

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

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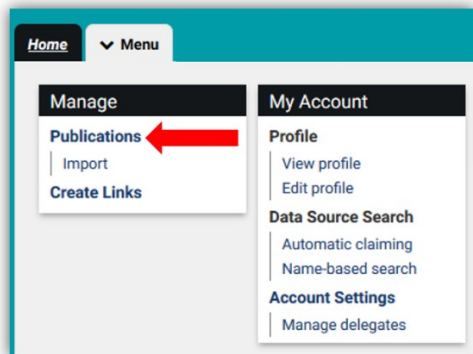
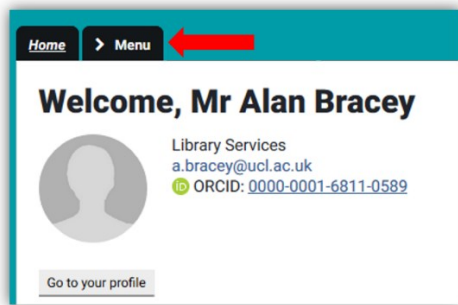
Before you can upload a manuscript to RPS, a record of the publication must be associated with your profile in RPS. These instructions will show you how to:

Check if the publication is listed in your RPS profile	1
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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

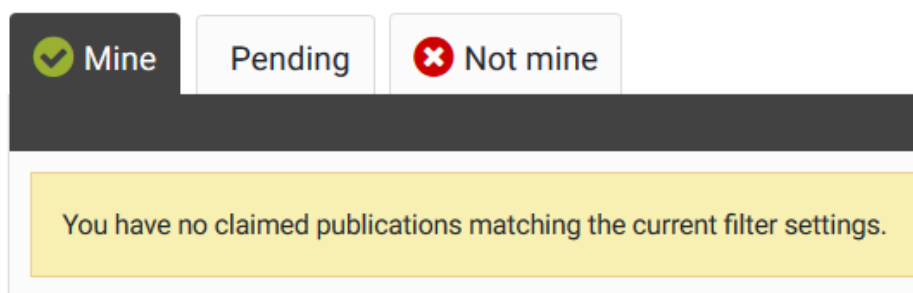
1. Log in to RPS at <http://rps.ucl.ac.uk>
2. View your list of publications by first clicking on 'Menu', then the 'Publications' link:



3. Check if your publication is already listed – enter its title using the filter options on the right:

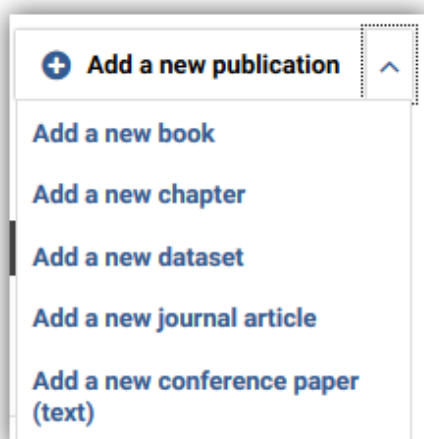
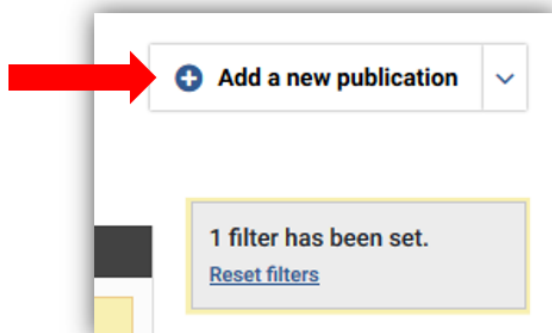
If the publication is displayed in the results list on the left, you are ready to upload your manuscript).

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.

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Your journal article may already exist in **UCL Research Publications Service**, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

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

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p C, Speicher L

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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:

In UCL Research Publications Service - Showing 0 results

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In External Database - Showing 0 results

[Explain these results](#)



[Go to next step](#)

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)
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10. Click Save:

* Journal: PLoS ONE ✓

* Date of acceptance: 16 Mar 2017 ✓

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* Publication date: 02 May 2017 ✓

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