



Deposit guide for Nottingham ePrints

Contents

1. Deposit process	1
1.1. Create a PDF	2
2. How to place an embargo using ePrints.....	3
3. How to use an existing ePrint as the basis for one with updated details.....	5
4. Contacts for queries.....	6

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1. Deposit process

- It is useful to have the following information to hand:
- Full title and author list for your article
- Publication details for your article
- Abstract of your article
- Full text of your article in the version permitted by the publisher, in PDF format

To deposit your article:

1. Visit Nottingham ePrints at eprints.nottingham.ac.uk and login with your University username and password
2. Click on **New Item**
3. Select **Item Type**
4. Upload (copy) your PDF to ePrints. Select an appropriate licence according to the publishing model you have followed and the publisher's requirements.
5. Fill in the bibliographic details (author, title, abstract etc., including indicating whether the version which you are depositing has been refereed)
6. Select the School/Department(s) of The University of Nottingham authors of the article. You only need to select the most appropriate level (e.g. if you select Division of Primary Care, your article will automatically also be associated with School of Medicine and Faculty of Medicine and Health Sciences).
7. Review your submission details and deposit
8. Your item will not appear on the public website until it has been checked by an editor; this will normally happen within one week of the date of submission. You will be contacted if there are any queries. Please allow time for this process before any deposit deadline you may have.

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1.1. Create a PDF

There are various ways of producing a PDF file and we provide guidance on a simple method below. However it doesn't matter how you produce your PDF file as long as you create just one file and it is a faithful and accurate copy of the paper version of your article.

Normally, publishers do **not** allow you to archive their publisher-produced PDF (check SHERPA/RoMEO). Instead, create your own version from the final version of your manuscript.

Microsoft Word normally offers a 'Save as PDF' option:

1. Open your Word document
2. Click on the **Office button** on the top left corner
3. Go to **Save as**, then click **PDF**.
4. This will save your document in a PDF format.

2. How to place an embargo using ePrints

1. Identify from RoMEO (www.sherpa.ac.uk/romeo/search.php) or your contract when you need to set the embargo until.
2. Upload your PDF to the system. On the Upload page in the Manage deposits workflow, browse your files for the PDF. Once you have identified your file and selected it, it is uploaded to the system.
3. You can then set the embargo. You may need to click Show options in order to see the relevant fields. (Figure 1)

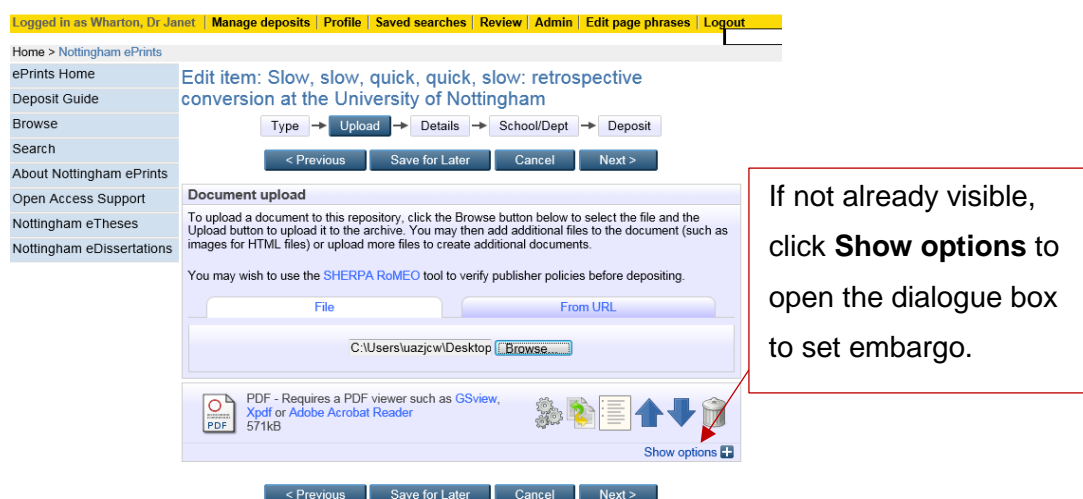


Figure 1 Screen shot of Nottingham ePrints showing **Show options** button

4. To set the embargo, select the option to make the PDF visible to Repository staff only (instead of Anyone). (Figure 2)
5. Fill in the year, month and day of the embargo expiry.

