



## How to Deposit Items in the E-Archive

### Step by Step

#### What to put up?

**BEAR** (the Buckingham E-Archive of Research) is a public-facing, open access repository on which University staff and research students can deposit original research to make it available worldwide. All Buckingham researchers are encouraged to do this. The first question you should ask yourself is whether the paper or article or other item you are thinking of putting up should in fact go up. Is it of appropriate quality? Is it of wide interest? The university encourages all its researchers to use BEAR but reserves the right, via the Administrator, to remove material that is inappropriate for this kind of archive. Please contact the Research Officer in your area of study if you are in doubt about the material you are thinking of uploading.

#### Open Access requirements for REF2021

The REF2021 Open Access requirements apply only to journal articles and conference proceedings with an ISSN. When your journal article or conference proceeding paper is accepted for publication, deposit the manuscript in BEAR **within three months of the date of acceptance of publication, otherwise it will be ineligible for REF**. This rule applies from April 2016, but all institutions are acting now to get into good habits with the new Open Access requirements of this REF, but also in relation to the Environment element in REF.

The **date of acceptance** is a crucial date. You should keep a record of it, and of the actual acceptance information, such as the publisher's e-mail or letter. Please paste in the acceptance information at the end of your article, as an 'Annex: Acceptance Information', either by transferring in the e-mail into the Word file, or by creating a jpeg of the letter and inserting it in the Word file, before converting the article to a PDF.

The version of your work you should put up on BEAR will usually be the so-called **post-print** version, i.e. a PDF of the final draft author manuscript, as accepted for publication by a journal, including modifications based on referees' suggestions but before it has undergone final copyediting, styling, and proof correction by the publisher. This is the version required for REF compliance. You will need to respect the publisher's embargo. This can be found on the licence you signed prior to publication, or the useful website SHERPA/RoMEO will show you the basics of your publisher's policy and also allow you to check whether those terms are REF

compatible. **For the next REF the embargo periods** (i.e. when the article is on BEAR but not available to the wider public) **should not exceed 12 months for Panels A and B and 24 months for Panels C and D.**<sup>1</sup>

## Signing in

Buckingham academic staff can sign in and enter BEAR using their usual IT username and password. If for some reason you do not have one of these, or these do not work, please be in touch with the first Administrator (see below).

## Uploading an item (usually an article)

It is useful to have a number of things to hand. Basically you will need to have available, in addition to the PDF of your article that you intend to upload, as much detailed information about the article as possible: at least the following items:

- (1) The date of submission; the date of acceptance; the date of publication (where known)
- (2) The Abstract (open on a Word document, to paste in)
- (3) The date when the embargo on your manuscript expires, usually 12 or 24 months after publication. Check your licence.
- (4) The official URL of the article (if it has been published already)
- (5) The doi of the article
- (6) The basic bibliographical details, including page range
- (7) The original 'keywords' submitted with the article and/or the Scopus keywords
- (8) The ISSN of the journal where it was published

## Step by Step

Click 'New Item': article, book, thesis, etc. and then click 'Next'.

Click 'Browse' to upload a PDF of your article. Remember this should usually be the final reviewed manuscript (also known as the post-print), incorporating your responses to referees' comments and suggestions, and **not** the publisher's final typeset and styled version (the version owned by the publisher). The PDF should be titled as per the title of your article. If you find that when you upload it, the system also calls up the (confidential) information about where it is held in your files, one way around this is to move the PDF to a memory stick, and upload from there.

Click 'Upload' and fill in that page. 'Content' will usually be 'Accepted Version'. 'Description' could usefully be 'author's final peer-reviewed manuscript'. 'Visible', assuming there is an embargo, will usually be 'Registered users only'. The 'Embargo

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<sup>1</sup> Panel A: medicine, health, psychology, biological sciences, agriculture, veterinary science.

Panel B: physical sciences, maths, engineering, computer science.

Panel C: architecture, geography, economics, business, law, politics, social work, sociology, education.

Panel D: languages, English language + literature, history, classics, philosophy, theology, art, culture, media.

date' at the bottom is crucial. This will be from the date of publication and can usually be worked out from your licence.

Click 'Next' to proceed, and you come to the main page of author and article details. Most of these are self-evident, but be sure to fill in the ISSN of the journal and the Official URL of the article. Under 'date' it is probably best to give the publication date, if known. In the 'Additional information' section it would be good practice to give the original submission date and acceptance date of the article, though ideally (as above) the full acceptance information should already be part of your PDF. We suggest the format Submission date: 22-Feb-2013; Acceptance date: 24-Apr-2013.

Click to move forward. Then click 'Deposit Item Now'. The article will not yet be 'live' on the Archive. It will be checked by an Editor or Administrator and then put up live. Administrators will check the system regularly to make live the latest additions to the archive. However, it would be useful to e-mail your local Editor or Administrator to let them know a new article or publication is present.

## **Administrators**

The Administrators at this time are

Diana Hilmer, Assistant Librarian, Lead Administrator –  
diana.hilmer@buckingham.ac.uk

Peta Yates, Librarian – peta.yates@buckingham.ac.uk

Malcolm Meaden-Pratt, Assistant Librarian -  
malcolm.meadenpratt@buckingham.ac.uk

Professor Stefan Hawlin - stefan.hawlin@buckingham.ac.uk

## **Managing your publications**

Once an article or item is up on BEAR, it is important that you do not forget about it. There is one crucial turning-point: as the author you are responsible for checking and managing the embargo period to make sure your work is made freely available according to the publisher's conditions. In other words, you need a note of the publication embargo expiry date, and when that comes you should re-enter the system finally to change your item to complete open access.

**20 June 2017**