



University of Essex

RIS

Repository Deposit

Version 1.0 – August 2017

ABOUT THIS GUIDE

This guide describes the process of depositing your work in the Essex Research Repository from the RIS.

By the end of the guide you should be able to:

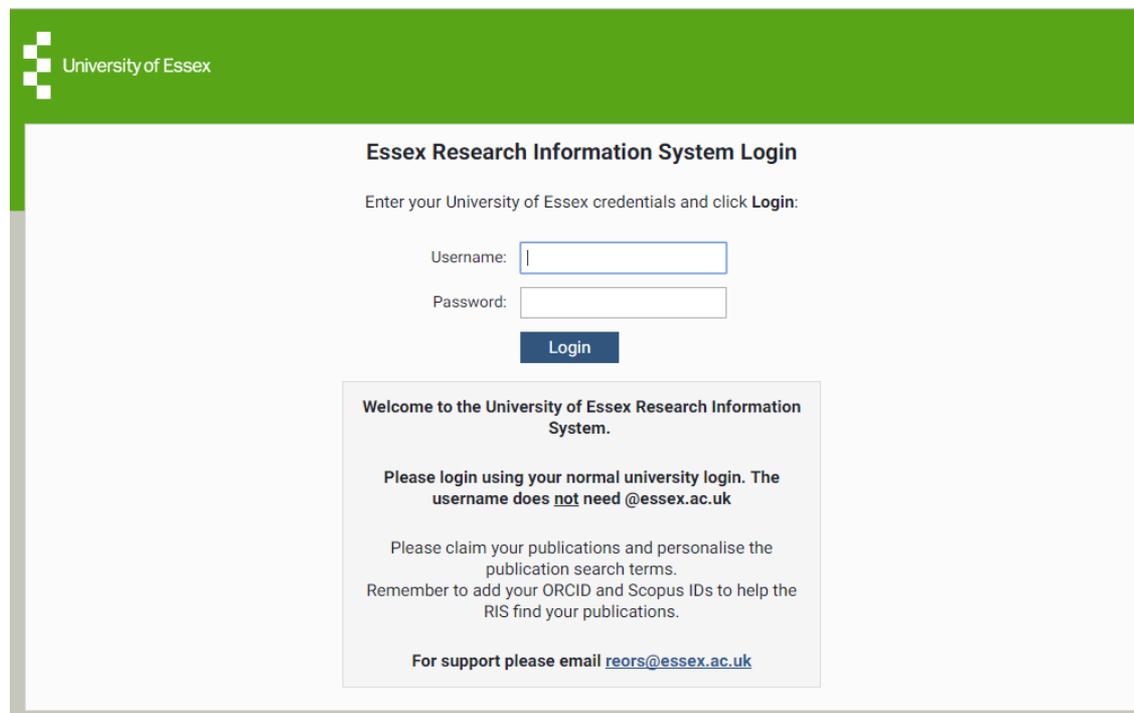
- **Login** to the System
- **Deposit** your existing work
- **Create** new publication records and deposit them

LOG IN

Login at:
ris.essex.ac.uk

Your normal university login is all you need.

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (IE, Chrome, Firefox, Safari)



