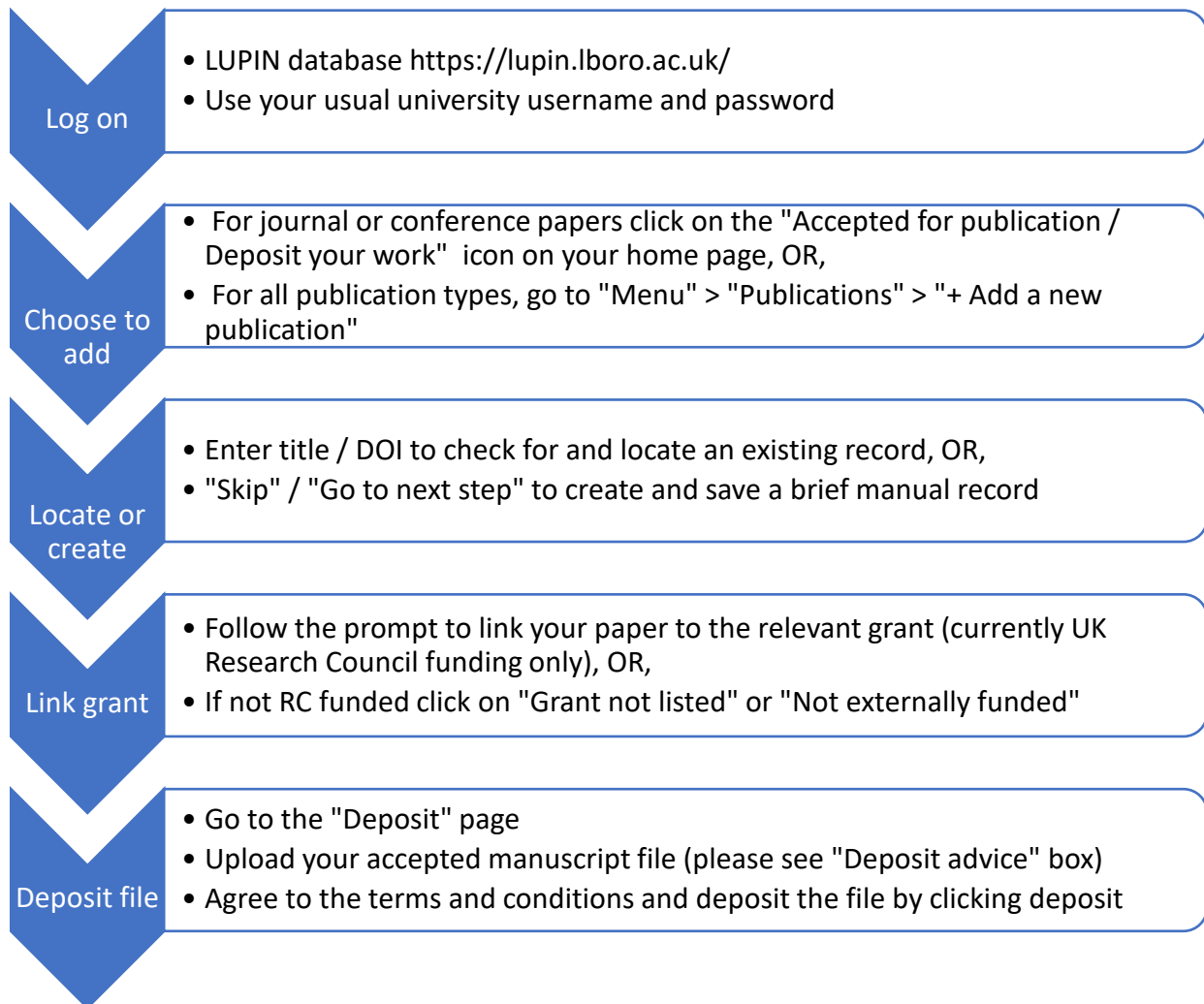


Brief guide to depositing your publications in the Research Repository

The LUPIN database enables you to upload the full-text of your publication to the Research Repository on acceptance for publication. It helps you to comply with the REF Open Access Policy and the Loughborough University Open Access Policy.

The basic procedure for journal, conference papers and book chapters is as follows:



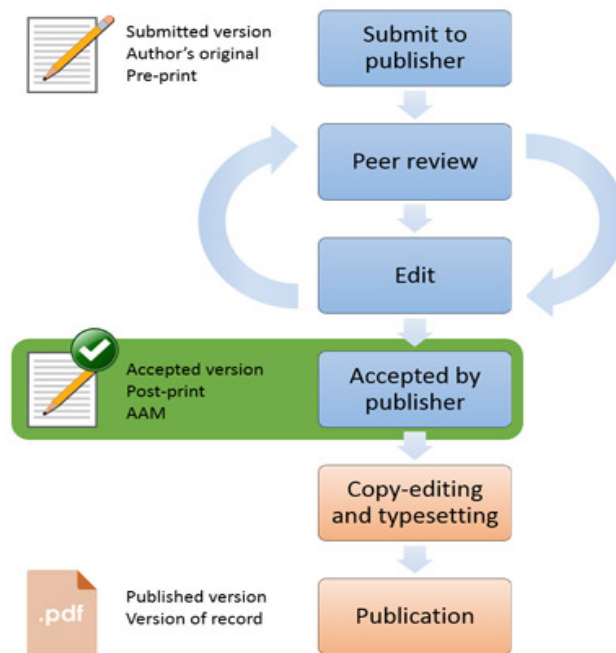
Deposit

Note: If you already know that you have a record in LUPIN and wish to deposit the matching file please click on the record, then locate and click on the deposit button.

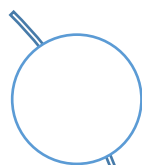
What to deposit?

Please upload your own author-created, final accepted for publication manuscript. This HEFCE / Research England diagram overleaf shows the version they require to be deposited in green. If appropriate include any associated files you have sent to the publisher (supplementary information) in the same deposit.

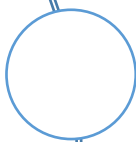
Please do not deposit a publisher PDF or proof copy unless it has been published as Open Access with a Creative Commons licence. (If the published version is the only version you have then please upload this, but it is unlikely to be Open Access or REF compliant).



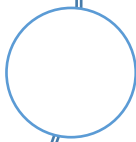
What happens next?



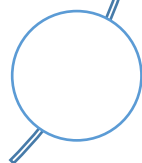
Staff in the Library will check the publisher policy regarding archiving papers in institutional / research repositories and will also apply any embargoes your publisher requires.



Staff in the Library will create a record in the Research Repository (<https://repository.lboro.ac.uk>) with a link to the publisher version and email you a link to the record (the link will also appear on your LUPIN record). They will manually update records with final publication details.



Staff in the Research Office will monitor compliance with the REF OA Policy and produce regular reports for Schools.



LUPIN should automatically match your manual record to an updated one pulled from an external database, wherever available. (Add a DOI or other identifier to your basic LUPIN record to help ensure this happens).

Where can I get help?

Research Repository and Open Access:
Katie Appleton and Naomi Dungworth
(Repository Managers)
Email: repository@lboro.ac.uk
Tel: (01509) 222338 or 222414

LUPIN, REF, Grants in LUPIN etc:

Research Policy Team, Research Office
Email: researchpolicy@lboro.ac.uk
Tel: (01509) 222423 or 228596