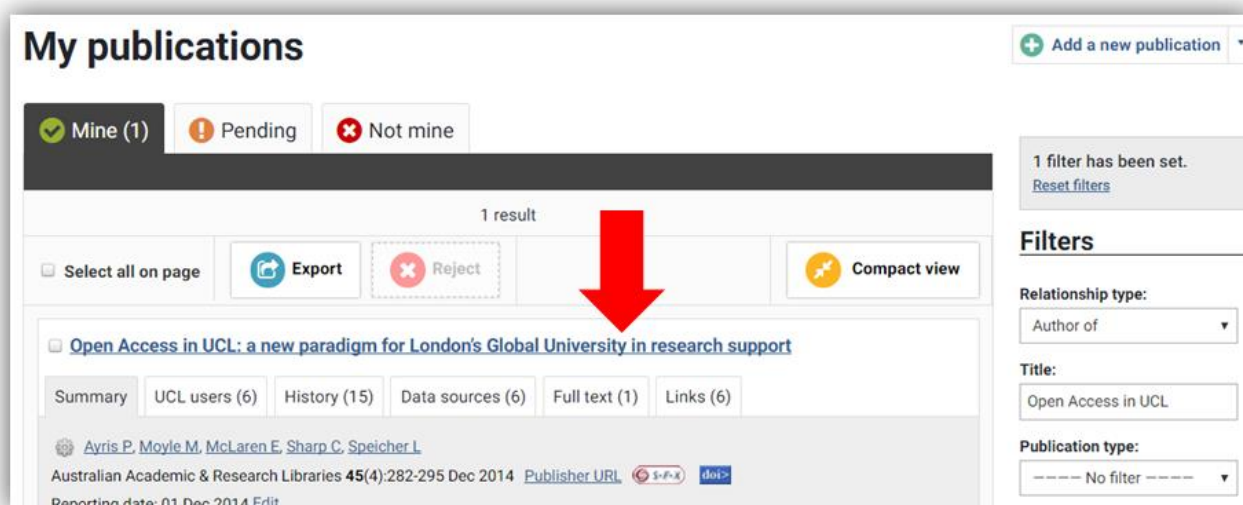




You can use the filter options on the right to refine the list by type, or locate a publication by entering its title:



3. Click on the title of your publication to open its RPS record:



- If the publication has been uploaded, you will see the file listed under the 'Full text' header in the record:

Journal article

Ayris P, Moyle M, McLaren E, Sharp C, Speicher L
 Australian Academic & Research Libraries 45(4):282-295
 Dec 2014 [Publisher URL](#) [DOI](#)

Labels
 0807 Library And Information Studies
 Science & Technology
 Technology
 Information Science & Library Science [and 6 more](#)

Journal Rankings
 Australian Academic and Research Libraries

SNIP	SJR	ERA2010	Impact Factor
0.842	0.588	B	-

Citations
 Scopus: 4, WoS: 2, Europe PMC: ?

Altmetrics
 2

Full text

UCL Discovery
 There is 1 file in the repository:

[Ayris_et_al_2014_AARL.pdf](#) (No file version supplied.)

Live [View deposit](#)

If a file has not been uploaded, you will see a message saying “There are no files for this item in the repository”

Full text

UCL Discovery
 There are no files for this item in the repository.

Some records without an uploaded file may display a green ‘Live’ status and a ‘View deposit’ link. These messages do not relate to file uploads, and should be ignored:

Full text

UCL Discovery
 There are no files for this item in the repository.

Live [View deposit](#)

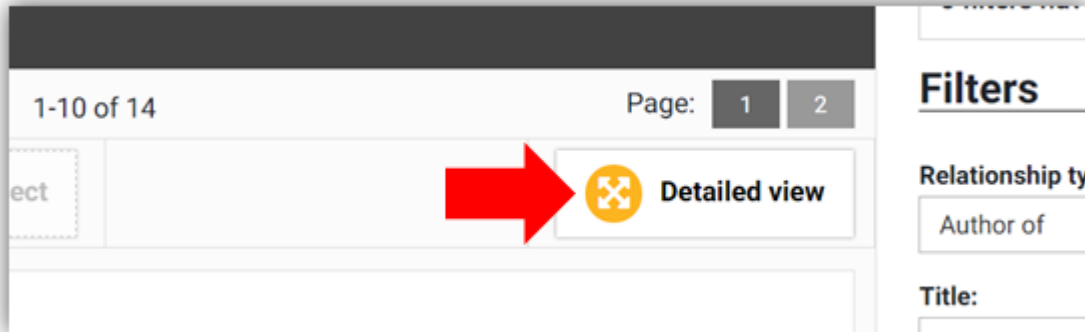
- If at the top of the deposit page you see a message “This publication is live and available in the repository”, ignore it – this does not relate to file uploads.

This publication is live and available in the repository.

You can also check if a publication has been uploaded from your Publications list.

From your Publications list

1. Navigate to your Publications list as per step 2 above.
2. If you see the option to choose “Detailed view” at the top of the page (as opposed to “Compact view”), select it:

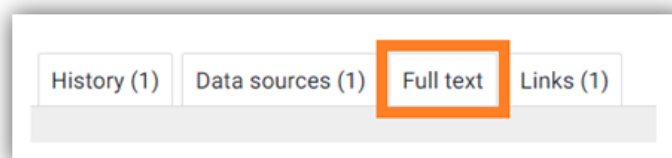


3. If the Full text tab beneath the article title has a number in it, a file has been uploaded to RPS:



The number (1) indicates that a file has been uploaded to RPS. Click on the title of the paper and scroll to the ‘Full text’ header to see the file.

If there is no number in the ‘Full text’ tab then a file is missing and needs to be uploaded:



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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