Open Access for the REF: Automatic publication claiming in 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) if you have any questions.

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What is automatic claiming?

RPS searches external databases (like Scopus or Web of Science) to find publications that may belong to you. By default, these are put in a pending list for you to manually review and claim - however you can choose to have RPS automatically claim publications for you (i.e. without you reviewing them), if they contain any of the following identifiers:

- email addresses
- arXiv Author Identifier
- figshare.com account
- ORCID
- ResearcherID

- Scopus ID
- SSRN Author ID

By adding or confirming the identifiers listed above, you can minimise the number of publications that are sent to your 'pending' publications list, and you will be asked to verify your publications less frequently. This guide explains how to set up automatic claiming using these identifiers.
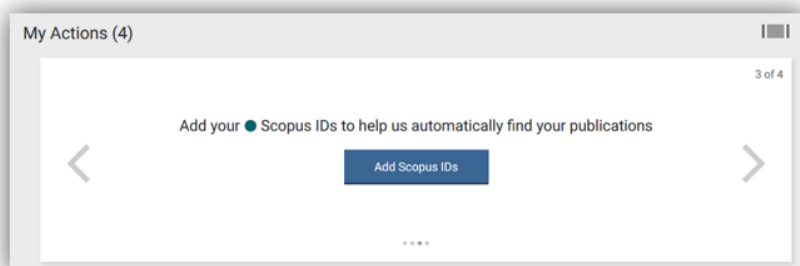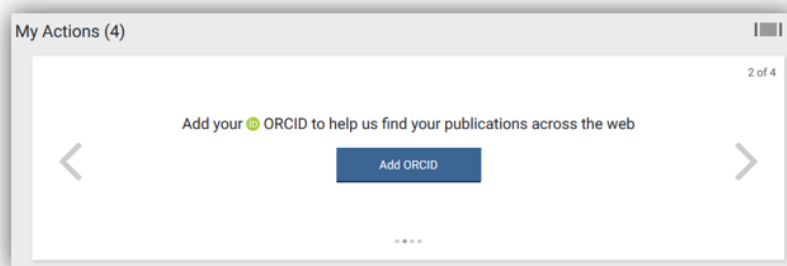
Please note: you will **not** be sent emails prompting you to review publications that are automatically claimed - they will appear in your publications list as soon as RPS finds them. You must remember to monitor your publications list in RPS and upload files in time to comply with the REF open access policy.

To set up or amend the searches that RPS regularly performs for your publications, see our 'RPS Search Settings' guide. All RPS guides are available here: https://ucl.ac.uk/library/open-access/guides.
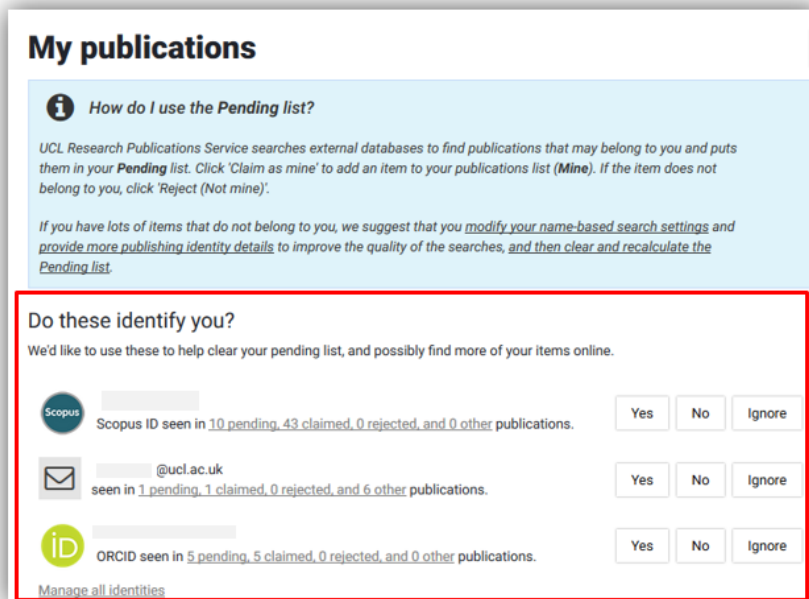
Automatic claiming prompts