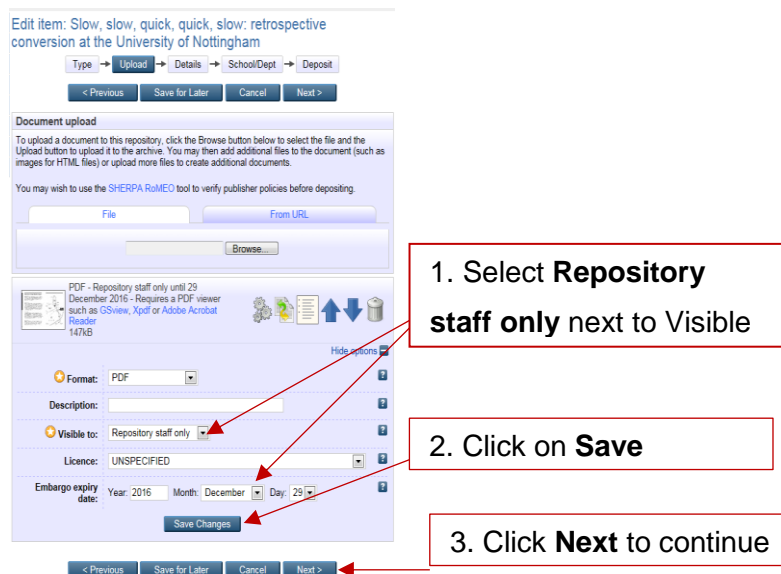


Figure 2 Screen shot of Nottingham ePrints demonstrating setting an embargo period

6. Click on Save Changes. The embargo is now set and you can click Next or Details to move to the next screen and fill in the details in the remainder of the template.
7. If you have set an embargo and you fill in your email address in the Contact Email Address field, then a Request a copy button will appear on the screens seen by users (Figure 3). Your email will not be revealed, but the system will forward to you requests for copies of the article.

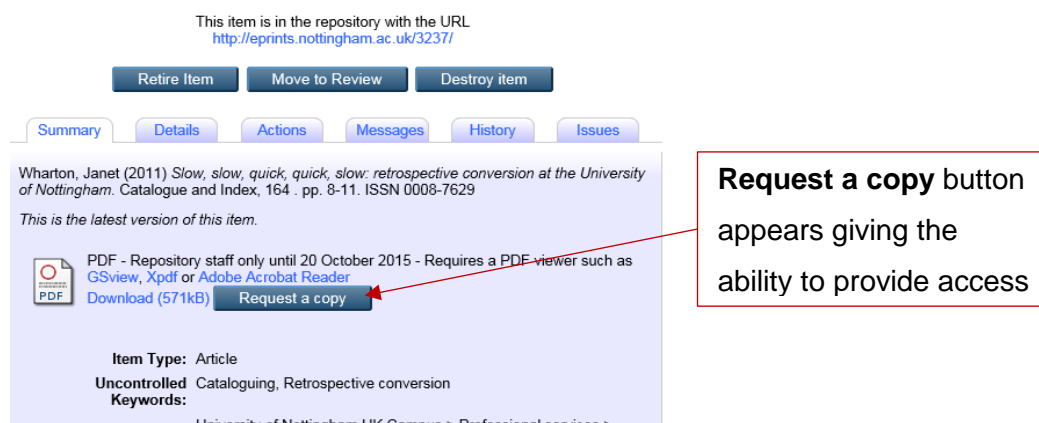


Figure 3 Screen shot of Nottingham ePrints showing **Request a copy** button

8. Click on Save Changes. The embargo is now set and you can click Next or Details to move to the next screen and fill in the details in the remainder of the template.
9. If you have set an embargo and you fill in your email address in the Contact Email Address field, then a Request a copy button will appear on the screens seen by users. Your email will not be revealed, but the system will forward to you requests for copies of the article.

