



UNIVERSITY OF LINCOLN

Guidelines for colleagues depositing work in The Lincoln Repository

The Lincoln Repository is a digital archive where you can deposit your work and make it permanently available. Making your research available in this way makes it more accessible and is important for ensuring it meets the REF's open access requirements. Records appear in your Staff Profile and in institutional research reports.

Logging into the repository

To log into the repository (<http://eprints.lincoln.ac.uk/>), use your normal university network username and password.

Your workspace

To view your workspace, click on "Account" and "Manage deposits". You can view your current and previous uploads here, and deposit a new work (see below for detailed instructions on how to do this).

Publications that you are in the process of uploading are in your workspace. If you start uploading a publication, you can decide that you wish to wait until later before completing the upload, and you can start on another publication.

If there are publications in your workspace, you will see a list of those publications with some option buttons. The title of each publication you are uploading will be shown in the list, or they will be titled "UNSPECIFIED" if you haven't yet given them a title.

The option buttons:

View

Displays the record. Items that have been sent for checking will only have this button.

Remove

If you click on this button, that record will be removed from your workspace and discarded completely. You will be asked for confirmation first, so don't worry about accidentally clicking on it.

Edit

If you click this button, you will be able to carry on completing the record.

Deposit

Pushes the item to the repository.

Depositing your work

Click on "Account" and "Manage deposits".

Click the "Make a new record with a form" button and choose the appropriate Item **Type**. In this screen, you should select the one option on the list that best described your work, for example "Thesis" or "Article". The option you choose here will affect what bibliographic information the system will collect in later stages.

Click **Next** to go to the **Details** screen.

You are now on the **Details** page. This is where you describe your work as a whole. You must provide information in the fields marked with a red star, but you are encouraged to provide information in as many fields as possible. If you are not sure what to enter, click the '?' on the right.

Names

You should enter family name and given name or initials for all authors, including those not at the University of Lincoln. If the author is at Lincoln, the system will recognise them and enter their ID number automatically. To do this, begin to type the name, and when a list of names appears, select the relevant name. After that you may go back and type the name as it appears on the document (even if this is quite different, such as a pseudonym or nickname) – this will preserve the ID number and ensure that the publication is correctly linked to their profile.

If there are multiple authors enter them all, in the order they appear on the item. You can add more boxes for names by clicking on the "More input rows" button.

To remove names from a list just remove the name from the relevant boxes and leave it empty. Don't worry about leaving a blank box in the middle of the list; the system will "bunch up" the list.

Once you've entered the relevant information, click on the "Next" button. If there are any omissions from the data, the system will flag up what is wrong and re-present the form so you can fix the problems.

When you have finished describing your work, click **Next** to go to the **Subjects** screen.

