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Library General FAQs

As part of the **Publications Strategy** \( \bar{\substack} \), academic staff are required to deposit

Staff are asked to provide the version of their paper that is as close as possible to

the published version. Bibliographic details of all other research outputs should be

where copyright allows, all research papers (including journal articles and conference papers) into IRep upon publication or as soon as possible thereafter.

### About us

Institutional repository

deposited in IRep.

What should I deposit?

**General FAQs** 

**Resources & collections** 

### **Institutional Repository**

Other passwords

RefWorks

Special Collections

Using the Library

**Developing skills** 

Learning and teaching

# Benefits of depositing in IRep

It raises your research profile.

It gives others free and easier access to scholarly publications.

It will increase your readership.

It can increase the number of citations you get.

Many of the research councils now have policies requiring you to deposit research outputs in Open Access Repositories.

# Help & support Research support

#### News

## How can I make my research open access?

There are two ways of making your publications open access:

**Green open access -** Authors can make their research paper freely available by submitting it to an open access repository such as IRep. There is no financial cost to the author in self-archiving, but permission must be given by the copyright holder.

**Gold open access -** The author publishes in an open access journal, or chooses an open access option in a hybrid journal. The author or their institution pays Article Processing Charges (APCs) to the publisher and the paper goes through the journal's normal peer review process. The research paper is freely and openly available as soon as it is published on the journal website. Gold open access publications can also be added to IRep.

# What do I need to provide for IRep?

The type of content and correct version to deposit will depend on your subject discipline and on copyright policies. Some commonly used terms are:

Pre-print - author's final draft of a paper before it has been submitted for peer-review.

Post-print - final version of an academic article or other publication after it has been peer reviewed and / or revised by the author.

Publisher's version - version of the article distributed by the publisher to readers of the journal, incorporating any copy editing, layout and typesetting done by the publisher.

It is advisable to create and keep your own pre-prints, post-prints and publisher's version of research publications.

# Publisher embargoes and copyright restrictions

Some publishers impose an embargo on when an article can be deposited in a repository. Publishers' embargos can vary in length from 6 to 18 months after publication; details will normally be included in your copyright agreement. It is important to deposit the version that complies with publisher copyright policies. The **SHERPA/ROMEO** database is a useful resource for checking details of standard publisher policies.

# How do I submit to IRep?

You can add material to IRep using the online submission system **PubSub**. Further information is provided in our **PubSub user guide**.

# What if I cannot make the research output available in IRep?

There will be circumstances in which it is not possible to deposit, for example for



commercial or confidentiality reasons, or copyright restrictions. Staff will not be expected to make publications available in contravention of UK copyright law. In these cases the research publication should be deposited in IRep and there can either be a complete embargo or the details can appear without the full text until permission is given.

# **Further support**

Your Research Librarian can offer advice on open access and publishers' copyright policies and how to deposit your research to IRep.

### Find us

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Get directions

# **Quick links**

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