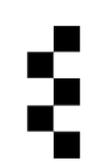




RIS

Repository Deposit Guide

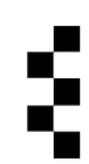
September 2022



ABOUT THE RIS

The Research Information System delivers important benefits which include:

- The automatic searching of publications from a range of external sources and a simple process to deposit them into the Research Repository.
- A single place where researchers can manage grants, professional activities, teaching responsibilities and supervision, publications and impact.
- A way to manage and edit external web profiles.
- A platform in which REF submission and internal research monitoring can be managed with minimal re-keying of data or completing of forms.

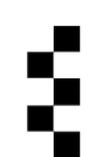


ABOUT THIS GUIDE

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



Essex Research Information System Development Server Login

Enter your University of Essex credentials and click Login:

LOGIN

Please login using your normal university login.
Do not add @essex.ac.uk to the username.

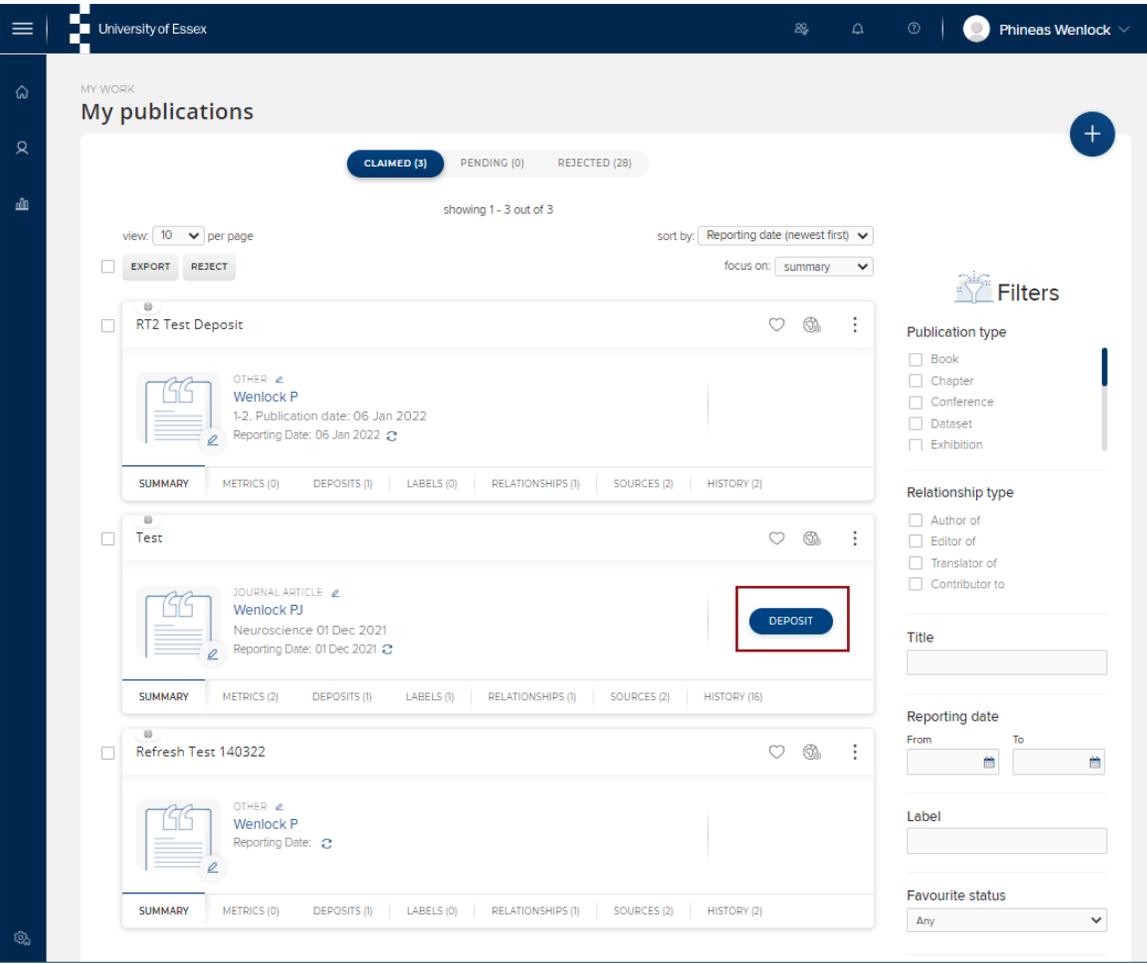
For support please email reors@essex.ac.uk

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 (Microsoft Edge, Chrome, Firefox, Safari).