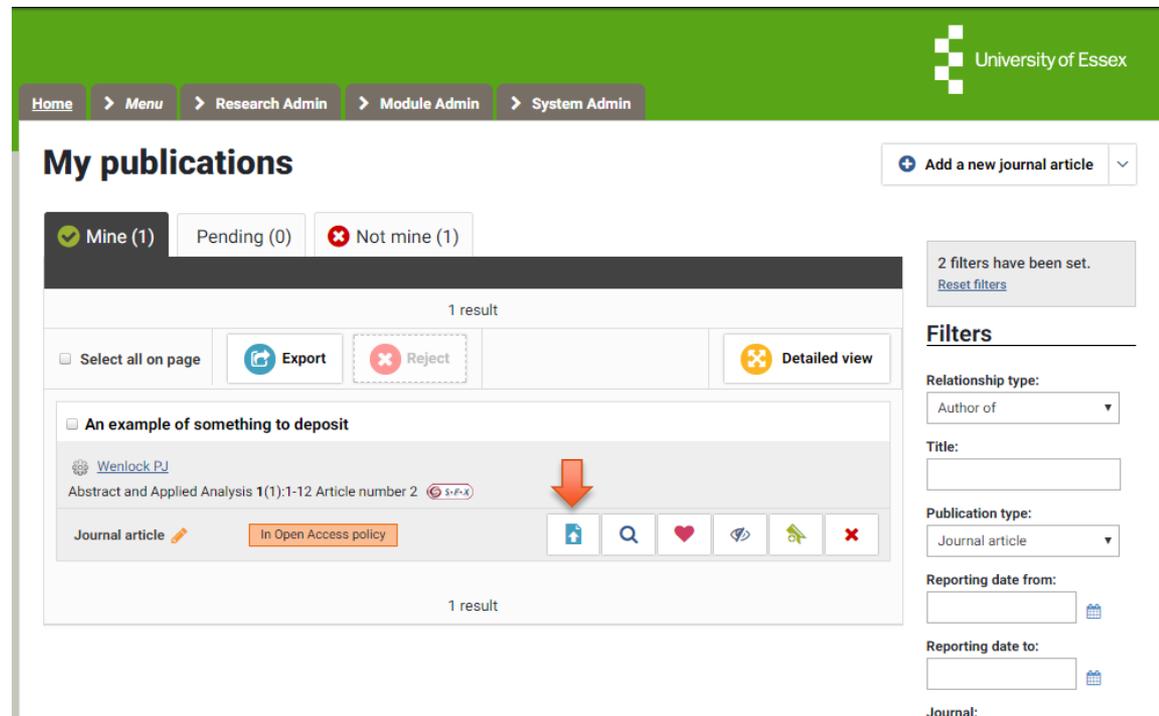
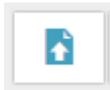
The screenshot shows the login interface for the Essex Research Information System. At the top left, there is the University of Essex logo and name. The main heading is "Essex Research Information System Login". Below this, it instructs users to "Enter your University of Essex credentials and click Login:". There are two input fields: "Username:" and "Password:". A blue "Login" button is positioned below the password field. A grey box contains a welcome message and instructions: "Welcome to the University of Essex Research Information System. Please login using your normal university login. The username does not need @essex.ac.uk. Please claim your publications and personalise the publication search terms. Remember to add your ORCID and Scopus IDs to help the RIS find your publications. For support please email reors@essex.ac.uk".

DEPOSIT EXISTING ITEMS

Navigate:

Menu >
Publications

Publications you have previously claimed or added can be deposited simply by clicking the deposit button



The screenshot shows the 'My publications' page on the University of Essex website. The page has a green header with the University of Essex logo and navigation links: Home, Menu, Research Admin, Module Admin, and System Admin. Below the header, there's a section for 'My publications' with a dropdown menu to 'Add a new journal article'. The main content area shows a list of publications, with one result displayed: 'An example of something to deposit'. This entry is by 'Wenlock PJ' and is titled 'Abstract and Applied Analysis 1(1):1-12 Article number 2'. It is categorized as a 'Journal article' and is 'In Open Access policy'. An orange arrow points to a blue house icon (the deposit button) in the action bar of this entry. The action bar also includes buttons for 'Export', 'Reject', 'Detailed view', and other icons. On the right side, there are filter settings, including 'Relationship type' (set to 'Author of'), 'Title', 'Publication type' (set to 'Journal article'), and 'Reporting date from/to' fields.

DEPOSIT EXISTING ITEMS

The RIS will tell you if the publication has been previously deposited.

If it hasn't, you'll be offered the deposit screen with deposit advice based on the Essex deposit policy.

