



Open Access for the REF: Upload your publication to RPS

v 1.0

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.

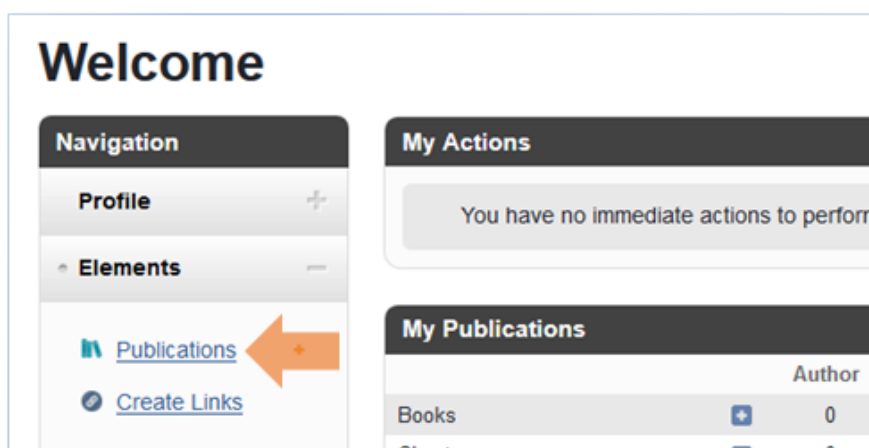
In order to upload publications to RPS, you must have already claimed or added the publication to your profile in RPS (guides are available [here](#)).

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 manuscript3

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 the 'Publications' link on the left of the screen in 'Home' tab:



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

My publications

Navigation

Filter results

Relationship type
Author of

Title

Journal

Reporting date from

Reporting date to

Publication type
Journal article

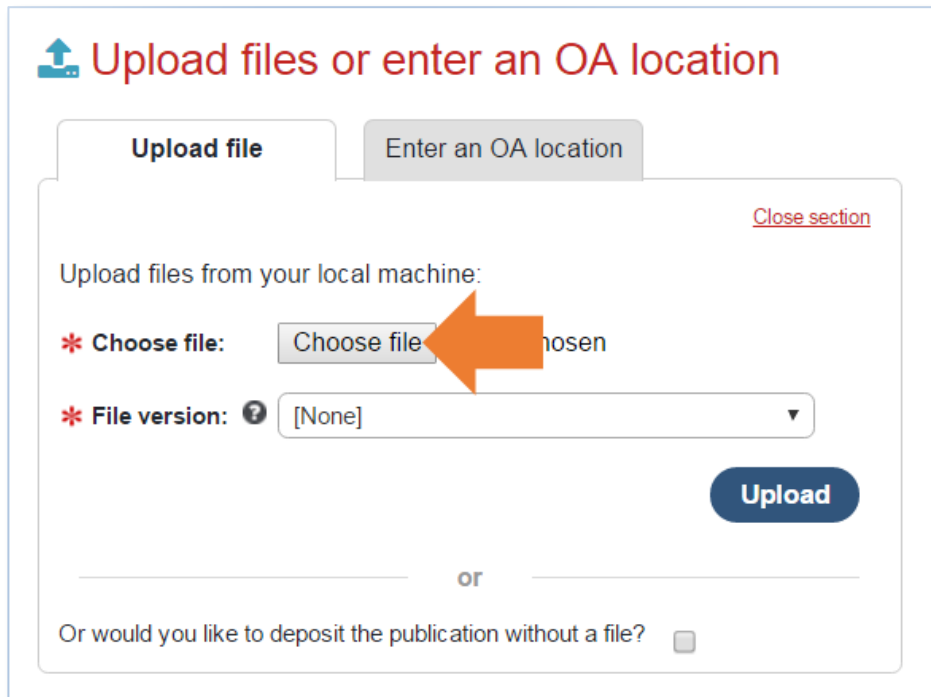
4. Click on the publication title to enter the publication's RPS record. Scroll to the UCL Discovery box and click 'Go to the deposit page' (ignore the Green deposited status: this does not relate to file uploads):

UCL Discovery ~~Deposited~~

There are no files for this item in the repository.  [Go to the deposit page](#)

Upload your manuscript

5. Navigate to your copy of the file using the 'Choose file' button:



Upload files or enter an OA location

Upload file | Enter an OA location

[Close section](#)

Upload files from your local machine:

