

## Open Access for the REF: Upload your publication to RPS

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](mailto:open-access@ucl.ac.uk)) if you have any questions.

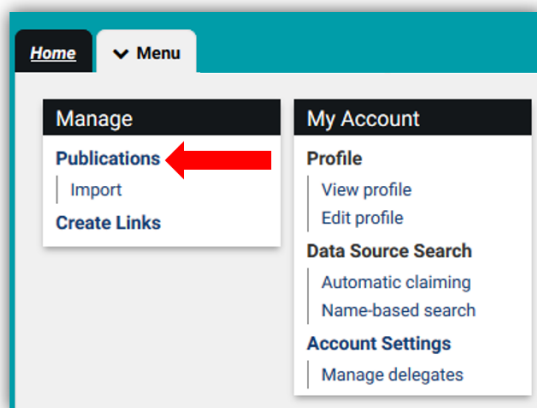
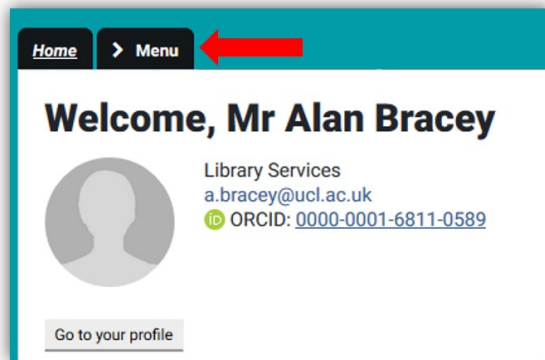
In order to upload publications to RPS, you must have already claimed or recorded the publication in your RPS profile (guides are available here: <https://ucl.ac.uk/library/open-access/guides>).

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:

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|--|---|
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### 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 'Menu' and choosing the 'Publications' link from under the 'Manage' heading:



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

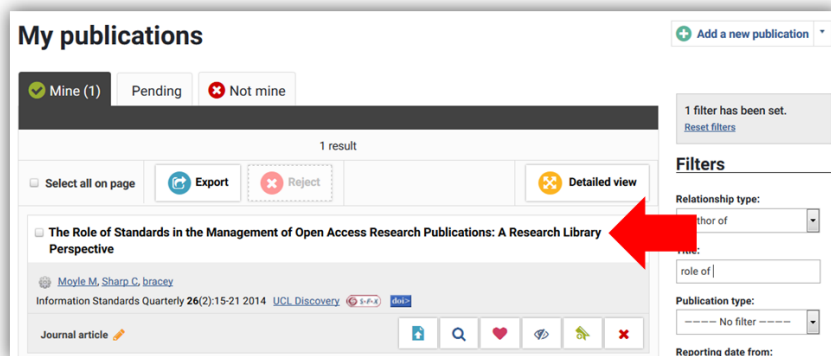
### Filters

**Relationship type:**  
Author of ▾

**Title:**  
Enter title here

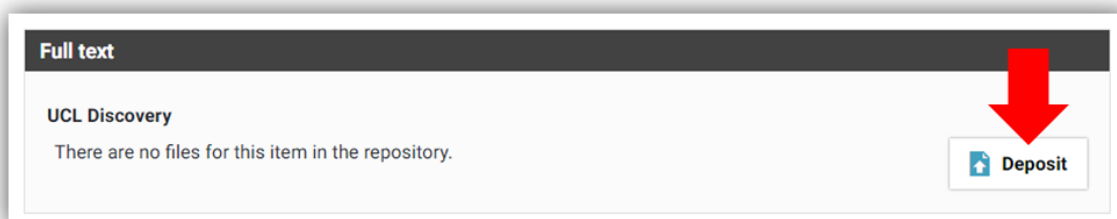
**Publication type:**  
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Click on the publication title to enter its RPS record:



## Upload your manuscript

4. Scroll to the box entitled 'Full text'. If the file has not been uploaded, you will see the message: 'There are no files for this item in the repository'. Click on the 'Deposit' link:



5. Click on 'Browse' and navigate to your copy of the 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. Now click 'Upload':

### 1. Prepare deposit (step 1 of 2)

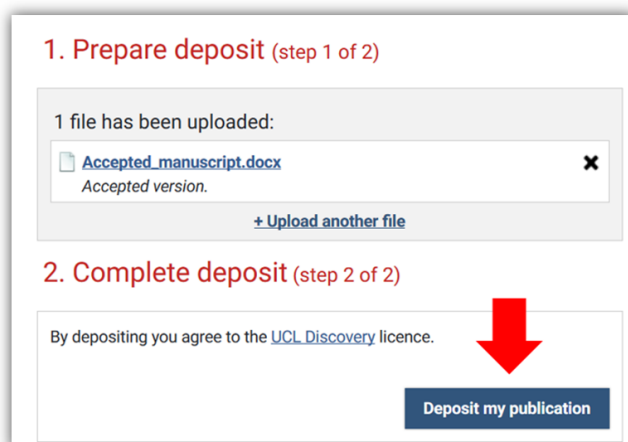
#### Upload file

Upload files from your local machine:

\* Choose file:  Accepted\_manuscript.docx

\* File version:

6. Finally, click 'Deposit my publication':



The screenshot shows a two-step process for depositing a publication. Step 1, '1. Prepare deposit (step 1 of 2)', shows a file upload section where '1 file has been uploaded: Accepted\_manuscript.docx Accepted version.' with a '+ Upload another file' link. Step 2, '2. Complete deposit (step 2 of 2)', shows a statement 'By depositing you agree to the UCL Discovery licence.' and a blue button labeled 'Deposit my publication'. A large red arrow points down to this button.

This puts the file into RPS.

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

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

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