You may be prompted to add identifiers from the Home page, after logging in to RPS:
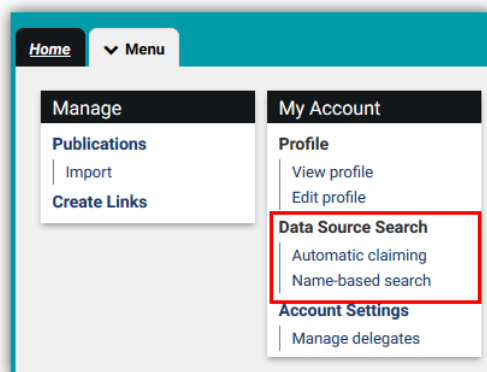
You may also be prompted to confirm identifiers that are frequently found in your search results, when you check the pending tab of your publications list:

Automatic claiming by author IDs

To view the full list of available author identifiers, navigate to the 'Automatic claiming' page using the menu at the top of RPS:

Verify any outstanding identifiers under the header 'Do these identify you?' by answering 'Yes', 'No', or 'Ignore' to claim or reject publications based on this identifier, or 'Ignore' to take no action based on this identifier:

Identifiers that you have already set up will be displayed under the 'External profiles' header, and you can add more IDs by clicking on the links in the 'Add external profiles' section at the top of the page:

Click on the links to set up each identifier. For more information on using ORCID at UCL, see our 'ORCID for UCL researchers' guide.
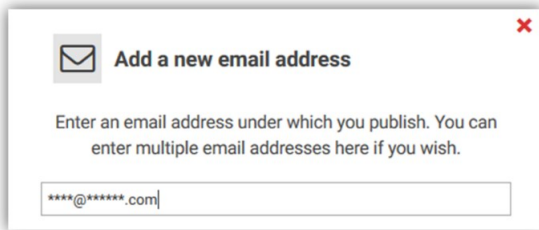
Automatic claiming by email address

The email address associated with your RPS account is used to automatically claim your publications by default, and will be displayed below the 'Email addresses' header on the Automatic claiming page:

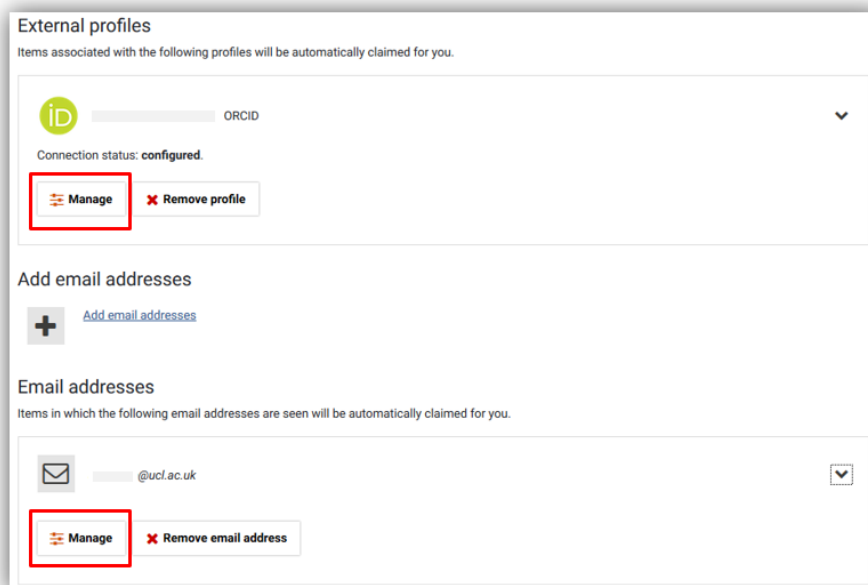Click on 'add email addresses' to add more addresses:

When adding addresses, you must initially choose between 'auto claim' and 'auto suggest' for associated publications. Once added, you can choose further options by clicking on the address and choosing the 'manage' option.

Automatic rejection of publications

You can also choose to automatically reject publications based on an identifier (including additional email addresses you have added). This could be useful if you don't want RPS to show you publications by an author with the same name as you.

Once you have added an external identifier or email, click the arrow then choose 'manage' to open additional options:

For each identifier you've added, you will be able to choose between:

- Auto claim publications: new publications associated with this identifier will be automatically claimed for you.

- Auto suggest publications: new publications associated with this identifier will be placed in your pending publication list (i.e. for you to review and claim manually).
- Ignore: No special action will be taken when this identifier is seen.
- Auto reject publications: publications will be automatically rejected where the only author that matches your name has this identifier. RPS will also automatically infer that other identifiers associated with the same author are also not yours.

Note: you cannot ask RPS to automatically reject publications based on your default UCL email address.

Identifiers that you are using to automatically reject publications, or that you have chosen to ignore, can be found by clicking on the 'Not me' or 'ignored' tabs:

You can change the settings for these identifiers at any time by clicking on the arrow in the identifier's box address and choosing 'manage'.

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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