



## 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. You may also see 'Worktribe' mentioned in association with RIS - Worktribe are the providers of the system underpinning RIS and so some communications may be badged with their logo.

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** are required to register to access the system and 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 avoid duplication, before you deposit an output you must check if it already exists in RIS (for instance, a fellow UoN co-author may have already deposited the output).*** We would advise avoiding use of the simple search function within RIS and instead suggest using the advanced search option in order to ensure the most comprehensive search results. To access advanced search options, click the 'Hamburger' icon  and then carry out a field-based search.

#### Adding an output

If no record for your output 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 be 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.

Fields marked with an asterisk \* are mandatory. The mandatory fields for a Journal Article are:

**\* Type** - When recording an output type, you will normally also need to then record a subtype. 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.



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

\* **Title**

\* **Publication Status** – this will normally be ‘Accepted’; but may be ‘In Press’ or ‘Published’, for journals with a short acceptance period. If you choose Accepted, you will then be asked to add the **Acceptance Date** (this will not show with an asterisk initially, but is mandatory). If you choose ‘In Press’, you will be asked to add the **Acceptance Date** and the **Online Publication Date**. If you choose ‘Published’, you will be asked to enter the **Acceptance Date**, and at least an **Online Publication Date** (if this exists) and/or a **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’s name into the message box at the point you deposit the record with the Library for review and validation.

\* **Open Access Type** – If you are making the work freely and publicly available either through the RIS Repository, or through your journal, then choose ‘Yes’, if you are not, choose ‘No’. If you select ‘Yes’, you will also be asked to provide details within the free-text box **Open Access Details**, where you should indicate how you are making something open access and list any fees paid. You can also indicate the **Open Access Type**, either as ‘Green’ or ‘Gold’, however this is not a mandatory field.


\* **Peer Reviewed** – Select the appropriate option to indicate journal peer review.

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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.

! Whilst not mandatory the ‘Org[anisation] Unit’ field is very useful for reporting purposes, so if you are able to complete this from the drop-down we would encourage you to do so.

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\*\*Once you have completed all the mandatory fields and any of the optional fields, click on the  button to progress to the next stage. \*\*

## How to add and edit authors and contributors

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 on the output record, by selecting the Authors tab and clicking on the green  button.


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, add their name as a Linked Person from the drop-down menu. Ignore Linked Affiliations.

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

If your output involves additional contributors who do not fall into the category of 'authors', e.g. the work is a part of an edited collection, and so includes an editor, you can also add these in the Output Contributors screen. If you do not have any Contributors to add, simply click the green  button.

## How to add funders

Record each funder contributing to the research underpinning the output. All output records must have at least one funder. Where an output has not received any external funding, add "UoN University of Nottingham" as the funder.

Click the Funders tab to add funder details. You will then be asked if the output has a linked project. Please note that this refers to existing projects which have been set up in RIS. For the majority of historic REF returnable outputs there will not be a linked research project held in the RIS system. If 'Yes' is selected, you can input your project name and click update.

If 'No' is selected, a Linked Funder field will display where you can input your funder. If your funder is not listed, select 'Awaiting Funder Setup' and record the funder details in the Notes field.

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At this stage, all the required fields should have been completed. If there are any outstanding mandatory fields left to complete, red indicators will display against an item. Once all mandatory fields have been completed the deposit button at the top of the record will go green – but you will still need to add a file before clicking deposit.

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## 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. Three fields will then appear for completion:

- **File:** click to browse and find the file for upload or drag and drop the file in the box.
- **File 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.
- **Notes:** optional field for you to add any notes to accompany the file that might assist the Library with review and validation.



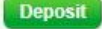
## When to use the output comments tab

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 '@libraries' will highlight your question to library staff. Search for individual users by typing the @ symbol and then 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 emailing [openaccess@nottingham.ac.uk](mailto:openaccess@nottingham.ac.uk) or 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 at this stage 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 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).

For technical queries e.g. setting up an account on RIS, email: [ris-enquiries@nottingham.ac.uk](mailto:ris-enquiries@nottingham.ac.uk).