MY WORK
My publications

CLAIMED (3) PENDING (0) REJECTED (28)

showing 1 - 3 out of 3

view: 10 per page sort by: Reporting date (newest first) focus on: summary

EXPORT REJECT

RT2 Test Deposit

OTHER Wenlock P
1-2, Publication date: 06 Jan 2022
Reporting Date: 06 Jan 2022

SUMMARY METRICS (0) DEPOSITS (1) LABELS (0) RELATIONSHIPS (1) SOURCES (2) HISTORY (2)

Test

JOURNAL ARTICLE Wenlock PJ
Neuroscience 01 Dec 2021
Reporting Date: 01 Dec 2021

DEPOSIT

SUMMARY METRICS (2) DEPOSITS (1) LABELS (1) RELATIONSHIPS (1) SOURCES (2) HISTORY (16)

Refresh Test 140322

OTHER Wenlock P
Reporting Date:

SUMMARY METRICS (0) DEPOSITS (1) LABELS (0) RELATIONSHIPS (1) SOURCES (2) HISTORY (2)

Filters

Publication type

- Book
- Chapter
- Conference
- Dataset
- Exhibition

Relationship type

- Author of
- Editor of
- Translator of
- Contributor to

Title

Reporting date

From To

Label

Favourite status

Any

Deposit existing items

Navigate: **Menu > My Profile > My Work > Publications**

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

< RETURN TO THE PREVIOUS PAGE

Deposit publication: Test

You are about to deposit this journal article to EPrints Test >

Deposit advice

Institutional advice | SHERPA RoMEO advice

If available, please click on the SHERPA RoMEO tab for information about repository deposit and embargo policies.

The University of Essex recommends that open access versions of all published outputs are made available through our institutional repository where it is possible to do so.

Alternatively you can tell us if your publication is publicly available in another open access repository by adding a URL to the OA location. Please note that the published version of an article in a subscription journal is NOT an OA location

You should note that open access versions of journal articles and conference proceedings accepted since 01 April 2016 must be deposited within three months of acceptance to ensure eligibility for REF submission.

If you have any questions, please contact the repository administrator. Email repository@essex.ac.uk

1. Prepare deposit (step 1 of 3)

Upload a file

Choose a file from your local machine:

Choose file:
 No file chosen

File version:
[None] v

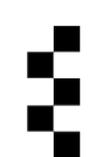
[Deposit Without Files](#)

[Leave without depositing](#)

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.



Deposit existing items

There is also advice from the SHERPA / RoMEO service

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

Deposit advice

Institutional advice | SHERPA RoMEO advice

Neuroscience

Submitted | Accepted | Published

The following Open Access route is permitted for this version:

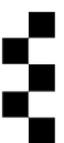
Option 1

Locations	Any Website Named Repository
Embargo:	No Embargo

For more information:

- [Unleashing the power of academic sharing](#)
- [Sharing Policy](#)
- [Sharing and Hosting Policy FAQ](#)
- [Green open access](#)
- [Journal Embargo Finder](#)
- [Journal Embargo List for UK Authors](#)
- [Attaching a User License](#)
- [Funding Body Agreements](#)
- [Open access](#)
- [Open access licenses](#)

Source at SHERPA RoMEO:
[Option 1](#)
[Option 2](#)



1. Prepare deposit (step 1 of 3)

Upload a file

Choose a file from your local machine:

Choose file:
 Orbital_5_miles.pdf

File version:
[None] ▼

- [None]
- Accepted version
- Published version
- Submitted version
- Supporting information

[Save without depositing](#)

Deposit existing items

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

You can also deposit without a file.

1. Prepare deposit (step 1 of 3)

1 local file has been selected:

 **Orbital_5_miles.pdf** Accepted version ✕

[+ Upload another file](#)

2. Add additional information (step 2 of 3)

I would like to specify an embargo:

Embargo period:

Comment:

I would like to specify a reuse licence:

Reuse licence:

Comment:

 **Attribution - CC BY**
This Creative Commons license lets others distribute, remix, tweak, and build upon your work, even commercially, as long as they credit you for the original creation. Recommended for maximum dissemination and use of licensed materials.

