

# Your library

PubSub:

a guide for online submission to IRep

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

NOTTINGHAM  
TRENT UNIVERSITY

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## NTU Publications Policy: what you should add to IRep

As part of the [NTU Publications Policy](#) , academic staff are required to deposit, where copyright allows, the following research outputs into the Institutional Repository (IRep):

- Journal articles and conference proceedings with an ISSN
  - Deposit as soon after the point of acceptance as possible and no later than three months after this date.
  - Authors must provide the accepted and final peer-reviewed text and are expected to add embargo details for the journal following a check on [SHERPA/RoMEO](#).
  - Following publication of the output, the depositing author is responsible for updating the record in IRep with full bibliographic details, including the date of publication. This needs to happen as soon as possible after the point of publication and no later than one month after this date.
  - Compliance with this policy safeguards NTU output eligibility for submission to the REF.
- Book chapters and monographs that report original research
  - Deposit as soon as possible after the point of the publication and no later than three months after this date.
  - Check your publisher's website to see if they allow you to deposit a version of your manuscript or a selected chapter in an institutional repository.
- Practice-based outputs
  - Deposit supporting digital content illustrating the nature of the work as soon after the point of publication as possible and no later than three months after this date.
- Bibliographic details of all other research outputs should be deposited in IRep.

### REF2021 open access requirement

HEFCE have stated that journal articles and conference proceedings with an ISSN **accepted for publication after 1 April 2016** must be made open access to be eligible for submission to REF2021.

- Authors must deposit the accepted and final peer-reviewed text in IRep as soon as possible after the point of acceptance and no later than three months after this date.
- The full-text must be made available within a month of any embargo expiring.
- HEFCE have said that gold and green routes to open access are acceptable.
- Publishers often impose a delay before repositories can make manuscripts openly available. The maximum permitted embargo is 12 months (for Panels A and B) or 24 months (Panels C and D). Articles still under embargo are eligible for REF submission, provided they meet the requirements of the policy.

## 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.

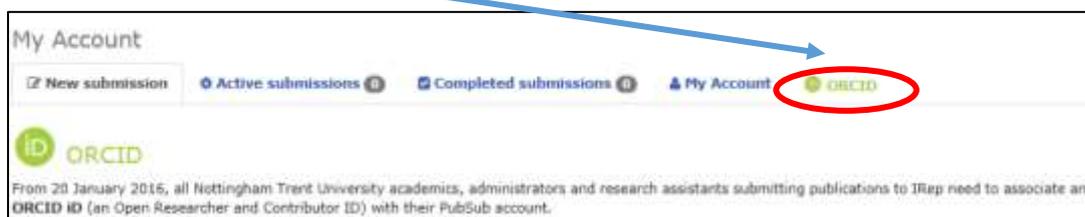
A screenshot of the 'Register for PubSub' form. The form contains the following fields and options:

- First name:** A text input field with the placeholder text 'Please enter your first name'.
- Surname:** A text input field with the placeholder text 'Please enter your surname'.
- Email:** A text input field with the placeholder text 'Please enter your NTU email address'.
- Select school or department:** A dropdown menu with the placeholder text '--- Please select from the list ---'.
- Do you wish to receive emails from PubSub about your submissions? (recommended):** Radio buttons for 'Yes' (selected) and 'No'.
- Will you ever need to submit publication details to PubSub on behalf of other colleagues? (e.g. as a research administrator):** Radio buttons for 'Yes' and 'No' (selected).
- At the bottom, there are two buttons: 'Register' (blue) and 'Cancel' (orange).

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.



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.

The screenshot shows the ORCID website interface. At the top left is the ORCID logo. Below it, the text reads: "If you do not already have an ORCID iD, register for one:". There is a green button with a plus icon and the text "Register for an ORCID iD". Below this, the text reads: "Once you have an ORCID iD, add it to your PubSub record:". There is a text input field containing "e.g. 0000-1111-2222-3333". Below the input field is a green button with a plus icon and the text "Add ORCID iD to PubSub".

## New submissions

The screenshot shows the "My Account" navigation bar. It contains several items: "New submission" with a plus icon, "Active submissions" with a circle containing "0", "Completed submissions" with a circle containing "20", "My Account" with a person icon, and an ORCID logo. Three callout boxes are present: one pointing to "New submission" with the text "Click to start new submission"; one pointing to "Completed submissions" with the text "Items in process but not yet added to IRep"; and one pointing to the ORCID logo with the text "Items processed through PubSub".