The screenshot shows the Essex Research Repository interface. At the top right is the University of Essex logo. A navigation bar contains links for Home, Menu, Research Admin, Module Admin, and System Admin. The main heading is "Deposit journal article into Essex-Research-Repository" with a link to "Return to My Publications". A light blue message box states: "This publication has not been deposited. If you have any questions, please contact your repository administrator. Email repository@essex.ac.uk". Below this is an example of a publication: "An example of something to deposit" by Wenlock PJ, titled "Abstract and Applied Analysis". The "Deposit advice" section has two tabs: "Institutional advice" (selected) and "SHERPA / RoMEO advice". The Institutional advice text reads: "It may be possible to deposit any version up to the final published version but you should check the publisher's policy for the individual journal to confirm this. Email repository@essex.ac.uk if you have any questions." The "1. Prepare deposit (step 1 of 3)" section has two sub-sections: "Upload file" and "Enter an OA location". The "Upload file" sub-section includes a "Choose file" button, a "No file chosen" status, a "File version" dropdown menu set to "[None]", and an "Upload" button. Below this is an "or" separator and a checkbox for "Or would you like to deposit the publication without a file?". A "Back" link is at the bottom right.

DEPOSIT EXISTING ITEMS

There is also advice from the SHERPA / RoMEO service

This gives you specific advice on what version the publisher will allow you to deposit.

Deposit advice

Institutional advice | SHERPA / RoMEO advice

For Neuroscience:

- ✓ Author can archive **submitted version** (i.e. pre-refereeing).
- ✓ Author can archive **accepted version** (i.e. final draft post-refereeing).
- ✗ Author cannot archive **publisher's version / PDF**.

Conditions:

- Authors pre-print on any website, including arXiv and RePEC
- Author's post-print on author's personal website immediately
- Author's post-print on open access repository after an embargo period of between 12 months and 48 months
- Permitted deposit due to Funding Body, Institutional and Governmental policy or mandate, may be required to comply with embargo periods of 12 months to 48 months
- Author's post-print may be used to update arXiv and RepEC
- Publisher's version/PDF cannot be used
- Must link to publisher version with DOI
- Author's post-print must be released with a Creative Commons Attribution Non-Commercial No Derivatives License
- Publisher last reviewed on 03/06/2015

Paid access: [Open Access](#) - A paid open access option is available for this journal.

Copyright: View [Unleashing the power of academic sharing](#), [Sharing Policy](#), [Sharing and Hosting Policy FAQ](#), [Green open access](#), [Journal Embargo Period List](#), [Journal Embargo List for UK Authors](#) - <http://www.elsevier.com/about/company-information/policies/sharing/how-to-attach-a-user-license> [Attaching a User License](#) and [Funding Body Agreements](#)

Published by: [Elsevier](#)

Information from
**SHERPA
RoMEO**

Home > Menu > Research Admin > Module Admin > System A

Deposit journal article into Essex-R

< Return to My Publications

This publication has not been deposited.
If you have any questions, please contact your repository administrator. Email [reposit](#)

An example of something to deposit

Wenlock PJ, Abstract and Applied Analysis

Deposit advice

Institutional advice | SHERPA / RoMEO advice

It **may** be possible to deposit any version up to the final published version but you should check the publisher's policy for the individual journal to confirm this. Email repository@essex.ac.uk if you have any questions.

DEPOSIT EXISTING ITEMS

To add the full text version choose the file and say which version it is (Accepted, Published etc.)

Click Upload

If the article is already in a Open Access location you can add the URL

Save Location

You can also deposit without a file. Just tick the box.

The image shows two screenshots of a web form for depositing items. Both screenshots are titled "1. Prepare deposit (step 1 of 3)".

The top screenshot shows the "Upload file" tab selected. It contains the following elements:

- A "Close section" link in red text.
- The text "Upload files from your local machine:"
- A field for "Choose file:" with a "Choose file" button and the text "No file chosen".
- A field for "File version:" with a dropdown menu showing "[None]".
- An "Upload" button.