* **Choose file:** No file chosen

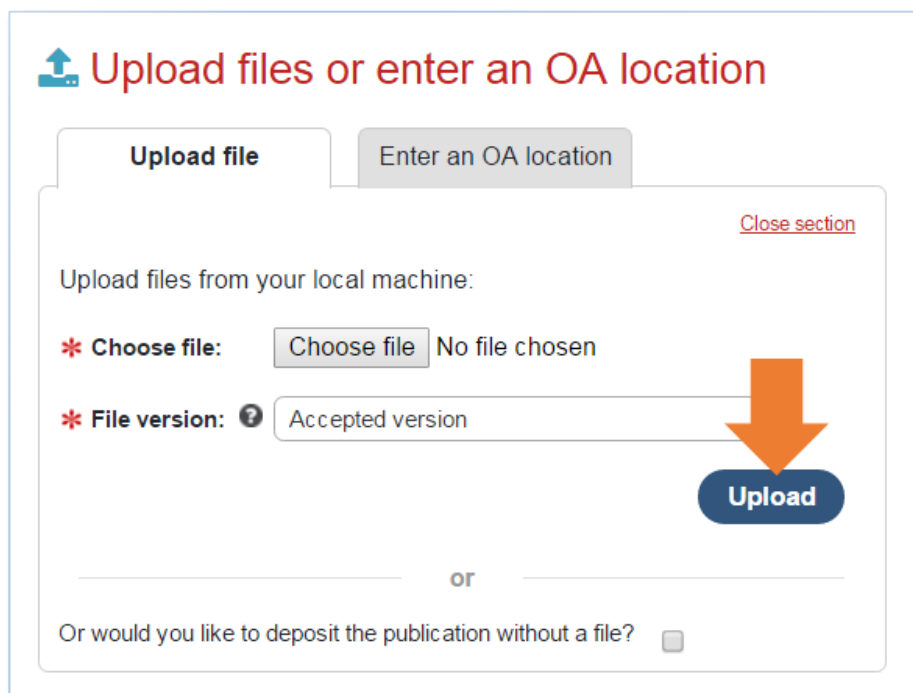
* **File version:**

or

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

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.

6. Then click upload:



Upload files or enter an OA location

Upload file | Enter an OA location

[Close section](#)

Upload files from your local machine:

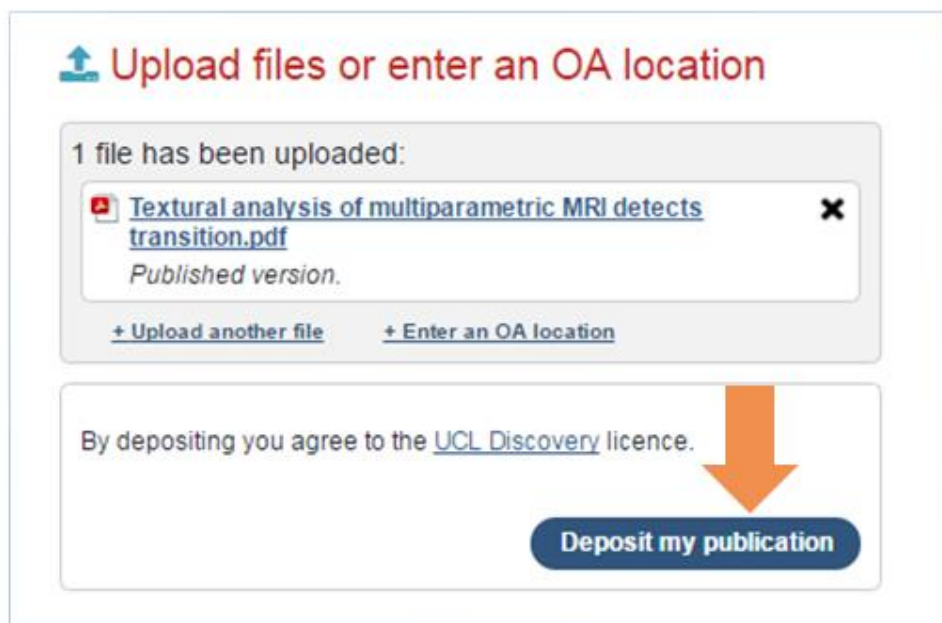
* **Choose file:** No file chosen

* **File version:**

or

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

7. Finally, click '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/>).