



Open Access for the REF: Upload your publication to RPS

v 1.2

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.

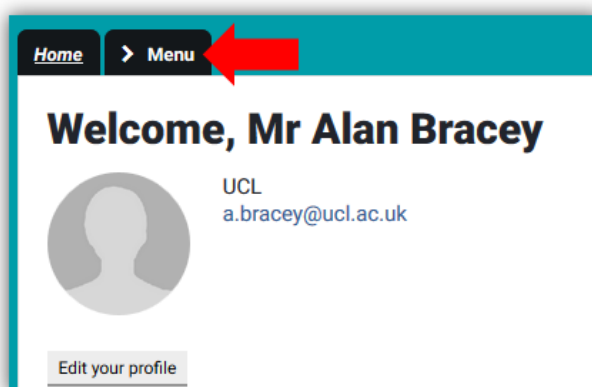
In order to upload publications to RPS, you must have already claimed or recorded the publication in your RPS profile (guides are available [here](#)).

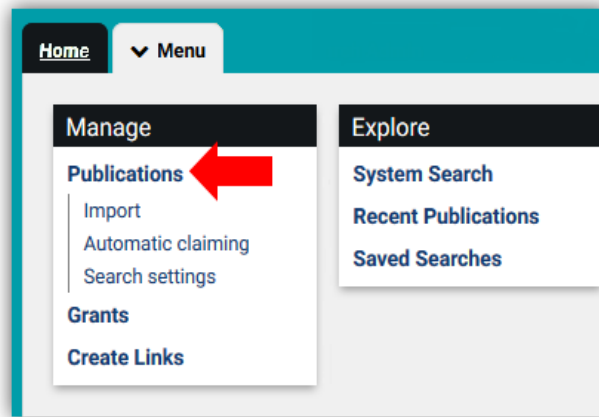
The Open Access Team will make your uploaded manuscript open access through UCL Discovery, UCL's open access repository, according to the publisher's copyright permissions (usually involving a delay period). There are two steps to uploading:

- Find the publication in your RPS profile 1
- Upload your manuscript 3

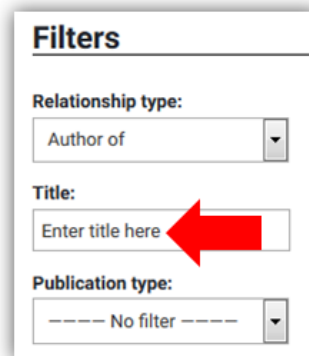
Find the publication in your RPS profile

1. **Log in to RPS** at <http://rps.ucl.ac.uk/>
2. View your list of publications by clicking on 'Menu' and choosing the 'Publications' link from under the 'Manage' heading:

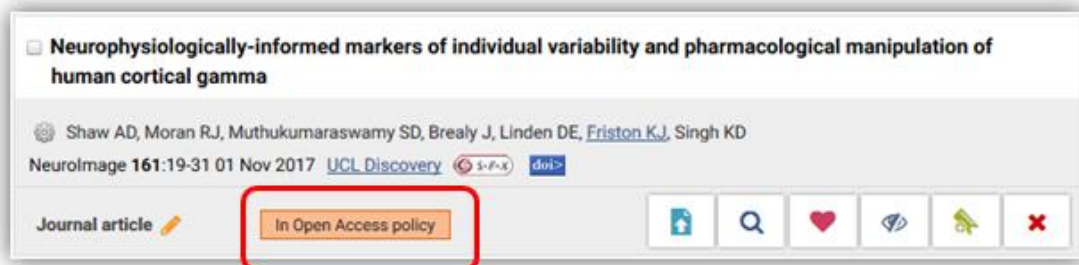




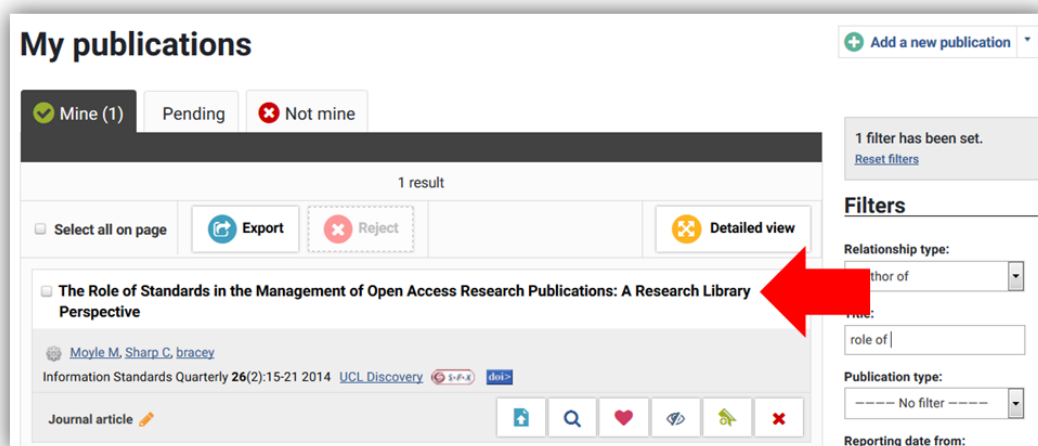
3. Use the filters on the right to navigate to the publication:



4. Note that the 'In Open Access policy' badge does **not** indicate compliance with the REF open access policy – it simply indicates that the publication is in scope of the policy.



