

# Your library

PubSub:

a guide for online submission to IRep

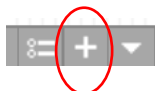
[www.ntu.ac.uk/library](http://www.ntu.ac.uk/library)

NOTTINGHAM  
TRENT UNIVERSITY

## Accessing PubSub

PubSub can be accessed direct from <http://joyce.ads.ntu.ac.uk/pubsub>. You will be prompted for your University username and password.

If you are accessing it off campus, you need to create a web bookmark in NTUanywhere. To do this log into NTUanywhere then click on the plus sign above the list of web bookmarks

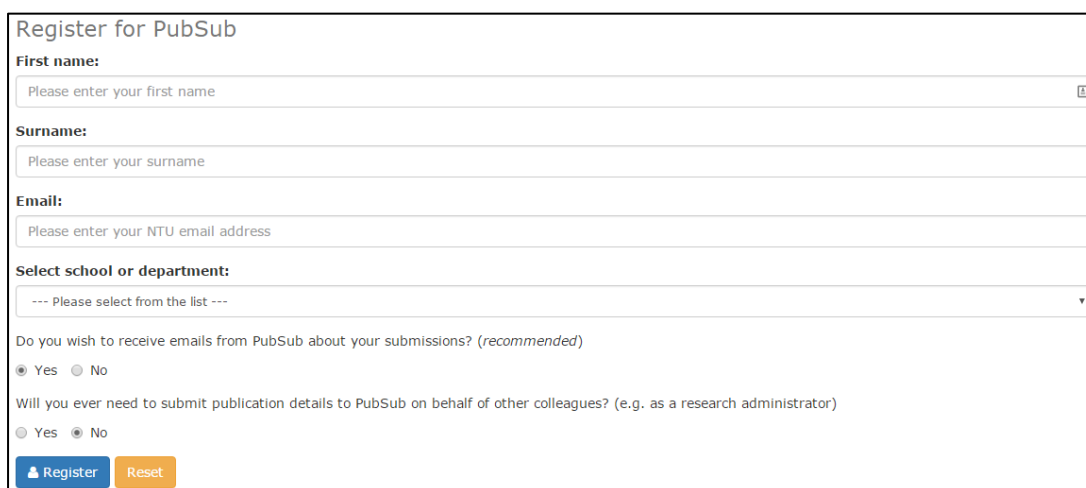


Complete the boxes as prompted then click or [Add Bookmark](#) to save.

The link to PubSub will appear at the bottom of the list of default web bookmarks whenever you log into NTUanywhere. Access PubSub through this bookmarked link whenever you're using PubSub off campus.

## Registering and creating an account

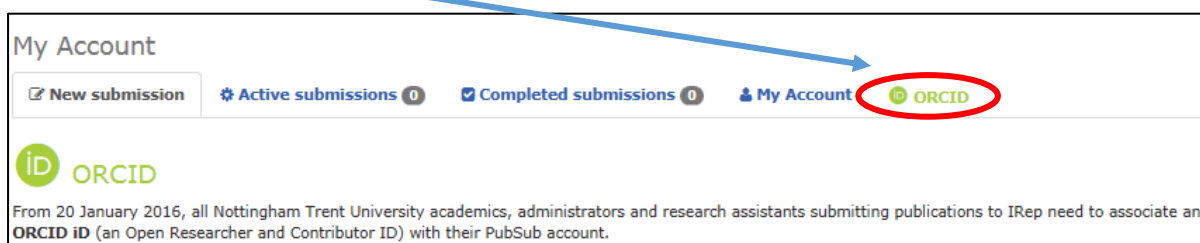
You will be required to enter your NTU email address the first time you log in. You will then be prompted to identify your School or Department, and Division if appropriate.

A screenshot of the 'Register for PubSub' form. The form has a title 'Register for PubSub' and several input fields: 'First name:' with a placeholder 'Please enter your first name', 'Surname:' with a placeholder 'Please enter your surname', and 'Email:' with a placeholder 'Please enter your NTU email address'. Below these is a dropdown menu for 'Select school or department:' with the text '--- Please select from the list ---'. There are two radio button questions: 'Do you wish to receive emails from PubSub about your submissions? (recommended)' with 'Yes' selected, and 'Will you ever need to submit publication details to PubSub on behalf of other colleagues? (e.g. as a research administrator)' with 'No' selected. At the bottom are 'Register' and 'Reset' buttons.

You are strongly recommended to sign up for emails. You will be notified when an item has been submitted, with an expected date of addition to IRep and a unique ID number in case you have any queries relating to your submission.

In addition to your School or Department details you will also have to enter your [ORCID](#) ID. This is a one-off process and once you have linked your ORCID ID to your PubSub account, you will be able to submit new publication details to IRep.

To link your ORCID ID to your PubSub account, click on the ORCID tab on the right hand side of the screen.

