



Open Access for the REF: Upload your publication to RPS

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.

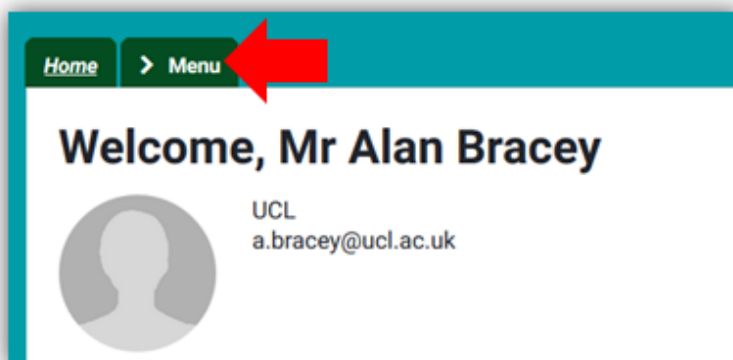
In order to upload publications to RPS, you must have already claimed or recorded the publication in your RPS profile (guides are available [here](#)).

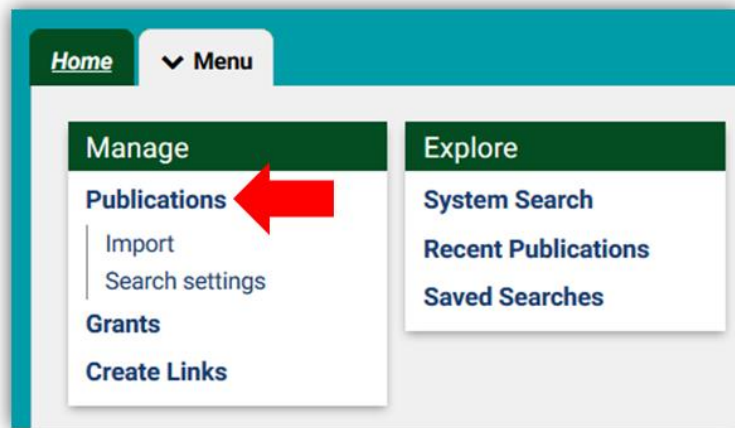
The Open Access Team will make your uploaded manuscript open access through UCL Discovery, UCL's open access repository, according to the publisher's copyright permissions (usually involving a delay period). There are two steps to uploading:

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

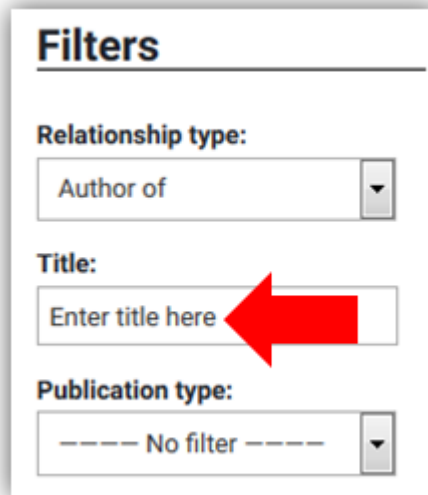
Find the publication in your RPS profile

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:

