



Leap

into research

2 – 4 March 2016

Using the Research Repository

Key points

- Login – need a reminder? E-mail – repository@napier.ac.uk
- Upload the author accepted manuscript, embargo if necessary
- Deposit within 3 months of acceptance to be REF compliant
- Send your letter of acceptance to – repository@napier.ac.uk
- Only 6 mandatory fields to be filled – we can do the rest for you

Glossary of terms

- DOI = Digital Object Identifier, uniquely identifies your article
 - Closed deposit – some publishers require items to be deposited with an embargo period
 - Date of Acceptance – the date when the publisher accepts your item for publication
 - Publication date – the date when your item is published in a journal
 - Embargo – indicate the date when the item can be made openly available
 - ISSN – International Standard Serial Number
 - Publisher's pdf – the final, publisher edited and formatted version
 - REF2020 – Research Excellence Framework
 - Green route – publish in a traditional subscription based journal & deposit in repository
 - Gold route – journal is purely open access or hybrid – may charge to publish
 - APC – Article Processing Charges – charges made by publisher to publish immediately as open access item
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SHERPA suite of services

- Sherpa Romeo - enables researchers and librarians to see publishers' conditions for open access archiving on a journal-by-journal basis.
- Sherpa FACT – checks if compliance with funder open access policies can be achieved with a particular journal.
- Sherpa Juliet – enables researchers and librarians to see funders' conditions for open access publication.

Where to get help

- E-mail the repository mailbox - repository@napier.ac.uk
- Repository administrator - l.gibson@napier.ac.uk
- “About” pages on the Repository has a list of FAQ's as well as links to two short videos describing the deposit process.
- Open Access blog - <http://blogs.napier.ac.uk/open-access>

The Information Service Advisor for your subject –

- Arts & Creative Industries – Marian Kirton – m.kirton@napier.ac.uk
- Engineering, Built Environment, and Computing– Jane Haigh – j.haigh@napier.ac.uk
- Business School – Keith Walker – k.walker@napier.ac.uk
- Life Sport and Social Sciences – Laure Ennis – l.ennis@napier.ac.uk
- Nursing and Midwifery - Sheena Moffat – s.moffat@napier.ac.uk



Edinburgh Napier
UNIVERSITY

Publishing your research?

Act on acceptance 

Put your work into the Repository as soon as it's accepted for publication
and send the evidence of acceptance to repository@napier.ac.uk

#actonacceptance