Click on the publication title to enter its RPS record:

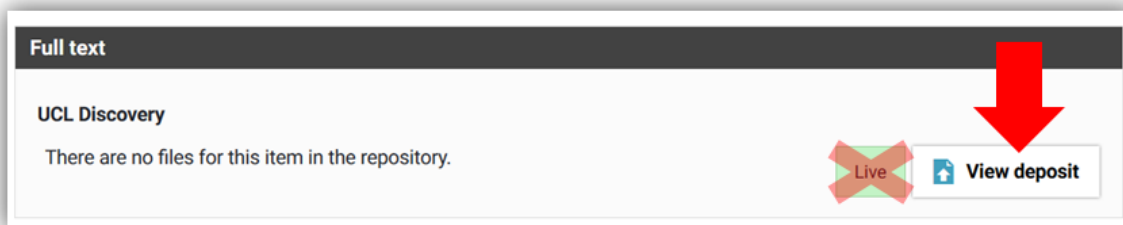
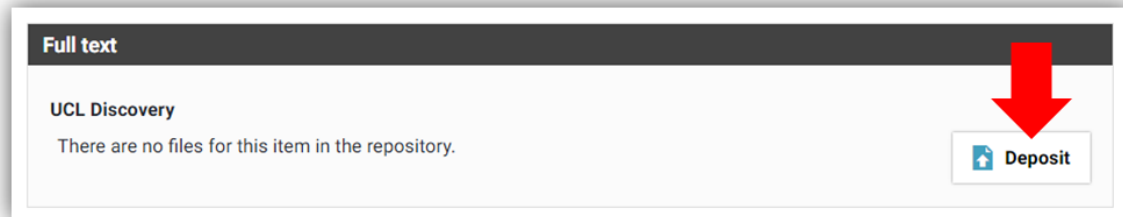


Upload your manuscript

5. Scroll to the box entitled 'Full text'. If the file has not been uploaded, you will see the message: 'There are no files for this item in the repository'.

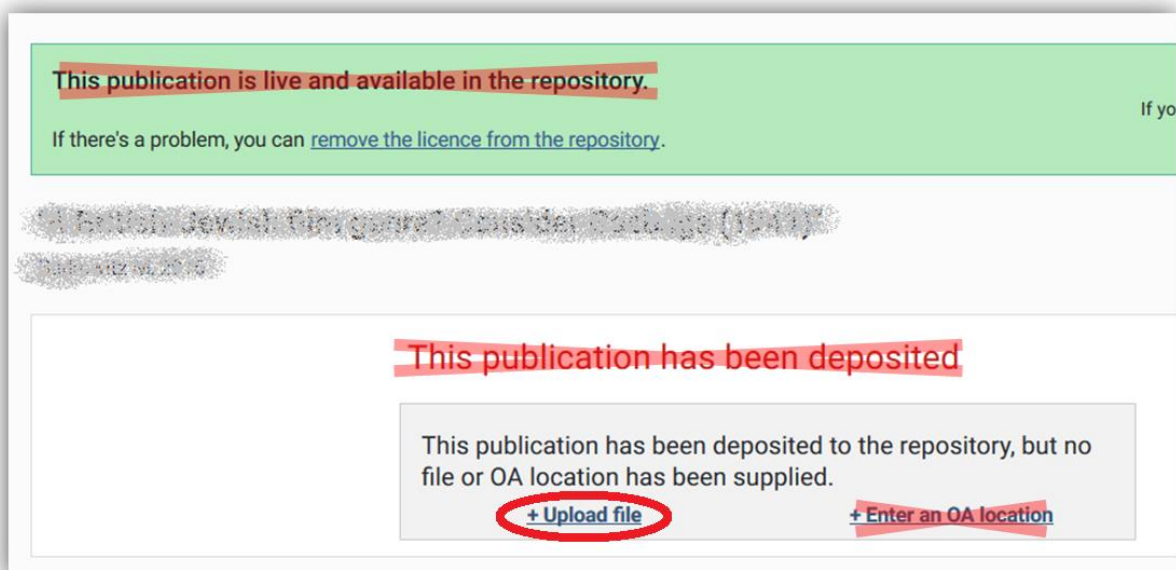
Some records may display a green 'live' status – this does not relate to file uploads, and should be ignored.

Click on the 'Deposit' or 'View deposit' link:



6. The next screen may display the following messages, which are not related to file uploads and should be ignored:
 - 'This publication is live and available in the repository'
 - 'This publication has been deposited'

Click on 'upload file'. Note that it is **not** sufficient to enter an OA location URL - the file must be uploaded to RPS:



7. Navigate to your copy of the file using the 'Choose file' button. For journal articles and conference proceedings, select the version you are uploading (accepted or published). This should normally be the accepted manuscript, since few publishers allow the published version to be made open access through a repository. Ignore the option at the bottom to deposit the publication without a file.

Now click 'Upload':

1. Prepare deposit (step 1 of 2)

Upload file ~~Enter an OA location~~ [Close section](#)

Upload files from your local machine:

* Choose file: test.pdf

* File version:

Upload

or

~~Or would you like to deposit the publication without a file?~~

8. Finally, click 'Deposit my publication':

1. Prepare deposit (step 1 of 2)

1 file has been uploaded:

Accepted version.

[+ Upload another file](#) ~~+ Enter an OA location~~

2. Complete deposit (step 2 of 2)

By depositing you agree to the [UCL Discovery](#) licence.

Deposit my publication

This puts the file into RPS. Note that the paper is not made open access at this point. The Open Access Team will check the publisher's copyright, and apply any embargo (delay on open access) that the publisher requires. After the Open Access Team has processed the file, the citation will appear in UCL Discovery, but the manuscript will not be made open access until the end of the embargo period.

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