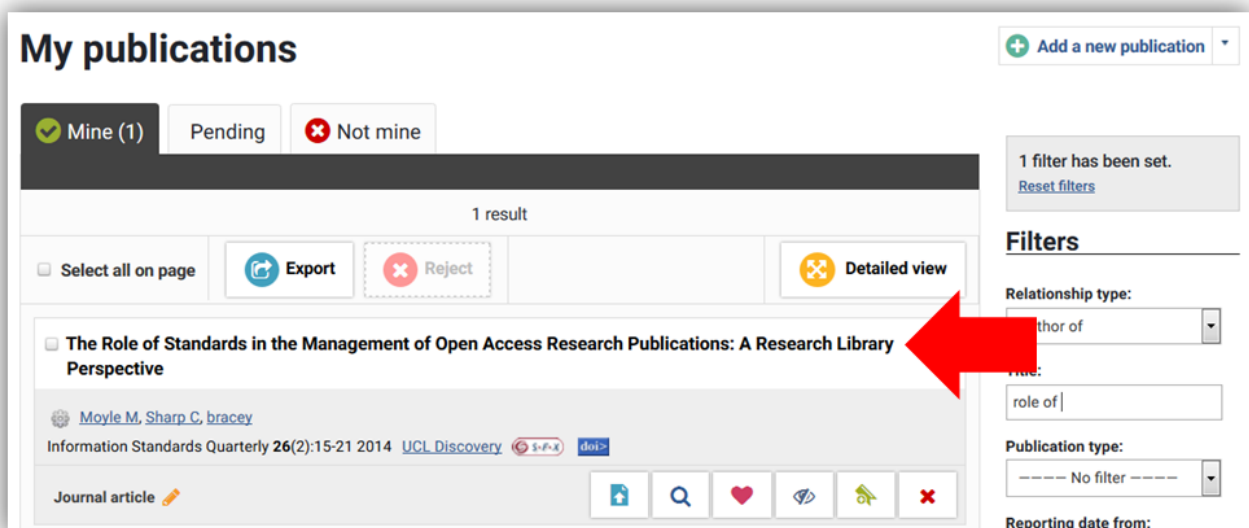




3. Use the filters on the right to navigate to the publication:



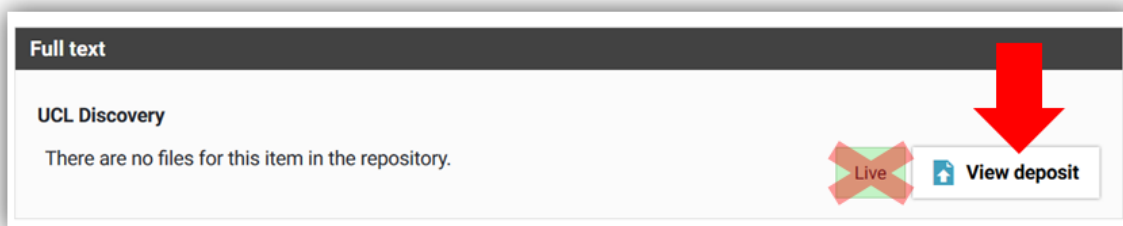
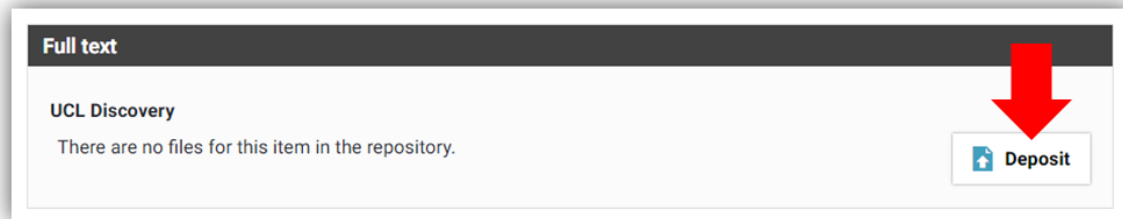
4. Click on the publication title to enter the publication's RPS record:



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'.

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



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

6. If you see a message at the top of this screen saying '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.

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.

Note that it is not sufficient to enter a URL in the OA location box - the file must be uploaded to RPS. Now click 'Upload':

Deposited files and OA locations

Upload file ~~Enter an OA location~~

Upload files from your local machine:

* Choose file: Choose file Accepted manuscript.docx

* File version: Accepted version

Upload

7. Finally, click 'Deposit my publication':

Upload files or enter an OA location

1 file has been uploaded:

Accepted manuscript.docx
Accepted version.

+ Upload another file ~~+ Enter an OA location~~

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.

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/>).