Open Access for the REF: Record a publication in your RPS profile

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.

Before you can upload a manuscript to RPS, a record of the publication must be associated with your profile in RPS. These instructions will show you how to:

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Once a publication is listed in your RPS profile, you can upload the manuscript (see our ‘Upload your publication to RPS’ guide available here: https://ucl.ac.uk/library/sites/library/files/OA_upload.pdf).

**Check if the publication is listed in your RPS profile**

1. Log in to RPS at http://rps.ucl.ac.uk
2. View your list of publications by first clicking on ‘Menu’, then the ‘Publications’ link:
3. Check if your publication is already listed – enter its title using the filter options on the right:

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4. If you see the following message, a record of the publication is not yet in your RPS list, and you need to add it:
Search for the publication in RPS and external databases

5. Click on the ‘Add a new publication’ link near the top right of the screen, and choose the relevant type from the drop-down list:
6. Search for your publication by DOI or title, to see if there is already a record in RPS that you can claim. You will also be able to bring in a record from an external database like Scopus or Web of Science, if one is available.

7. If your publication is found, click 'Claim':

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Manually add your publication in RPS

8. If searching by title or DOI returns no results, you will need to create a short manual record in RPS. Click on ‘Go to next step’ at the bottom right of the page:
9. Use the form to enter details of the publication. For articles and conference proceedings, required fields are:

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- Title
- Author(s)
- Journal name (for journal articles)
- Date of acceptance (when the publisher notified the corresponding author that the paper is proceeding to publication)
- Online publication date (actual or estimated date of first online publication - must be on or after date of acceptance)
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![Image of a form with journal, date of acceptance, and publication date fields filled in.]

You are now ready to upload your manuscript.

See our FAQs for more on the REF OA policy: http://ucl.ac.uk/library/open-access/faqs

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_Last update: August 2019_

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