The bottom screenshot shows the "Enter an OA location" tab selected. It contains the following elements:

- A "Close section" link in red text.
- The text "If your publication is already available elsewhere in Open Access form, please enter the location here:"
- A field for "OA location:" with a text input containing "Enter a URL".
- A field for "File version:" with a dropdown menu showing "[None]".
- A "Save location" button.

Between the two screenshots, there is a horizontal line with the word "or" in the center, and a checkbox below it with the text "Or would you like to deposit the publication without a file?".

DEPOSIT EXISTING ITEMS

Once the file has uploaded you can add further information

Add an Embargo Period and notes for the Repository Manager

Specify how you'd like the work to be used – the RIS will work out the best Licence version

Finally, agree to the Essex Repository Terms and Click **Deposit my Publication**

1. Prepare deposit (step 1 of 3)

1 file has been uploaded:

 [An example of something to deposit.docx](#) ✕
Accepted version.

[+ Upload another file](#)

[+ Enter an OA location](#)

2. Add more information (step 2 of 3)

Embargo period:

6 months ▼

Add a comment:

Some notes for the repository manager

[Save for later](#)

3. Complete deposit (step 3 of 3)

I would like to specify how others may reuse this work:

1) Allow adaptations of your work to be shared? 

Yes No Yes, as long as others share alike

2) Allow commercial uses of your work? 

Yes No

Reuse licence (based on your selections):



Attribution-NonCommercial - CC BY-NC

This license lets others remix, tweak, and build upon your work non-commercially, and although their new works must also acknowledge you and be non-commercial, they don't have to license their derivative works on the same terms.

* I agree to the [Essex Research Repository Deposit Agreement](#) licence terms



Deposit my publication

DEPOSIT EXISTING ITEMS

Once deposited, the item will initially show as “In review”.

Once it has been reviewed by the Repository Manager and accepted it will show as “Live” and be publically accessible from repository.essex.ac.uk

The screenshot displays the University of Essex Research Admin interface. At the top right is the University of Essex logo. A navigation bar includes links for Home, Menu, Research Admin, Module Admin, and System Admin. The main heading is "An example of something to deposit". Below this, there are several sections: "Journal article" with details for "Wenlock PJ" and "Abstract and Applied Analysis 1(1):1-12 Article number 2"; "Journal Rankings" for "Abstract and Applied Analysis" showing SNIP (0.44) and SJR (0.51); "Full text" showing the item is in the "Essex-Research-Repository" and is currently "In review"; and "Actions" with options like "Mark as Favourite" and "Add to Workspace". A "History" section shows a list of deposits. A second "Full text" section at the bottom shows the same item now in "Live" status.

University of Essex

Home > Menu > Research Admin > Module Admin > System Admin

An example of something to deposit

< Return to the publications page

Journal article

Wenlock PJ
Abstract and Applied Analysis 1(1):1-12 Article number 2
SJR

Labels
Applied Mathematics [Manage labels](#)

Journal Rankings
[Abstract and Applied Analysis](#)
SNIP 0.44 SJR 0.51

Full text

Essex-Research-Repository

There is 1 file in the repository:

[An example of something to deposit.docx](#) (Accepted version.)

In review [View deposit](#)

Actions

[Mark as Favourite](#)
[Add to Workspace](#)

Reporting Date

Not set

History

Showing 1 - 3 of 3 (newest first)

- Deposit to repository completed.
by Mr Phineas Wenlock
03/08/2017
- File "An example of something to deposit.docx" uploaded to repository.
by Mr Phineas Wenlock
03/08/2017
- Manual publication record

Full text

Essex-Research-Repository

There is 1 file in the repository:

[An example of something to deposit.docx](#) (Accepted version.)

Live [View deposit](#)

CREATE NEW ITEMS

If the publication is new and has not been indexed by an external data source you'll need to add it to the RIS first.