A screenshot of the 'My Account' page. The page has a header 'My Account' and a navigation bar with four tabs: 'New submission', 'Active submissions', 'Completed submissions', and 'My Account'. The 'ORCID' tab is highlighted with a red circle. Below the navigation bar is the ORCID logo and the text 'From 20 January 2016, all Nottingham Trent University academics, administrators and research assistants submitting publications to IRep need to associate an ORCID ID (an Open Researcher and Contributor ID) with their PubSub account.' A blue arrow points from the text above to the ORCID tab.

This is a unique identifier that distinguishes you from other researchers. Paste your ORCID iD into the appropriate box and click on 'Add ORCID iD to PubSub'. If you don't have an ORCID iD you will need to register. You can do this through the 'Register for an ORCID iD' link in PubSub.

## New submissions

### Research Funding

For all IRep submissions you are required to identify if your publications are the result of externally funded research activities. If the answer is **Yes**, you will need to identify the funding body and provide related information.

### Selecting publication type

Depending on the publication type you are submitting, you will be asked a series of questions to enable the library to process your request as quickly as possible.

### Conference outputs and publication type

To map to the correct REF output types you need to select the following publication types in PubSub:

Your research output	Publication type in PubSub
Conference papers published in proceedings with an ISSN	Journal article
Conference papers published in proceedings with an ISBN	Chapter in book
All other conference outputs, e.g. unpublished papers	Conference contribution

### Providing date and embargo information

If you are submitting a journal article, you will be asked for the date of acceptance and publication if known. To ensure that your article is eligible for submission to the next REF, we would advise following the guidance provided by HEFCE in terms of date of acceptance and date of publication.

HEFCE regard the date of acceptance as the point at which the author is notified that:

- the output has been reviewed by the journal or conference (normally via peer review)
- all academically necessary changes have been made in response to that review
- the article is ready to be taken through the final steps toward publication (normally copy-editing and typesetting)

HEFCE advice that the 'date of publication' means the earliest date that the final version-of-record is made available on the publisher's web-site. This generally means that the 'early online' date, rather than the print publication date, should be taken as the date of publication.



The screenshot shows a form titled "Journal article - dates" with a close button (X) in the top right corner. It contains two sections, each with a question, radio buttons for "Yes" and "No", and two dropdown menus for "month" and "year".

**Do you know the date of acceptance of this journal article?**  
 Yes  No  
-- Select month --      -- Select year --

**Do you know the date of publication of this journal article?**  
 Yes  No  
-- Select month --      -- Select year --

You will also be asked if your output is subject to an embargo. An embargo is often imposed by a publisher as a condition of including a version of your paper on an institutional repository. Embargoes only apply to outputs when an open access 'Article Processing Charge' (APC) has not been paid.

You can check your publisher's policy by searching the [SHERPA/RoMEO database](#); you can still add your publication to PubSub but the paper will not be released to IRep until the embargo period expires.

**Do you know the embargo details for this journal article?** [Check on Sherpa-Romeo](#)

Yes  No

-- Select the embargo period --

Click here to open Sherpa-Romeo and search for your journal

Journal:	<a href="#">Microbiology</a> (ISSN: 1350-0872, EISSN: 1465-2080)
RoMEO:	This is a <b>RoMEO yellow</b> journal
Paid OA:	A paid open access option is <b>available</b> for this journal.
Author's Pre-print:	<input checked="" type="checkbox"/> author can archive pre-print (ie pre-refereeing)
Author's Post-print:	<input type="checkbox"/> subject to Restrictions below, author can archive post-print (ie final draft post-refereeing)
Restrictions:	<ul style="list-style-type: none"> <li>12 months embargo</li> </ul>

Check 'restrictions' for the embargo period

Depending on the publication type you are submitting, you may be asked if a DOI (Digital Object Identifier) is available.

**What is a DOI?** It is a unique alphanumeric string to identify content and provide a persistent link to its location on the internet. Your publisher will assign a DOI to your journal article or conference paper when it is published and made available electronically.

**Where will I find it?**

It may be on your article:

*J Appl Physiol* 115: 1163–1172, 2013.  
 First published July 25, 2013; doi: **10.1152/jappphysiol.00272.2013**.

On the publisher's website:

**Published online before print July 25, 2013, doi: 10.1152/jappphysiol.00272.2013**

Journal of Applied Physiology  
**October 15, 2013** vol. 115  
 no. 8 1163–1172

Included in a database record, e.g. Scopus:

ISSN: 87507587    CODEN: JAPHE    Source Type: Journal    Original language: English  
 DOI: **10.1152/jappphysiol.00272.2013**    Document Type: Article

If you don't have a DOI, type or paste the citation into the text box. We will only accept single citations as copyright permissions vary for different publications.

If you need to edit your citation at any stage click on the box 'Publication details' to return to the relevant screen:

New publication submission

Publication details  
  Upload full-text  
  Copyright and embargo  
  Submit

**Full-text:**  
  Submitting full-text  
  Not submitting full-text  
 Selected -- Full-text being submitted

**Version:**  
  Pre-print  
  Post-print  
  Published version  
  Other  
 Select which full-text version is being submitted

As part of the [NTU Publications Strategy](#), academic staff are required to deposit, where copyright allows, the full text of all research papers (including journal articles and conference papers) to IRep; full text of all other publications is strongly recommended. It is your responsibility to submit the version which meets the publisher's copyright conditions.


