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## Research Information System (RIS)

### Outputs and Research Repository: User Guide

The **Research Information System (RIS)** manages and records University research activity, including open access deposit and publication of research outputs.

Researchers are encouraged to undertake the process of depositing outputs themselves. RIS simplifies this process by way of templates that prompt for required data. In case of difficulty, you may opt to use the [Mediated Deposit](#) service offered by the Library instead.

**First-time users of RIS** can find guidance at the dedicated [RIS Moodle training site](#) (log-in required).

**Registered users** may log in to RIS here: [Login to RIS](#)

UoN **open access guidance** may be found [here](#).

If you need **help** with the process of depositing, email: [openaccess@nottingham.ac.uk](mailto:openaccess@nottingham.ac.uk).

### How to Deposit an Output

#### [Before you deposit](#)

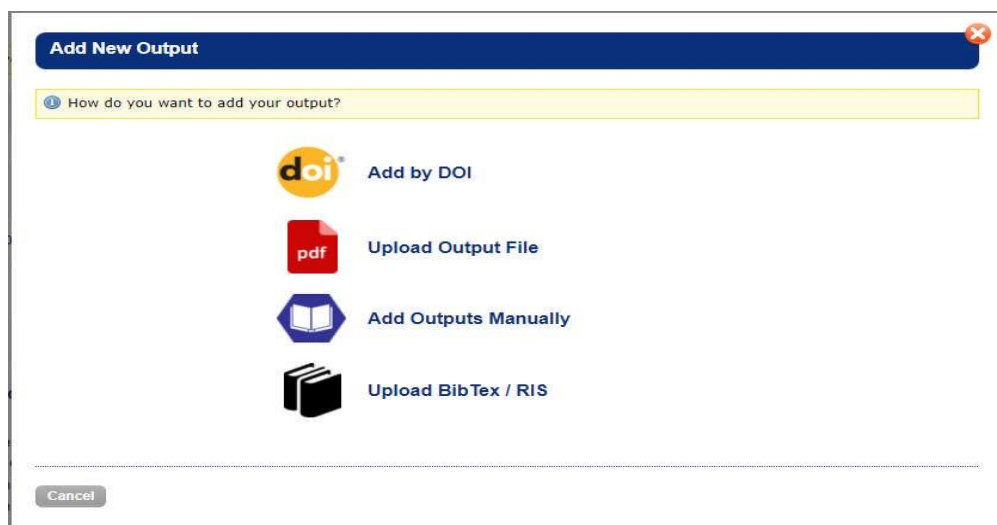
To save time in the deposit process, RIS automatically harvests output records from a variety of external online tools that index research publications, such as Scopus and Web of Science. There will be a clear alert on-screen if RIS has harvested a record for your publication.

**\*\* Do not delay deposit of your output until RIS harvests a record from an external source.** REF open access rules require deposit of journal articles and conference papers within three months of date of acceptance for publication.  
**\*\***

**\*\* To avoid duplication, before you deposit an output you must check if it already exists in RIS.** Search for outputs using keyword(s), author(s) or the record ID in the black search bar at the top of the screen. For more search options, click the three bars icon next to the search box. **\*\***

#### [Adding an output](#)

If no record for your output yet exists, go to the menu bar and click **Outputs > Add new output**. Four input method options then appear:



Using a method other than Add Outputs Manually is likely to save time, because certain fields within the input form will have been pre-populated automatically.

- Use **Add by DOI** to record works that carry a Digital Object Identifier (usually journal articles that have already been published). RIS uses the DOI to retrieve the output metadata from online sources, reducing manual entry. Review and complete any empty mandatory fields.

**\*\*** If it exists, the DOI for an output can be taken from the publication website or CrossRef <http://www.crossref.org/>. Omit the <https://dx.doi.org/> or <https://doi.org/> prefix. **\*\***

- Use **Upload Output File** to record works by retrieving metadata from the text of the output, e.g. title, authors, publication date. Fields may not always populate successfully, for example, the file name may appear as the title of the record – you have the option to correct.
- Use **Add Outputs Manually** to record outputs for which data is not available for automatic harvesting from sources such as Scopus and Web of Science (either because the source has not indexed the output yet, or because the output is unlikely to be indexed at all).
- Use **Upload BibTeX/RIS** to upload outputs recorded in a reference management tool such as EndNote/RefWorks. *Note: here, “RIS” refers to a standard format used for bibliographic citations, not to the Research Information System.*

## How to add outputs manually

If other methods are not suitable, you can add outputs manually. The input template will change depending on the type of output selected.

For conference papers with an ISSN, select Journal Article as the output type and then Conference Paper. Use Conference Proceeding for papers in other published volumes. Only use the type Presentation/Conference for unpublished material.