Click **Add a New Publication** and choose a publication type

University of Essex

Home > Menu > Research Admin > Module Admin > System Admin

My publications

[+ Add a new publication](#)

Mine (2) Pending (0) Not mine (0)

Sort by: Reporting date (newest to oldest)

2 results

Select all on page [Export](#) [Reject](#) [Detailed view](#)

Test

[Wenlock P.J](#)

[S.P.X](#)

0 filters have been set.

Filters

Relationship type:
----- No filter -----

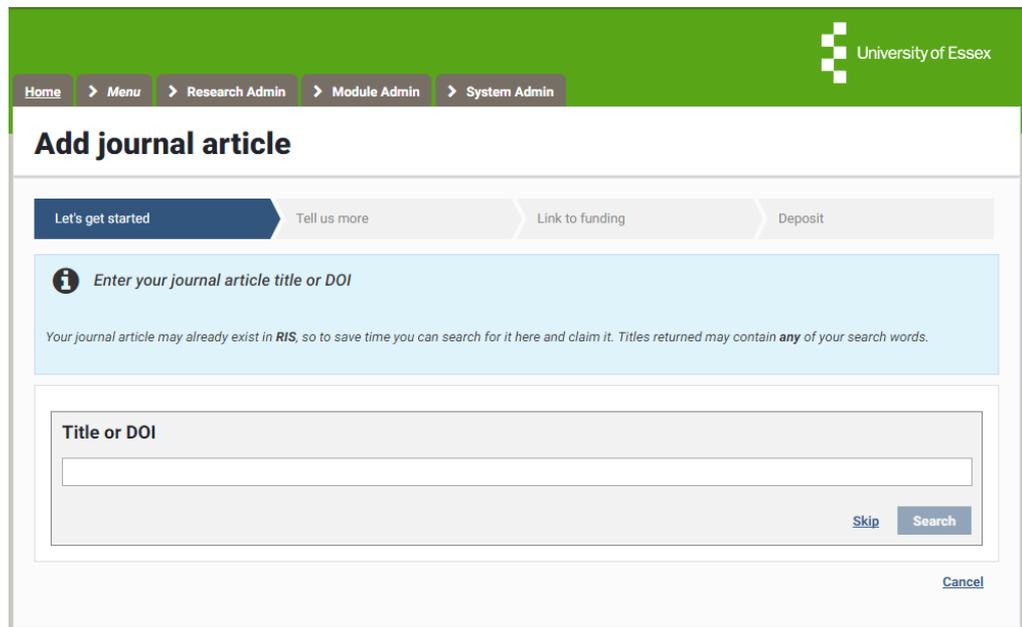
Title:

Publication type:
----- No filter -----

CREATE NEW ITEMS

You'll be asked first for the publication title, DOI or ISBN.

The RIS will check it's not a duplicate and that it is not already deposited.



The screenshot shows a web interface for adding a journal article. At the top right is the University of Essex logo. A breadcrumb trail includes Home, Menu, Research Admin, Module Admin, and System Admin. The main heading is 'Add journal article'. Below this is a progress bar with four steps: 'Let's get started' (active), 'Tell us more', 'Link to funding', and 'Deposit'. A light blue box contains an information icon and the text 'Enter your journal article title or DOI'. Below this is a note: 'Your journal article may already exist in RIS, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.' A form field labeled 'Title or DOI' is present, with a 'Skip' link and a 'Search' button to its right. A 'Cancel' link is located at the bottom right of the form area.

CREATE NEW ITEMS

You can then give more detail about the publication

There are different forms depending on the publication type you are adding (Article, conference paper etc.)

