Research Information System (RIS) Outputs and Research Repository: User Guide

The **Research Information System (RIS)** manages and records university research activity, including open access (OA) deposit and publication of research outputs. Worktribe are the providers of the system underpinning RIS and so some communications may be badged with their logo.

We encourage authors to deposit outputs directly in RIS, which guides you through the process. You may also opt to use the Mediated Deposit service offered by University of Nottingham Libraries.

- RIS Moodle training site: guidance for first-time users of RIS (log-in required)
- RIS log-in for registered users
- RIS Research Repository: the repository where discoverable OA publications can be accessed
- University of Nottingham (UoN) open access webpages
- UoN Publication Framework Researcher Guidance: our simple publication checklist for researchers.

For help with the process of depositing, email: openaccess@nottingham.ac.uk.
For technical queries e.g. setting up an account on RIS, email: ris-enquiries@nottingham.ac.uk.

There are six steps to deposit and RIS will guide you through each one. This guide provides further advice to support you: click on the step-by-step headings above to access guidance on a particular stage.

1. Choose your deposit method

Click **Outputs** > **Add New Output**. Four options will appear.

We recommend choosing **Add by DOI** or **Upload Output File** wherever possible: this will make upload quicker and eliminate the need to manually check to see if an output is already in RIS. However, if you are uploading a recently accepted output you will sometimes need to use **Add Outputs Manually**.

If using the **Add Outputs Manually** option please check whether the output already exists in RIS. Enter your search in the main search box in the middle of the black strip at the very top of the RIS screen and select **See all results** in the menu that drops down. Select the **Output** tab to see relevant matches.

Figure 1. The deposit options within RIS

Add by DOI

- Automatically populates publication data from a digital object identifier / DOI e.g. 10.1000/xyz123. DOIs are found on a range of outputs, most commonly journal articles.

Upload Output File

- Automatically populates publication data by extracting it from an output file you upload e.g. your author's accepted manuscript. You can correct or add details where needed.

Add Outputs Manually

- Requires you to input publication data yourself. You should use this when adding an output without a DOI, e.g. a recently accepted article, when you are not uploading a file.

Upload BibTex / RIS

- Allows you to import publication data from a reference manager e.g. BibTex or EndNote. We only recommend you choose this if you already have your information in this format.

You can save a partial output record to return to later. The status will remain **In Progress** at this point and will not be flagged to staff in Libraries until you deposit it and the status is updated to **In Review**.

2. Complete fields on the Create Output screen

Complete and check fields as desired, noting that fields marked with an asterisk * are mandatory. The input template will adapt to show you relevant options as you proceed.

As different output types feature different fields we have focused on those which are commonly used and can cause confusion, but if you have any questions about how to complete a field you can contact openaccess@notttingham.ac.uk or add a comment when you deposit asking for fields to be reviewed.

Table 1. Key options on the Create Output screen

Option(s)	Further information
Type / Subtype	Record an output type and a subtype within if prompted e.g. select **Journal Article** and **then Article, Letter, Review** etc. For conference papers published in collections with an ISSN choose **Journal Article** then **Conference Paper**.
Publication Status	For publications in-scope for the REF open access policy deposit will usually be at the **Accepted** stage but may be **In Press** or **Published** if your output was processed quickly. Different choices will reveal different date fields.
Acceptance Date	The **Acceptance Date** is a mandatory field where required for REF and reflects when the journal confirms it has accepted the output for publication. The publication will have been peer-reviewed, but not yet copy-edited or formatted.
Online Publication Date	**Online Publication Date** is when the output was first available online, which may precede the formal publication date.

Publication Date	**Publication Date** is the formal date of publication. This may be the same as the **Online Publication Date** but journals increasing make early view copies available.
Linked Journal	Choose a journal from the list. If the journal is not in the list, select '00 Journal not listed' and record the journal's name in the **Notes** field.
Open Access	If you are making the work freely and publicly available either through the RIS Repository, or through your publisher, then choose **Yes**, otherwise **No**.
Open Access Details	Provide details within this free-text box to indicate how you are making something open access and to list any fees you may have paid.
Peer Reviewed	Indicate whether your output was peer reviewed.
Org[anisational] Unit	Please complete **Org Unit** from the dropdown to help with reporting.

Once you have completed all the mandatory fields and any of the optional fields you wish, click on the **Create Output** button.

3. Add and edit authors and contributors

Make sure all authors are captured; suggested authors may have been populated already. The author list can also be edited on the final output record by selecting the **Authors** tab and clicking on the green **Edit** button.

To help automatically match future outputs to you, make sure that you have listed all the variations of your name in the **Name Variants** field of your RIS Profile and also fill in any other identifiers which apply (ORCID, ResearcherID (from Web of Science), Scopus Author ID and arXiv ID are available).

Table 2. Key options on the Output Authors screen

Option(s)	Further information
Linked Person	For authors who are current UoN staff, add their name as a **Linked Person** from the drop-down menu.
Linked Affiliations	This field can be left blank.
Add Multiple	This option makes input easier if you have a large number of authors to add: please observe the formatting information.

Save your changes by clicking the green **Update** button. You will move to the **Contributors** screen, which looks very similar to the **Authors** screen. We do not recommend adding **Contributors** routinely, but this screen may be used to add contributors to an output who did not feature on the author list, e.g. an editor of an edited collection.

Move to the next screen by clicking the green **Update** button.

4. Add funders

Click the **Funders** tab to add funder details: when blank you will see it marked with a red **1**. Record each funder contributing to the research underpinning the output. All output records must have at least one funder.

Table 3. Key options on the Funders tab

Option(s)	Further information
Has Linked Project	If you know that the output is related to a research project listed within RIS, choose **Yes**, select your project name and then update. Otherwise choose **No**.
Linked Funder	Select your funder. Where an output has not received any external funding, add **UoN University of Nottingham** as the funder. If your funder is not listed, select '00 Awaiting Funder Setup' and record the funder details in the **Notes** field.

Click the green **Update** button. This is usually the last mandatory field completed and will trigger the appearance of a green **Deposit** button at the top of the record. **Make sure that you add any output files before clicking Deposit.**

5. Add your output file

To make an output open access through the repository, you will usually need to provide the author's accepted manuscript saved in PDF format (see Table 4). You may find it useful to store other files, e.g. correspondence confirming acceptance for publication.

Select the **Files** tab. If you chose **Upload Output File** your file will be attached. If not, select **Add File**.

Table 4. Key options on the Files tab

Option(s)	Further information
File	Click to browse and find the file for upload or drag and drop the file into the box.
File Type	We usually need you to provide the author's accepted manuscript: your version of the output when the journal confirms it has accepted the output for publication; peer-reviewed, but not yet copy-edited or formatted. This should be saved as a PDF and marked as the **Fulltext – Accepted version.**
Notes	This optional field allows you to add any notes to accompany the file which might assist Libraries with review and validation.

Click the green **Update** button.

6. Send for deposit

Click the green **Deposit** button to confirm and add a message to Libraries staff if you want to highlight any circumstances specific to your publication. Click **Deposit** again to send your record for review and validation. The output status will be updated from **In Progress** to **In Review** and you will become unable to update the record. You can email us further information or files at openaccess@nottingham.ac.uk.

You can also use the **Comments** tab to flag issues or to ask questions by typing **@libraries**. You can send a comment to other RIS users, such as a co-author, by typing the @ symbol and then their name.

Libraries will check the record, add any copyright and licence information, record any publisher or funder embargoes, and set the record as **Discoverable** (available via the repository, expected to be the majority of records) or **Private** (if it cannot be shared immediately).