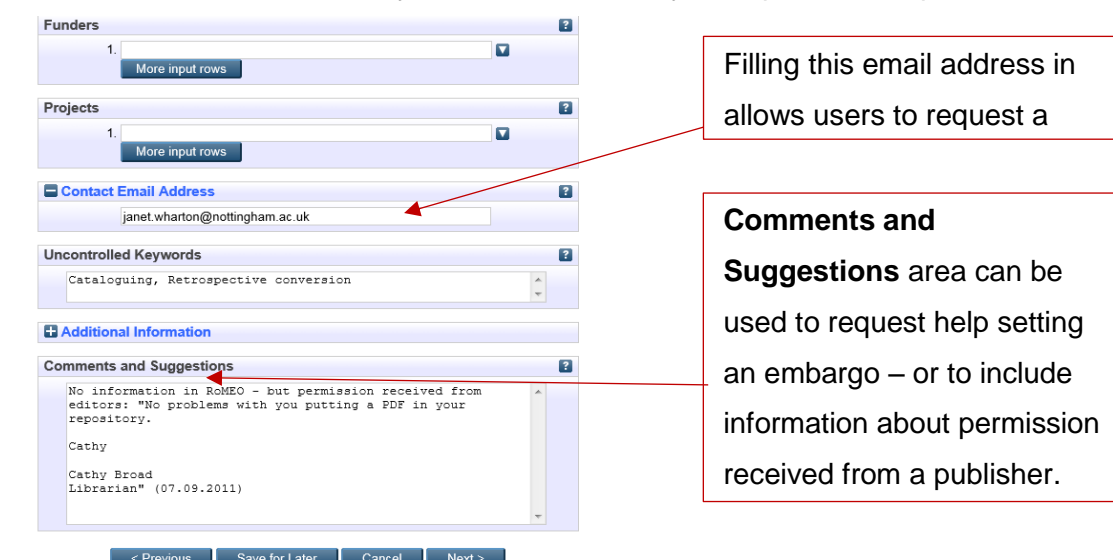


Figure 4 Screen shot of Nottingham ePrints showing additional entry field relating to embargo setting

3. How to use an existing ePrint as the basis for one with updated details

Step 1

Click on the existing document in the live archive from your *Manage deposits* page.

Figure 5 Step 1: using an existing ePrint as the basis for one with updated details

Step 2

Click on **Actions**

Figure 6 Step 2: using an existing ePrint as the basis for one with updated details

Step 3

There are two relevant options:
New version or **Use as template**.

Figure 7 Step 3: using an existing ePrint as the basis for one with updated details

Notes

New version copies the metadata and file and makes a new record; the new version is linked to the old one. When both are in the repository, the system should generally always show the most recent version to any users. If you want to update the full-text, you will need to remove the existing file and upload your new version. If you will want to have the older version removed, it is better to use the

Use as template option – as information about the linked item remains, even after it has been removed from the repository.

Use as template copies only the metadata and makes a new record, but does not link the new version to the old one. You will need to upload your PDF again. You can use this for publications which are not versions of each other – or where you wish earlier versions to be removed from the live archive.

If you have uploaded your AAM for REF purposes and wish to replace this with the version of record (if permission allows) you can also email eprints@nottingham.ac.uk with a copy of the PDF, a link to the published version and the details of the ePrints record to be updated. It is important the original date of deposit is recorded to ensure an items eligibility for REF.

4. Contacts for queries

library-open-access@nottingham.ac.uk - enquiries related to deposit of ePrints and library support for Open Access

library-researchsupport@nottingham.ac.uk – general enquiries to the library Research Support Team