The full text of all journal articles and conference papers (published in proceedings with an ISSN) accepted for publication after 1 April 2016 must be deposited in IRep within three months of acceptance to be eligible for the next REF, as mandated by HEFCE. **However, HEFCE have applied an exception that until 1 April 2018 outputs can be deposited up to three months after the date of publication.**

**How do I know which version to submit?** If you have provided a DOI for a journal article, the [SHERPA/RoMEO](#) database is searched automatically. The archiving policies are presented as a summary, with the option to display any additional information:

**Full-text archiving: publisher policies**

**Publication title:** *Child and Family Social Work* (ISSN: 1356-7500)  
**SHERPA RoMEO colour:** Yellow

- **Pre-print:** Can be added to IRep
- **Post-print:** Can be added to IRep - under certain conditions (2 years embargo)
- **Publisher's version:** Cannot be added to IRep



Click here to check full conditions of deposit

If you can't provide the DOI you'll need to check the [SHERPA/RoMEO](#) database. For all other items, check your publisher's agreement. Your [Research Support Librarian](#) is available for advice.

### Versions

- Pre-print is the version before peer review (Pre-prints aren't eligible for REF submission).
- Post-print is the final draft submitted to the publisher, with the revisions made after peer review. Publishers may refer to this as the author-accepted manuscript.

- Publisher's version is the final version which has been copy edited and typeset. Publishers often refer to this as the version of record.

## Providing full text

Wherever possible upload your text as a pdf document. For some publication types where the output cannot be captured as a full-text document, e.g. exhibitions, you will be asked to provide a URL (internet location).

You will receive a confirmation message with the record ID and expected date of addition to IRep.

## File name good practice

Long file names and inclusion of non-standard filename characters (e.g. brackets) may result in failure to upload your document. When assigning a filename follow apply the following criteria:

- keep it short (150 characters maximum, including file extension);
- do not include spaces;
- do not include punctuation;
- only include characters and numbers.

## Can I make alterations to my submission?

You will be unable to request alterations immediately as your submission is still being worked on by the library, it is best to wait a few days and follow the 'Update or amend an IRep publication' process below. However if your request is urgent please contact your [Research Support Librarian](#).

## Update or amend an IRep publication

From the PubSub homepage select the option below:



This will direct you to 3 options to locate your publication (depending on which system you used for submission - not sure? select option 3).

This option for publications submitted after January 2014

This option for publications where you have the IRep url

This option for when you are not sure

#### A publication previously added to IRep through PubSub?

Once you know the citation of the publication (e.g. "SMITH, J. 2016. History rewritten. Nottingham: Academic Press"), you can **submit your amendment** request

#### A publication added to IRep before PubSub was launched?

Once you know the IRep URL (web address) of the publication you want to update (e.g. <http://irep.ntu.ac.uk/28276/>), you can **submit your amendment** request

#### Not sure which?

If you're not sure if your publication was first submitted through PubSub or not, start **submitting your amendment**, and PubSub will route you to the right option

When you have located your submission, select its PubSub ID and you will be provided with 4 amendment options – complete as appropriate and select Submit.

PubSub ID	IRep ID	Type	Citation
6515	29024	Journal article	CROSS, S., 2014. Mad and bad media: populism and pathology in the British tabloids. <i>European Journal of Communication</i> , 29 (2), pp. 204-217. ISSN 0267-3231
6514	20171	Journal article	CROSS, S., 2013. Laughing at lunacy: othering and comic ambiguity in popular humour about mental distress. <i>Social Semiotics</i> , 23 (1), pp. 1-17. ISSN 1035-0330

### Existing IRep entry

<b>IRep ID:</b>	29024
<b>IRep type:</b>	Journal article
<b>IRep citation:</b>	CROSS, S., 2014. Mad and bad media: populism and pathology in the British tabloids. <i>European Journal of Communication</i> , 29 (2), pp. 204-217. ISSN 0267-3231
<b>Year of publication:</b>	2014
<b>Metadata added:</b>	Yes
<b>Full-text added:</b>	Yes
<b>Date added:</b>	02 November 2016

### Publication details to update or amend

- Update or amend the publication's citation
- Provide a new (or a replacement) full-text file
- Provide additional (or correct existing) metadata (publisher, location, ISSN, DOI, etc.,)
- Tell the library something else about this publication

Reset Submit

Please note if you are providing a new or replacement full-text file you must know your embargo date (Please refer to the section above entitled [Providing date and embargo information](#)).



## Processing your request

The library aims to process your submissions within the following timescales:

- journal articles and conference papers published in proceedings with an ISSN – 5 working days;
- all other publication types – 15 working days;
- amendments will be treated as low priority however, those with associated funder or REF compliance will take precedence.

If you seek advice from your [Research Support Librarian](#), this process will be put on hold for the duration of the enquiry.

## Additional support

Click on the links at the bottom of the PubSub screen, or contact your [Research Support Librarian](#).

