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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 (our uploading guide is available here).

Check if the publication is listed in your RPS profile
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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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7. If your publication is found, click 'Claim':

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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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   d) Author(s)
   e) Journal name (for journal articles)
   f) Date of acceptance (when the publisher notified the corresponding author that the paper is proceeding to publication)
   g) Online publication date (actual or estimated date of first online publication - must be on or after date of acceptance)
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