Adding your research to the Staffordshire University Online Repository – STORE (ePrints)

STORE is the University's Academic repository for all scholarly work produced by staff and researchers. There are two main aspects to STORE:

1. It will hold bibliographic records for all research conducted at the University. This allows the research to be indexed in Google Scholar and major research indexes.
2. It will allow full text research articles, conference proceedings, chapters, images, compositions and any type of research evidence to be attached to the STORE records, which can then be shared across the academic community.

The University has produced guidance requesting that all future research produced by University Staff and researchers must have a copy uploaded to STORE. This copy will then be made publicly available – known as Open Access (OA) – as long as OA permission can be obtained from the publisher.

How do I access STORE?

- From the University Library page there is a link directly to STORE from the Essential Tools panel
- From the University A-Z links there is a link under **'S'** for **STORE** repository
- Alternatively you can go directly to the repository at: **http://eprints.staffs.ac.uk**

'Login' with your university staff username and password

Once you have logged in you will be taken to your **User Area** on the **Add/edit research** screen where you can begin to add your research.

The easiest way to add a record for journal articles and book chapters is to import it directly from a DOI (Digital Object Identifier) number if it has one. This will automatically complete a lot of the details for you.

Import from [DOI (via CrossRef) ▼] [Import]

Alternatively for other types of research and articles without a DOI you can click on [New Item] to create a new record from scratch.

What can I upload as a copy of the research?

The University mandate and the criteria for the Research Excellence Framework (REF) requires a copy of the **AUTHOR'S ACCEPTED Version** to be uploaded into STORE – this version is also known by a number of different names:

- **Accepted Author Manuscript (AAM)**
- **Accepted Work**
- **Final Author Version (accepted manuscript)**
- **Author Generated Postprint**
- **Post-print**
- **Author's Final Draft**
- **Author's Final Peer-reviewed Manuscript**
- **Final Peer-reviewed Draft**
- **Accepted (peer-reviewed) Version**

We consider the version to be after it has been peer reviewed and edited.

Please note the PUBLISHED typeset version is not the same (even though the content will be the same).

See the HEFCE image to identify the correct version
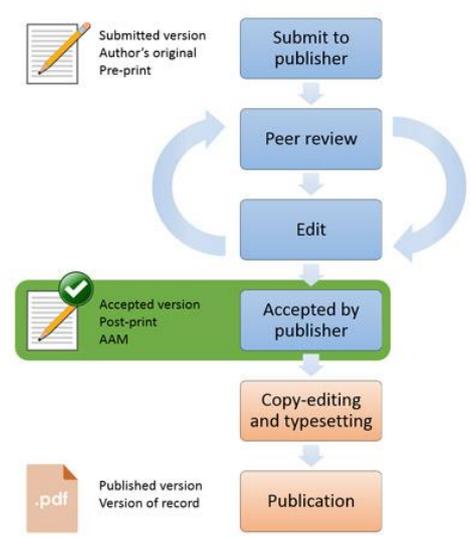
Help for understanding journal Open Access permissions: SHERPA

SHERPA RoMEO (**www.sherpa.ac.uk/romeo**)
This is a JISC website, which provides reliable information on publishers' Open Access (OA) policies.
There is also a guide to the different definitions of OA print versions at **www.sherpa.ac.uk/romeoinfo.html**

SHERPA also provides information on the archiving mandates and guidelines of research funders through their **SHERPA/JULIET service: http://www.sherpa.ac.uk/juliet/**

They have also released a tool, which allows researchers to check if a journal/publisher complies with the Open Access requirements of a specific Research Funding body. This allows authors to quickly identify publications that comply with the criteria of their specific funding grant.
SHERPA/FACT (Funders & Authors Compliance Tool): http://www.sherpa.ac.uk/fact/

If Sherpa does not answer your copyright questions please contact the Library Repository team at **store@staffs.ac.uk**

OA permissions on other forms of research

You can upload any type of digitised material (Audio, Video, Images etc.) and we will make it publicly available (OA) as long as you have Copyright permissions.
If another body or publisher owns the copyright then we will apply for Open Access (OA) permission to place the work in STORE – if permission is not granted we will hold it in STORE but restrict access to University Staff only.

