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:

1. Check if the publication is listed in your RPS profile
2. Search for the publication in RPS and external databases
3. Manually add your publication in RPS

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://www.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:

If the publication is displayed in the results list on the left, you are ready to upload your manuscript.

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.

![Add journal article](image)

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

![Add journal article](image)

You are now ready to upload your manuscript. If your publication is not found, continue with the steps below.

**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:

- Your relationship with the article (e.g. author)
- Type e.g. article, letter (for journal articles)
- 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)
- Publication date (actual or estimated date of official/final publication - must be on or after date of acceptance)
10. Click Save:

You are now ready to upload your manuscript.

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

More UCL OA guides are available: http://www.ucl.ac.uk/library/open-access/guides

Last update: August 2019

Available under the Creative Commons Attribution 4.0 International License (http://creativecommons.org/licenses/by/4.0/).

open-access@ucl.ac.uk
https://www.ucl.ac.uk/library/open-access