3. Complete deposit (step 3 of 3)

Deposit

[Leave without depositing](#)

Deposit existing items

Once the file has uploaded you can add further information

Add an Embargo Period and notes for the Repository Manager

Specify a licence for reuse. The RIS will provide guidance on common re-use licences. You can also add notes for the Repository Manager.

Finally click **Deposit**

Other

Wenlock P
EPrints Test

Labels
There are no labels on this publication. [Add labels](#)

Citation Metrics

EPMC	Scopus	WoS
-	-	-

Full text

EPrints Test
First deposited 14 Mar 2022
There is 1 file in the repository: Live View

[2022-02-14 - Administrative Structure for Ethics Review.pdf](#) (Accepted version)

Data sources

EPrints Test

Manual Unverified Edit record

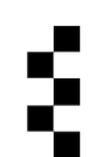
ID: 66CDCE2C-90D4-42C9-B4B5-37A02DAD24B7 More source info Set as preferred record

Title	Refresh Test 140322
Authors	Wenlock, Phineas
Confidential	false

Deposit existing items

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

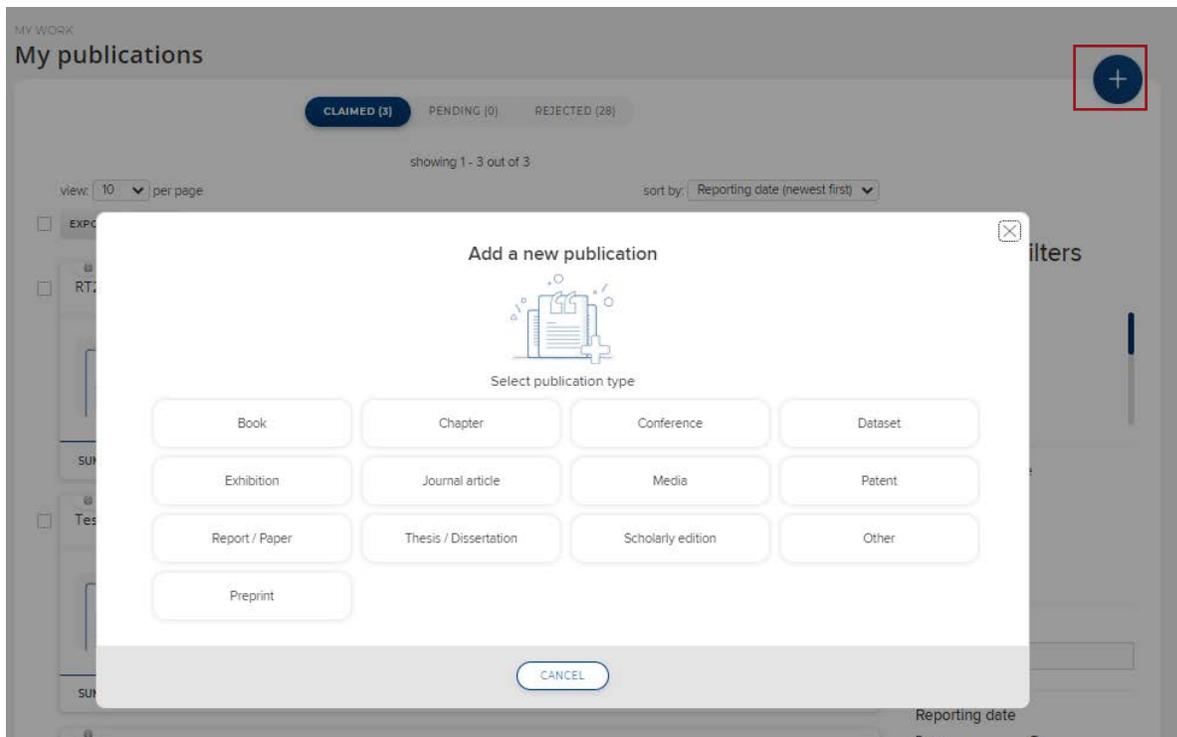
Once it has been reviewed by the Repository Manager and accepted it will show as “Live” and be publicly accessible from <https://repository.essex.ac.uk/>

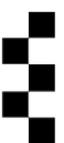


Create new items

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

Click Add a New Publication (+ top right) and choose a publication type





Add journal article

Let's get started | Tell us more | Link to funding | Deposit

i Enter your journal article title or DOI

Your journal article may already exist in RIS DEV, so to save time you can search for it here and claim it. Titles returned may contain any of your search words.