What is the procedure for depositing a new item?

NB. If you have imported the record details from a DOI number then some of the content in the **Details** section will have been completed automatically.

1. There are five main stages to deposit a new item/record. You can either click on the button you wish to complete or you can use the Next button to move through the stages in order:

Type → Upload → Details → Deposit

Save and Return   Cancel   Next >

Please note that you can click on the **'Save and Return'** button at any stage and it will save your current progress – allowing you to return to uploading your record at a later time .

The first stage is to choose the record **'Type'** - choose the type closest to your research but if you cannot find an appropriate type please contact us.

2. The **Upload** section is where you upload the relevant file(s) directly from your PC.

   a. First click on the **Choose File** button

Edit item: Article #2319

Type → Upload → Details → Deposit

< Previous   Save and Return   Cancel   Next >

Please add a copy of your research

For Journal Articles published **after 1st April 2016** please upload the **Author's Accepted Manuscript** version of your article.

You can also submit multiple files at this stage e.g. photos, videos, audio etc. For more advice please contact us at: **store[@]staffs.ac.uk**

| File | From URL |

Choose File   No file chosen

   b. Navigate to your copy of the article etc. (probably a Word or PDF document) and click on **Open**
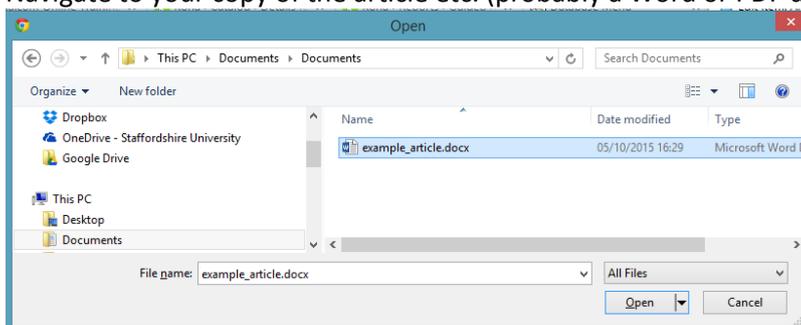
c. It will upload your file automatically. Please then confirm which version you are uploading normally this will be the **AUTHOR'S ACCEPTED version** (the library will complete all the other details and check permissions).
Then click on the **Save Details** button to finish the Upload section

Please add a copy of your research

For Journal Articles published **after 1st April 2016** please upload the **Author's Accepted Manuscript** version of your article.

You can also submit multiple files at this stage e.g. photos, videos, audio etc. For more advice please contact us at: **store[@]staffs.ac.uk**

File	From URL

Choose File | No file chosen

Text
REF_policy_2016.docx
51kB

Hide options ▬

To be completed by you

The version uploaded is: AUTHOR'S ACCEPTED Version (default) ▾

Library staff to complete

License Type: unspecified ▾

Open Access embargo expiry date: Year: [   ] Month: Unspecified ▾ Day: ? ▾

⊙ Visible to: Anyone ▾

⊙ Type: Text ▾

Description: [   ]

Save Details

3. On the **Details** section you need to complete all the mandatory fields marked with ⭐
   We would also suggest completing the 'ABSTRACT' field.
   However, many of the fields will have been automatically completed if you have imported the details via the DOI.

    a.   Title; Abstract; Authors

< Previous	Save and Return	Cancel	Next >

⭐ Title: click on '?' for details →   [?]

> Example Article Title

Abstract or description   [?]

> Good practice to copy and paste the abstract in this section. Good practice to copy and paste the abstract in this section. Good practice to copy and paste the abstract in this section.

⭐ Author/Creators   [?]

	Family Name	Given Name / Initials	Email	
1.	Jones	A.		▼
2.	Smith	M.		▼▲
3.				▼▲
4.				▼▲

More input rows

    b.   Please enter your **contact email**:

⭐ Contact Email Address   [?]