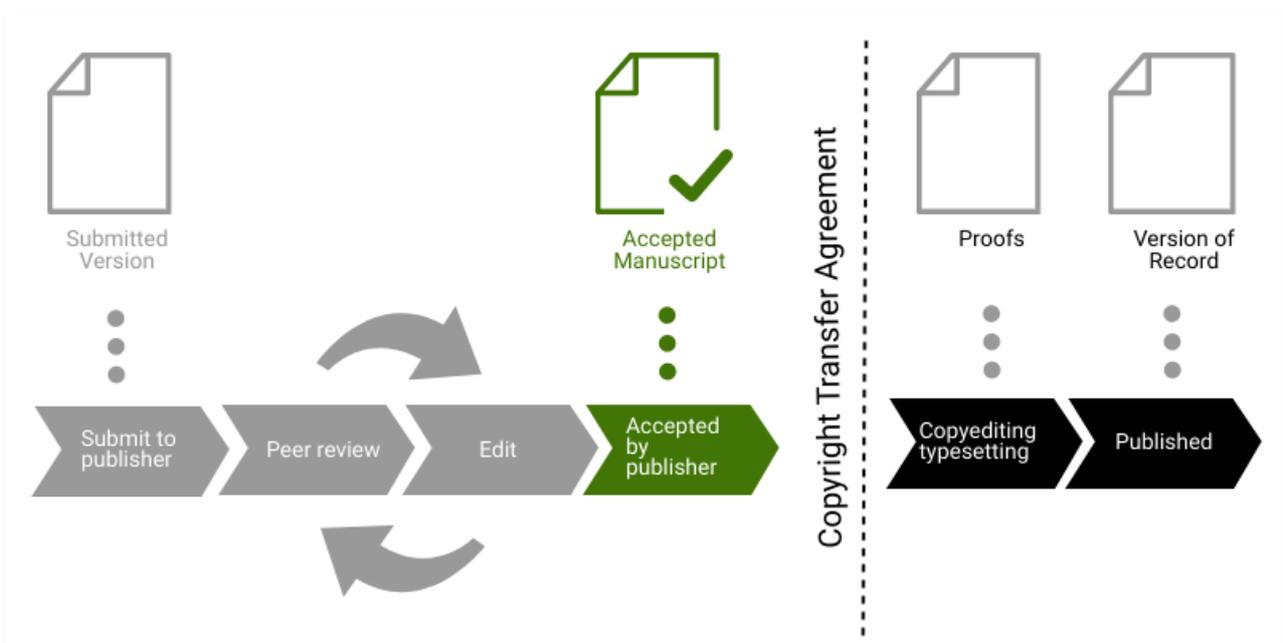
Subjects

In the Subjects stage, you should select the subject or subjects from the list that best represent the content of your publication. You can keyword search, or browse by expanding the categories on the left. If your subject is not represented, choose a more general category, or two that cover different facets of the work

Click the **Next** button. This will take you to the **Upload** screen.

Upload

In order to comply with the REF open access policy you must upload the Accepted Manuscript for journal articles and articles in conference proceedings. The Accepted Manuscript is the final version that was submitted and accepted for publication, and is usually a Word document or PDF. For copyright reasons, we cannot accept proofs or publishers' versions of articles (unless it has been published under an open licence).



For other publication types, you can upload any version that you wish to make publicly available via the repository, provided you have the appropriate rights or permissions do so.

To upload a file click "Choose file" and browse for your item; it will be uploaded immediately. You can place certain access and licensing restrictions on the file at this stage if you wish, including setting an embargo period after which the file can be made publicly available. Embargo periods are often stipulated by publishers, but if you're not sure then leave this blank – it will be reviewed by a member of the REF team before the record is made live.

Click the **Next** button when you have finished describing all your documents.

If you have completed the process, you should click on read the declaration and click on "Deposit item now". Once this has been done your work will be ready for the REF team to review.

Importing records

Records may be selected from an external source and imported individually or in bulk. The records will need editing before deposit.

On your Manage deposits page is an "Import" button. Select the source of your import and then click on the button.

To import individual records (for example a DOI or Pubmed ID) select that format and paste the information into the box. Click "Import items". You will find yourself in the edit screen for that record.

To import in bulk from (for example) Scopus, go to www.scopus.com and perform your preferred search; you may need to refine your search, for example between similarly named authors. Go through the results and select each applicable record by ticking the box. Choose "Export" from the buttons near the top of the page. Choose "BibTeX" and "Complete format" or "All available fields" from the outputs available. Now in the repository choose "Bibtex file" and click "Import" on your homepage. Select the file which will be in your "Downloads" folder, called scopus.bib or similar. Click "Import".

The records will appear in your workspace. Each one must be linked to its university authors by ensuring their author IDs appear (you may have to reenter the names to do this). Fields should be completed manually that may have been missed by the system and the records should be checked for accuracy. They may then be deposited in the same way as manually created records

University Academic Policies

You can find a list of the University's academic policies here: <https://secretariat.blogs.lincoln.ac.uk/academic-policies/>. The policies relating to the repository are the Open Access Policy and the Research Code of Practice.

Further Help

For assistance, please contact the REF team via email: eprints@lincoln.ac.uk.