



Open Access for the REF: RPS search settings

v 1.1

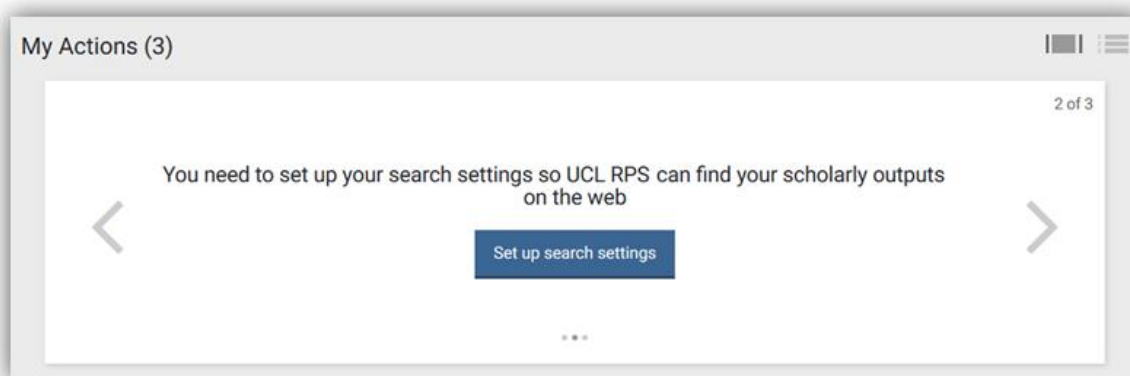
The open access policy for the next REF applies to articles and conference papers accepted after 1 April 2016. All researchers must upload their papers to UCL's Research Publications Service (RPS), **or they will not be eligible for the next REF**. Contact the Open Access Team (open-access@ucl.ac.uk)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

In some disciplines, RPS finds records of papers in databases like Scopus and Web of Science, based on your RPS search settings, and offers them to you to "claim" after publication. This guide will help you choose which search settings to apply so that RPS accurately identifies your publications.

RPS will usually send you email notifications when you have publications to review and claim (or reject). 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). Instead, upload your accepted 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.

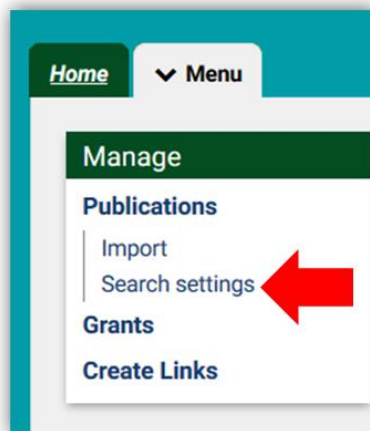
To turn on and set up searching in RPS:

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. If you see the following message, then searching is turned off:



Click on the 'Set up search settings' link.

If you do not see this message because searching is already switched on, you can update your settings by clicking on the 'Menu' tab then the 'Search settings' link from under the 'Publications' header:

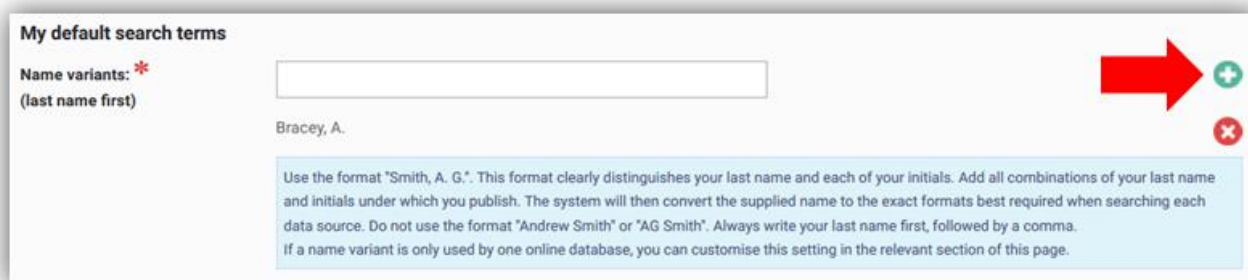


3. In the 'Name variants' section, add all variations of your name that appear in your published papers, in all formats your publishers use, eg.

- Smith, Jonathan Andrew
- Smith, Jonathan A.
- Smith, Jonathan
- Smith, Jon A.
- Smith, J. A.
- Smith, J.

You can use the [author identifier tool](#) in Scopus to check name variants.

4. Use the Plus (+) and cross (x) symbols to add and remove name variants:



5. In the 'addresses' section, add all variations of your institutional affiliation that might appear in your published papers (including previous institutions, if you wish), eg.

- UCL
- University College London
- Univ Coll Lond
- Institute of Neurology
- ION
- Newcastle

If there is an identifiable postcode for your institute, you could consider entering it in this section.

6. Scroll to the bottom of the page and put a tick in the 'Currently searched' column next to the databases that you want RPS to search. If in doubt, select them all. Use 'Simple mode' for each - 'Advanced mode' is not recommended. Click save:

	Currently searched	Simple mode	Advanced mode	Use default search terms (simple mode only)
arXiv	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
CINii EN	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
CINii JP	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
DBLP	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
figshare.com (not configured)	Configure			
MLA	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
ORCID (not configured)	Configure			
PubMed	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>
SciVal Experts	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>
Web of Science	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>

Save

7. Unless you have a very common name (and so need to restrict your searches further, to avoid finding records that don't belong to you), you are strongly advised **not** to add any search terms other than your name variants and institution (eg. UCL, University College London, Univ Coll Lond).
8. If RPS is returning too many publications because you have a common name, consider using publication year (start date) to differentiate your papers from other authors'.
9. If you have created an ORCID and linked it in RPS (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. Because you will not receive notifications from RPS asking you to claim records, you will need to monitor your publications in RPS and upload manuscripts when they are accepted. See the ORCID section of this guide for more information.
10. For further information on RPS search settings, see:
<https://www.ucl.ac.uk/isd/services/research-it/help/faqs/rps-faqs>

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