Fields marked with an asterisk \* are mandatory. The mandatory fields for a journal article are:

\* **Type** - the list of subtypes will change according to the type you choose. If you choose Journal article here you will be asked to select a Journal Article Type, e.g. article, letter, review etc. When recording an output type, you must then record a subtype.

\* **Journal article type** - choose the option that most closely resembles the article.

\* **Org unit** – choose the option that most closely matches your affiliation.

\* **Title**

\* **Publication status** - will normally be Accepted; may be Published for journals with a short acceptance period. If you choose Accepted, you will then be asked to add the **\*Acceptance Date**. If you choose Published, you will be asked to enter the **\*Acceptance Date**, the Online publication date (if this exists) and the **\*Publication date** (which may be the same as the Online Publication date).

\* **Linked journal** - choose journal from the list. If the journal is not in the list, select “00 Journal not listed” and add the journal ISSN (International Standard Serial Number) – RIS will attempt to add the journal’s record based on the ISSN. If you do not know the ISSN, add the journal’s name into the comments box when you deposit the record with the Library for review and validation.

\* **Open access type** – if you are submitting the accepted version of the article to RIS then choose ‘Green’; if the article is being published open access within the online journal platform, which may incur an article processing charge (APC), then choose ‘Gold’.

\* **Peer reviewed**


## How to add and edit authors

In all input methods except Add Outputs Manually, RIS will suggest UoN authors. The list of suggested Output Authors can be edited during output creation, or later by retrieving the output record and selecting the Authors tab.

If you created your output record manually, or RIS was unable to identify any authors from the data it has, it will present a blank Authors screen for you to populate. Add authors individually, or use the Add Multiple feature to enter a list of names. Select a name format and separate the authors list by using commas, semicolons or a new line for each author.

An author’s name can be presented in several ways (e.g. R. Marsden; Marsden R.; Robert Marsden; Marsden, Robert). To help with automatic matching of your outputs with you, make sure that you have listed all the variations of your name in the Name Variants field of your RIS Profile.

For authors who are current UoN staff, set their name as Linked Person. Ignore Linked Affiliations.

\*\* Remember to save your changes by clicking the  button when you’re done. \*\*



## How to add funders

Record each funder contributing to research underpinning the output. All output records must have at least one funder. Add “UoN University of Nottingham” if your output was not associated with a funded project.

Click the Funders tab to add funder details. Select your funder and any associated research project then click Update to complete. If your funder is not listed select “Awaiting Funder Setup” and record the funder details, such as “UoN University of Nottingham”, on the Comments tab.

## How to add output files

To publish an output and make it open access through the repository, the output record must have a version of the full text file in PDF format. You may find it useful to store other files with the record, e.g. confirmation of an APC being paid, or correspondence confirming acceptance for publication.

Select the Files tab, then  to add files to the output record. Click  and browse to find the file for upload. As a minimum complete the following mandatory fields:

- **Title:** enter descriptive title for the file (you may wish to copy the name that the file is saved as)
- **Type:** most often **Fulltext – Accepted version:** author’s accepted manuscript version, at the point where the journal confirms it has accepted the output for publication; peer-reviewed, but not yet copy-edited or formatted by the journal; the minimum necessary to fulfil requirements of REF open access policy
- **Version:** most often **AM – Accepted Manuscript**
- **Public status:** choose from **Discoverable** (i.e. immediate open access) / **Private** (i.e. closed access) / **Embargoed** (i.e. deferred open access)
- **Primary:** most often **yes** (to cause Google etc. to prioritise this file in returning search results)

Add any Notes to accompany the file that might assist the Library with review and validation.


## When to use the output comments tab

Use the Comments tab to flag issues or ask questions, e.g. you may need assistance from the Library or need a co-author to check something or upload a file. Adding ‘**Library**’ in the Notify box will highlight your question to library staff. Search for individual users by typing their name.

## How to edit an output record

You can save a partial output record to return to later. You can only edit a record before it is deposited with the Library for review and validation. After deposit, please alert library staff to make changes by adding a comment to the record.

## How to finally deposit an output

When you have completed the mandatory information, added your authors, funders and files, you can  the record with the Library for review and validation. You can add a message to library staff here to highlight any circumstances specific to your publication. Click Deposit again to send your record to the Library for review and validation.

The status of the output will be updated to **In Review**. The Library will now check the record, add any copyright and licence information, and record any publisher or funder embargoes. Library staff will then set the record as **Discoverable** (available open access via the repository, expected to be the majority of records) or **Private** (if immediate open access is not possible).

## How to get help

If you need help with any aspect of the deposit process, email: [openaccess@nottingham.ac.uk](mailto:openaccess@nottingham.ac.uk).