As minimum complete the red starred mandatory fields but please add as much detail as possible

When complete click **Save and Continue**

The screenshot shows the 'Add journal article' form in the University of Essex system. The form is titled 'Add journal article' and has a breadcrumb trail: Home > Menu > Research Admin > Module Admin > System Admin. The form is divided into several sections:

- Progress Indicators:** 'Let's get started', 'Tell us more' (active), 'Link to funding', and 'Deposit'.
- Relationship:** A red star indicates a mandatory field: 'What is your relationship with this journal article?'. It includes checkboxes for 'Author of', 'Editor of', 'Translator of', and 'Contributor to'.
- Essential Information:** A red star indicates a mandatory field: 'Sub types:'. It includes checkboxes for 'Article', 'Letter', 'Review', 'Corrigendum', 'Addendum', 'Rapid Communication', and 'Editorial Comment'.
- Title:** A red star indicates a mandatory field: 'Title:'. It contains a text input field with the placeholder 'An example of something to deposit' and a search icon.
- Authors:** A red star indicates a mandatory field: 'Authors:'. It contains a text input field with the placeholder 'No Authors - please add...'. Below it is a section for 'Add a person:' with fields for 'Last name (required)', 'Initials', and an 'Add' button.
- Date of acceptance:** A text input field with a calendar icon.
- Buttons:** 'Cancel' and 'Save & Continue' buttons are located at the bottom right. A large red arrow points down towards the 'Save & Continue' button.

LINK TO FUNDING

The option to link to funding is available.

Grant data is automatically loaded in to the RIS, so your supporting grant should be available.

Choose the correct grant(s) and “Link Selected”

Link funding

Let's get started

Tell us more

Link to funding

 Make sure your work is linked to the relevant grants to stay eligible for future funding.

TODO: Default [link funding guidance text.](#)

Gas Turbine Engine Models T5313A, T5313B, T53-L-13, T53-L-13A, T53-L-13B, T53-L-13B Ser No. Suff A, T53-L-13B Ser No. Suff B Illustrated Parts Catalog

1979

Which grants are associated with this publication?

Not externally funded

Grant not listed

1 result

Select all on page

 Link Selected

 Unlink Selected

An Example Grant 
An Example Funder Grant to Mr Phineas Wenlock, 01 Sep 2017

1 filter has been set.

[Reset filters](#)

Filters

Title:

Reporting date from:

Reporting date to:

Related to:

Me or my co-authors 

Link status:

----- No filter ----- 

[Reset filters](#)

DEPOSIT NEW ITEMS

Finally you'll be asked to deposit your new record

The process is the same as for existing items as detailed at the start of this guide.

The screenshot shows the 'Deposit journal article into Essex-Research-Repository' page. At the top, there is a navigation bar with 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The University of Essex logo is in the top right. Below the navigation is a progress bar with four steps: 'Let's get started', 'Tell us more', 'Link to funding', and 'Deposit'. A message box states: 'This publication has not been deposited. If you have any questions, please contact your repository administrator. Email repository@essex.ac.uk'. Below this is an example of a depositable item: 'An example of something to deposit' by 'Wenlock PJ'. The main content area is divided into two columns. The left column is titled 'Deposit advice' and contains a box for 'Institutional advice' with the text: 'Check the publisher's policy for the individual journal or email repository@essex.ac.uk if you have any questions.' The right column is titled '1. Prepare deposit (step 1 of 3)' and contains an 'Upload file' section. This section has two tabs: 'Upload file' (selected) and 'Enter an OA location'. The 'Upload file' section includes a 'Choose file' button, a 'No file chosen' label, a 'File version' dropdown menu set to '[None]', and an 'Upload' button. Below this is a checkbox for 'Or would you like to deposit the publication without a file?'. A 'Skip this step' link is at the bottom right.

NEED HELP?

You should now be able to:

- **Login** to the System
- **Deposit** your existing work
- **Create** new publication records and deposit them

You can find extra help, including video guides on common tasks by clicking the help button in the RIS

For support contact the Research Systems Team in the REO

reors@essex.ac.uk

If you have queries about what to deposit or Open Access please email

repository@essex.ac.uk