

# 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:

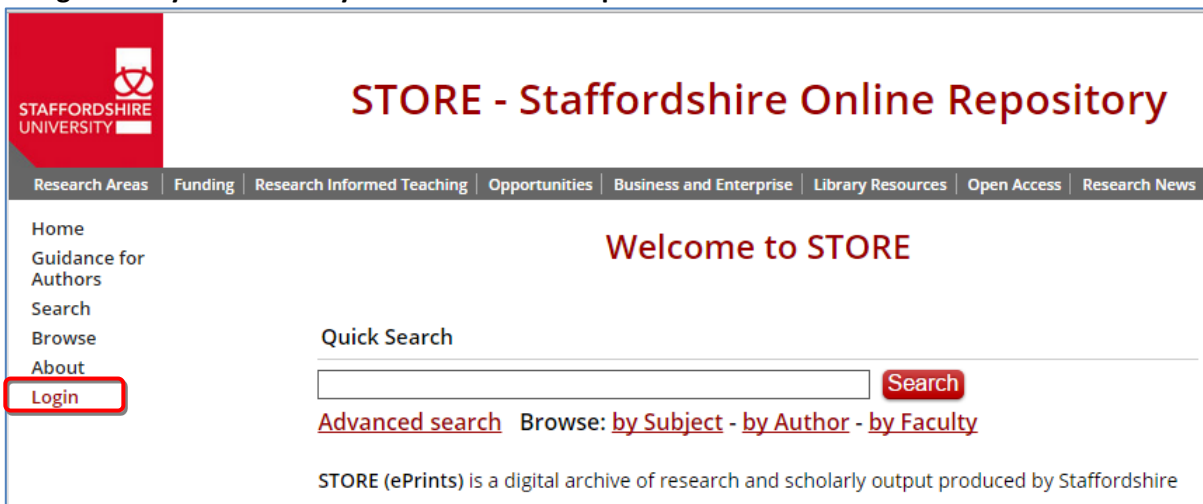
1. It will hold bibliographic records for all research conducted at the University. This allows the research to be indexed in Google Scholar and major research indexes.
2. It will allow full text research articles, conference proceedings, chapters, images, compositions and any type of research evidence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



STAFFORDSHIRE UNIVERSITY

## STORE - Staffordshire Online Repository

Research Areas | Funding | Research Informed Teaching | Opportunities | Business and Enterprise | Library Resources | Open Access | Research News

Home  
Guidance for Authors  
Search  
Browse  
About  
**Login**

### Welcome to STORE

Quick Search

[Advanced search](#) Browse: [by Subject](#) - [by Author](#) - [by Faculty](#)

STORE (ePrints) is a digital archive of research and scholarly output produced by Staffordshire

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 many of the details for you.

Add new item

or

Import New Item directly from DOI

Alternatively for other types of research and articles without a DOI you can click on 'Add new item' to create a record from scratch.

## What can I upload as a copy of the research?

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 help identify the correct version



## 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:



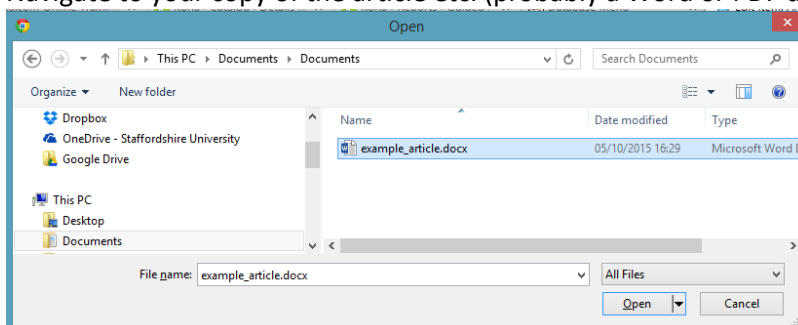
Please note that you can click on the **'Save and Return'** button at any stage and it will save your current progress – allowing you to return to uploading your record at a later time .

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



- 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**

**NB: 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.

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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](mailto:store[@]staffs.ac.uk)


File

From URL







No file chosen

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Text

 REF\_policy\_2016.docx

51kB

[Hide options](#) ?

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*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: ? ▼ ?

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★ Visible to: Anyone ▼ ?

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★ Type: Text ▼ ?

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Description:  ?

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.	<input type="text" value="Jones"/>	<input type="text" value="A."/>	<input type="text"/> <span style="float: right;"><a href="#">▼</a></span>
2.	<input type="text" value="Smith"/>	<input type="text" value="M."/>	<input type="text"/> <span style="float: right;"><a href="#">▼</a> <a href="#">▲</a></span>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/> <span style="float: right;"><a href="#">▼</a> <a href="#">▲</a></span>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> <span style="float: right;"><a href="#">▼</a> <a href="#">▲</a></span>


[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 research was accepted.  
Please also enter the date it was first published online

 **Dates**

Please enter the Accepted Date and also the Online Publication Date unless the article has not yet been published

	Date	Event
1.	Year: <input type="text" value="2016"/> Month: <input type="text" value="April"/> Day: <input type="text" value="01"/>	Accepted date (or earliest published date) <span style="float: right;"><a href="#">▼</a></span>
2.	Year: <input type="text" value="2016"/> Month: <input type="text" value="April"/> Day: <input type="text" value="14"/>	online publication date <span style="float: right;"><a href="#">▼</a> <a href="#">▲</a></span>
3.	Year: <input type="text"/> Month: <input type="text" value="Unspecified"/> Day: <input <="" td="" type="text" value="?"/> <td style="text-align: center;">unspecified <span style="float: right;"><a href="#">▼</a> <a href="#">▲</a></span></td>	unspecified <span style="float: right;"><a href="#">▼</a> <a href="#">▲</a></span>

