



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

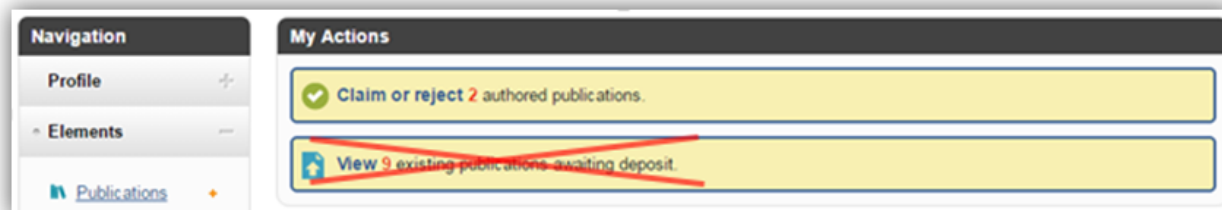
v 1.0

The open access policy for the next REF applies to articles and conference papers accepted after 1 April 2016. All researchers staff 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:

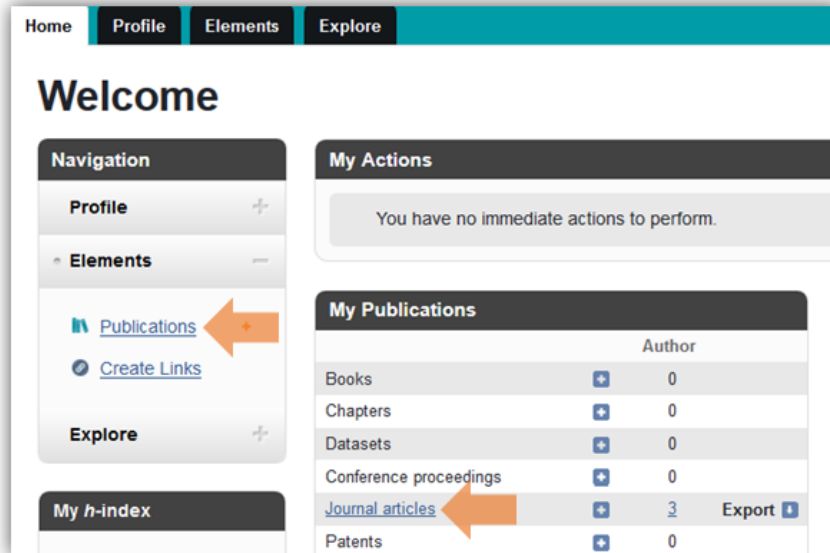
- From the publication's RPS record.....2
- From your Publications list3

Please note that you should ignore prompts to deposit in your RPS home screen: they do not appear for all papers that need to be uploaded:

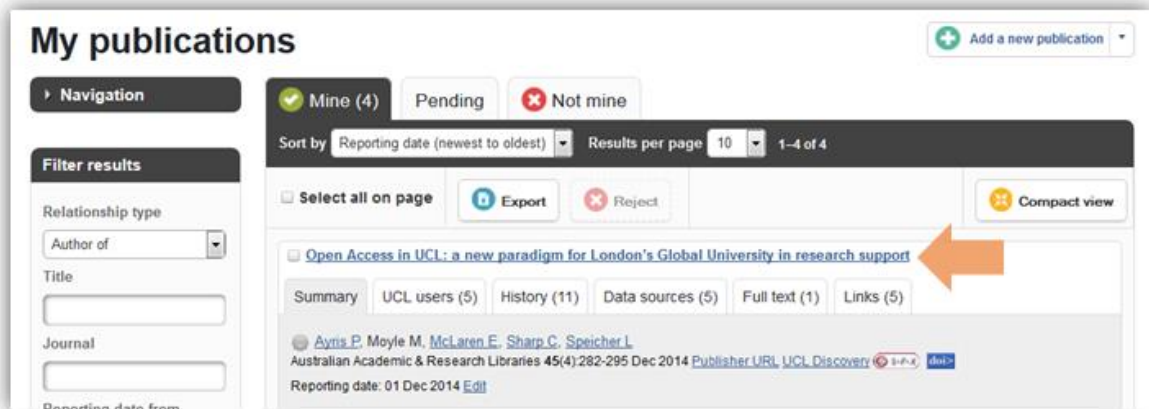


From the publication's RPS record

1. **Log in to RPS** at <http://rps.ucl.ac.uk/>
2. Find your publication by clicking on the Publications link in the Navigation menu, or on the type of output in the My Publications section (e.g. Journal articles):



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



4. If the publication has been uploaded, you will see a file icon 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 +
 article processing charges + Open Access +
 scholarly publishing + UCL + research [and 1 more](#)

Journal Rankings					Citations			Altmetrics
ISSN	SNIP	SJR	ERA2010	Impact Factor	Scopus	WoS	Europe PMC	
0004-8623	0.842	-	B	-	4	2	?	?
1839-471X	-	0.588	-	-				

UCL Discovery (1) ~~Deposited~~

First deposited 08 Dec 2015 15:29:20

Available files:

 [Ayris et al 2014 AARL.pdf](#) 

[Go to the deposit page](#)

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

UCL Discovery ~~Deposited~~

There are no files for this item in the repository.

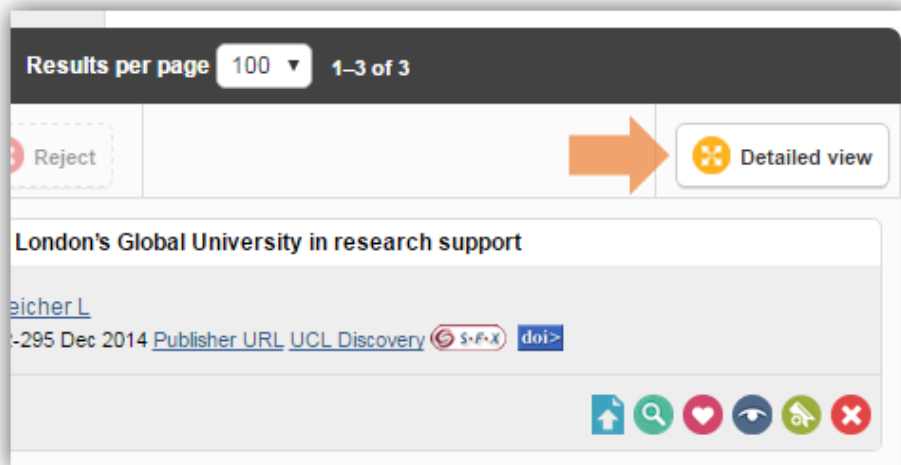
[Go to the deposit page](#)

Ignore the green “Deposited” status: this means that the citation is in UCL Discovery, but does not mean that the paper has been uploaded.

From your Publications list

1. Navigate to your Publications list as per step 2 above.

- If you see the option to choose “Detailed view” (as opposed to “Compact view”), select it:



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

The screenshot shows the 'My publications' page. It has a navigation menu on the left and a main content area. The main content area shows a list of publications. The first publication is 'Computational modelling of movement-related beta-oscillatory dynamics in human motor cortex' by Bhatt MB, Bowen S, Rossiter HE, Hadwen J, Moran RJ, Friston KJ, Ward NS. The 'Full text' tab for this publication has a count of (1). A callout box points to this tab with the text: 'This number (1) means that a file has been uploaded to RPS. Click on the title of the paper, above, to see the file.' The second publication is 'Towards a Neuronal Gauge Theory' by Sengupta B, Tozzi A, Cooray GK, Douglas PK, Friston KJ. The 'Full text' tab for this publication has a count of (1). A callout box points to this tab with the text: 'There is no number in the Full text tab, so there is no file in RPS for this paper.'

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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