> your_email@staffs.ac.uk

    c.   You have to enter a **date** of when the item was first published (if it has not yet been published please add the approx. date when the article was accepted for publication. You have to choose the **Earliest Published Date** option from the Event drop-down box:

⭐ Dates

Please choose the **Earliest Published Date** option from the **Event** drop-down box.
Even if the item has not yet been published please still complete this field and enter the approx. date the article was accepted.

	Date			Event
1. Year: 2016	Month: April ▼	Day: 01 ▼	- Earliest Published Date (online or print)* ▼	▼

> unspecified
>
> - Earliest Published Date (online or print)*

More input rows

⭐ Publication Details

d. Publication Details (Journal Title/Book Title – ISSN/ISBN – WebLink – Volume, Issue and Page details etc.

e. You also need to select your Faculty and School

f. The information you need to provide will differ depending on the type of item you are depositing, but try to add as much information such as volume, issue, page numbers etc. as possible. Definitely add any official web address to the publisher's record of the item if it is available. (The official URL will be added automatically if you have imported via a DOI)

4. The final step is the **Deposit** stage. Here it will alert you to any mandatory fields which have not been completed e.g:
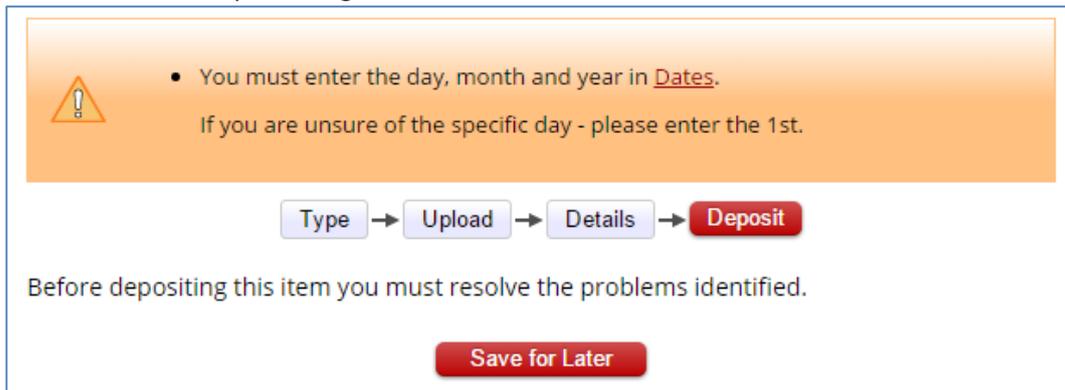
Before you finally click on the **Deposit Item Now** button beneath the copyright disclaimer.

You should then get an alert to tell you that your STORE record and attached file(s) have been successfully deposited but that it will not go live until it has been checked by one of the STORE support staff. E.g.:
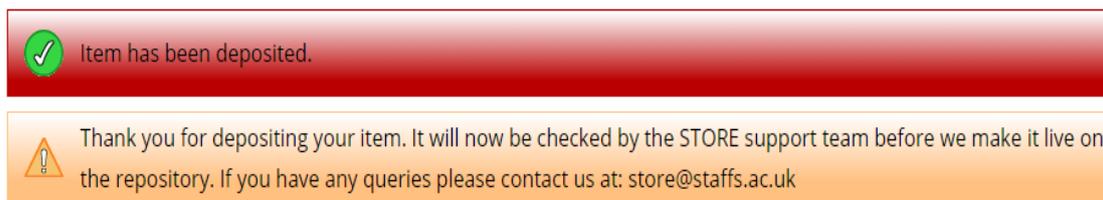
When do my items appear in the Repository?

After you deposit your item it is checked by library staff to see if the uploaded documents are OK to be placed in an Open Access (OA) repository.

- If OA permission is available we will make the record and any attached research documents live in the public domain.

- If OA permission is not possible or embargoed to a later date we will restrict public access to the documents but still make the record publicly available. University staff will still be able to view the restricted documents.

When this has happened, the record will appear on STORE, it will be indexed by Google (Scholar) and other research databases and we can also incorporate it into your staff profile page upon request.

For further help and advice about the Repository, please contact the library STORE support team at: **store@staffs.ac.uk**