Title or DOI

[Skip](#) [Search](#)

In RIS DEV - Showing 2 results [Explain these results](#)

[New insights into the structure and function of sedoheptulose-1,7-bisphosphatase: an important but neglected Calvin cycle enzyme \(Review article\)](#) • 01 Jun 1999
Raines CA, Lloyd JC, Dyer TA [Claim](#)

[Equality and Non-Discrimination in Europe: The Shortcomings of Article 14 of the European Convention on Human Rights and the new Protocol 12](#) • 2014
Nikolaïdis C [Claim](#)

In External Database - Showing 20 results [Explain these results](#)

New Test Article 01 edit • *New Test Pub 01* • 2014 [Claim](#)

New article - updated2 • *Testing Journal* • 2015 [Claim](#)

Different journal, new issue, new article • *Journal of Metadata Perfection* • 01 Feb 2020 [Claim](#)

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. You can **claim** it if an existing record matches (it may have been added by a co-author or already exist in an external database), otherwise **skip**.

Add journal article

Let's get started | **Tell us more** | Link to funding | Deposit

Information entered on this form is discoverable by other users of the publication module.

* What is your relationship with this journal article?

Author of Editor of
 Translator of Contributor to

Essential Information

* Sub types

Article
 Letter
 Review
 Corrigendum
 Addendum
 Rapid Communication
 Editorial Comment
 Book Review

* Title

A new article

* Authors

No Authors - please add...
[Add a person](#)

Author URL

Abstract

Journal

Volume

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 a minimum complete the red starred mandatory fields but please add as much detail as possible to create a complete reference.

When complete click **Save** at the bottom of the page.

Link funding 16:19 Links have been updated

Let's get started | Tell us more | **Link to funding** | Deposit

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

A new article
Wenlock P

Sort by: Title (A to Z)

10 results per page 1-10 of 2115 1 2 ... 212

Select all on page Link Selected Unlink Selected Done

- "Bright Futures": A Comparative Study of Internal and International Mobility of Chinese Higher Ed
Economic & Social Research Council Grant to Prof Yasemin Soysal, 25 Nov 2014 Funds
- "Disasters, Development, and Financing: Can Randomised Controlled Trials Help Save Lives?"
The British Academy Grant to Professor Gina Reinhardt, 29 Feb 2016
- "Moon Unit"
Mid Essex Primary Care Trust Grant to Dr Murray Griffin, 22 Jul 2010
- "War and Politics: The Effect of War and Casualties on Political Attitudes and Voting Behavior"
The British Academy Grant to Dr Anna Getmansky, 29 Feb 2016
- (DRA4500 - Finished) MI Projects via University College Cork
Marine Institute/University Of Cork Grant to Professor Edward Codling, 07 Apr 2008
- (IMPROVE) Poverty Reduction in Europe: Social Policy and Innovation
European Commission (FP7) Grant to Mr Alari Paulus, Professor Holly Sutherland, 01 Mar 2012
- (In)Consistency of responses to self-assessed health measures and implications for biosocial research
Economic and Social Research Council Grant to Professor Paul Clarke, 15 Apr 2021
- (TangO) Towards delay, energy And spectrum-efficient Next Generation wireless netwOrks
Engineering & Physical Sciences Res.Council Grant to Professor Leila Musavian, 18 Nov 2016
- Technology Strategy Board Grant to Dr John Woods, 14 Oct 2013

More actions
Not externally funded
Grant not listed

0 filters have been set.

Filters

Title

Reporting date from

Reporting date to

Related to
Any

Link status
Any

Grant number

Create new items

The option to link to funding is available.

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

Tick the correct grant(s) and click **Link Selected** then click **Done**. You may also choose **Not Externally Funded** or **Grant not listed** if this applies.

Deposit publication: A new article

Let's get started | Tell us more | Link to funding | Deposit

You are about to deposit this journal article to EPrints Test >

Deposit advice

Institutional advice

If available, please click on the SHERPA RoMEO tab for information about repository deposit and embargo policies.

The University of Essex recommends that open access versions of all published outputs are made available through our institutional repository where it is possible to do so.

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If you have any questions, please contact the repository administrator. Email repository@essex.ac.uk

1. Prepare deposit (step 1 of 3)

Upload a file

Choose a file from your local machine:

Choose file: No file chosen

File version:

[Deposit Without Files](#)

[Skip this step](#)

Deposit new item

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.



Need help?

Contact REO Research Systems

reors@essex.ac.uk

www.essex.ac.uk/staff/research-systems