[More input rows](#)

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

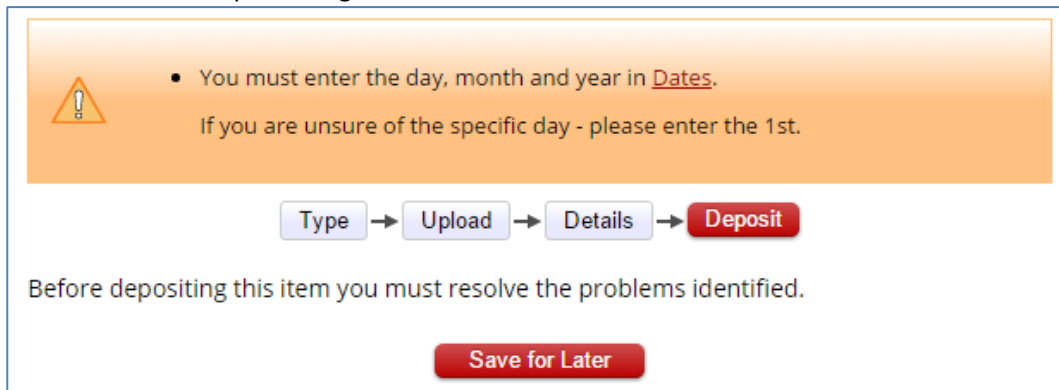
★ Publication Details	
★ Refereed:	<input checked="" type="radio"/> Yes, this version has been refereed. <span>?</span> <input type="radio"/> No, this version has not been refereed.
★ Status:	<input type="radio"/> Published <span>?</span> <input checked="" type="radio"/> In Press <input type="radio"/> Submitted <input type="radio"/> Unpublished
★ Journal or Publication Title:	<input type="text" value="Example Journal Name"/> <span>?</span>
ISSN:	<input type="text" value="4355-4543"/> <span>?</span>
Publisher:	<input type="text"/> <span>?</span>
Official URL:	<input type="text" value="http://dx.doi.org/10.1016/j.paid.2015.04.008"/> <span>?</span>
Volume:	<input type="text" value="32"/> <span>?</span>
Number:	<input type="text" value="1"/> <span>?</span>
Page Range:	<input type="text" value="104"/> to <input type="text" value="117"/> <span>?</span>
Date:	Year: <input type="text" value="2015"/> Month: <input type="text" value="Unspecified"/> Day: <input type="text" value="?"/> <span>?</span>
Date Type:	<input type="radio"/> UNSPECIFIED <span>?</span> <input checked="" type="radio"/> Publication <input type="radio"/> Submission <input type="radio"/> Completion
DOI or ID Number:	<input type="text" value="10.1016/j.paid.2015.04.008"/> <span>?</span>

- e. You also need to select your Faculty and School

★ Faculty
<ul style="list-style-type: none"> <li>Academic Development Unit</li> <li><b>Faculty of Arts and Creative Technologies: Art and Design</b></li> <li>Faculty of Arts and Creative Technologies: Film, Sound and Vision</li> <li>Faculty of Arts and Creative Technologies: Journalism, Humanities and Social Sciences</li> <li>Faculty of Business, Education and Law: Business</li> <li>Faculty of Business, Education and Law: Education</li> <li>Faculty of Business, Education and Law: Law</li> <li>Faculty of Computing, Engineering and Sciences: Computing</li> <li>Faculty of Computing, Engineering and Sciences: Engineering</li> <li>Faculty of Computing, Engineering and Sciences: Sciences</li> </ul>

- 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:



• You must enter the day, month and year in Dates.  
If you are unsure of the specific day - please enter the 1st.

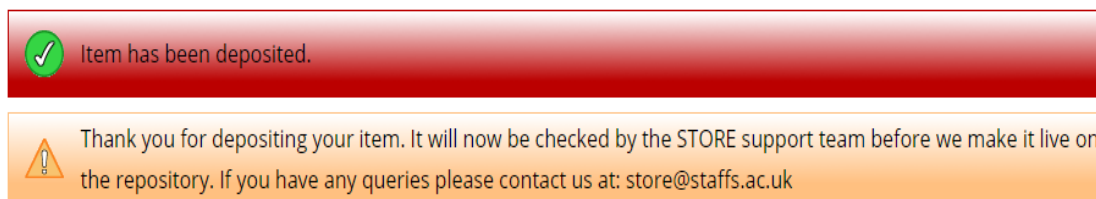
Type → Upload → Details → **Deposit**

Before depositing this item you must resolve the problems identified.

**Save for Later**

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.:



✓ Item has been deposited.

⚠ Thank you for depositing your item. It will now be checked by the STORE support team before we make it live on the repository. If you have any queries please contact us at: [store@staffs.ac.uk](mailto:store@staffs.ac.uk)

## 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](mailto:store@staffs.ac.uk)

## Help for understanding journal Open Access permissions: SHERPA

### **SHERPA RoMEO ([www.sherpa.ac.uk/romeo](http://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](http://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](mailto: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.