## 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.

The screenshot shows a form titled "External funding". At the top, there are radio buttons for "Yes" (selected) and "No". Below this is a green checkmark and the text "External funding response recorded". The form has three main sections: "Funding body" with a dropdown menu showing "-- Select funder --" and a blue instruction "Select the name of the funding body"; "Funding identifier (Optional)" with a text input field containing "Funder Identifier" and a blue instruction "Provide the project identifier allocated by the funder"; and "Funding note (Optional)" with a large text area containing the text "Provide any additional information about the funding arrangements for this publication" and a blue instruction "Add a supporting or explanatory note (Characters remaining: 400)".

## Publication details

You will be asked if your publication has a DOI.

<b>DOI:</b>	<input type="text" value="e.g. 10.1108/14684520810923881"/>
<b>Paste in a DOI (Digital Object Identifier) if the publication has one</b>	
<input type="button" value="Submit DOI"/> <input type="button" value="No DOI available"/>	

There are three scenarios you may encounter:

- DOI provided and recognised: PubSub will identify your publication type and pre-populate some of the required fields e.g. date of publication and citation details.
- DOI provided but not recognised: if you are depositing a journal article on acceptance then the DOI may not have been registered by the publisher. You will be prompted to enter the publication details manually.
- No DOI available: you will be prompted to enter publication details manually.

**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. You may find that your book (both at title and/or chapter level) has been assigned a DOI if it is made available on the publisher's online platform.

### Where will I find it?

It may be included in the acceptance email from your publisher.

It may be on your article:

<p><i>J Appl Physiol</i> 115: 1163–1172, 2013. First published July 25, 2013; doi:10.1152/jappphysiol.00272.2013.</p>
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On the publisher's website:

<p><b>Published online before print July 25, 2013, doi: 10.1152/jappphysiol. 00272.2013</b></p> <p>Journal of Applied Physiology <b>October 15, 2013</b> vol. 115 no. 8 <b>1163–1172</b></p>
--

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

<p>ISBN: 978-135166038-9;978-113806544-4 Original language: English</p>	<p>DOI: 10.4324/9781315159713 Document Type: Book Publisher: Taylor and Francis</p>
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### 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: Journal articles

If you are submitting a journal article that has been published in 2016 or later, you will be asked for additional date information. This information will be used to monitor compliance with the open access requirements for REF2021.

The image shows three screenshots of a submission form. The first screenshot is titled 'Acceptance' and shows a 'Yes' radio button selected. Below it is a calendar for April 2018. The second screenshot is titled 'Publication' and also shows a 'Yes' radio button selected, with a similar calendar. The third screenshot is titled 'Embargo' and shows a 'Yes' radio button selected, with a dropdown menu for selecting an embargo period. At the bottom of the first two screenshots, there is a 'Confirm dates' button and a red 'Information required!' indicator. At the bottom of the third screenshot, there is a 'Check on Sherpa-Romance' button.

To ensure that your article is eligible for submission to the next REF, we would advise following the guidance below in terms of date of acceptance and date of publication.

The **date of acceptance** is 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).

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

If this field has been pre-populated because the DOI was recognised then you will need to confirm it is correct by clicking inside the calendar or by selecting a new date if it is incorrect.

Publication ?

✔ Publication - response provided

Yes No

❗ CrossRef indicates that the publication date is: 01 June 2018

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

❗ Confirm the date suggested by CrossRef, or select a different date

Click on the correct date in the calendar to confirm the date of publication

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 must add your publication to PubSub to be compliant with the REF2021 open access policy and the paper will be added to IRep as a closed deposit.

❗ Do you know the embargo details for this journal article?

Yes No

-- Select the embargo period --

Check on Sherpa-Romeo

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

Journal:	<b>Microbiology</b> (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:	✔ author can archive pre-print (ie pre-refereeing)
Author's Post-print:	✖ subject to Restrictions below. author can archive post-print (ie final draft post-refereeing)
Restrictions:	• 12 months embargo

Check 'restrictions' for the embargo period

### Uploading full-text on acceptance

If you are depositing a journal article on acceptance, you will be prompted to upload your accepted manuscript and will then proceed directly to submit the record. Your file will be added to IRep as a closed deposit which prevents any breach with your publisher's copyright policy. Don't forget to notify us when your article is published by using the **amendment** feature in PubSub and we will set the embargo expiry date. (hyperlink)

### Uploading full-text on publication

If you are depositing an output on publication, you will be asked to provide the full-text and will then be asked to confirm its copyright status and set an embargo expiry date (if applicable). You will also have the option to request help from the Library Research Team if you select 'not sure' at this stage.

### 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

Information from **SHERPA RoMEO**

Click here to check full conditions of deposit

Full details for this title

If you can't provide the DOI you'll need to check the [SHERPA/RoMEO](#) database. **NB** You must provide the post-print (accepted manuscript) as a minimum to safeguard your eligibility for the REF.

For all other item types, 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.

## Accepted file types

Wherever possible upload your text as a pdf document.

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

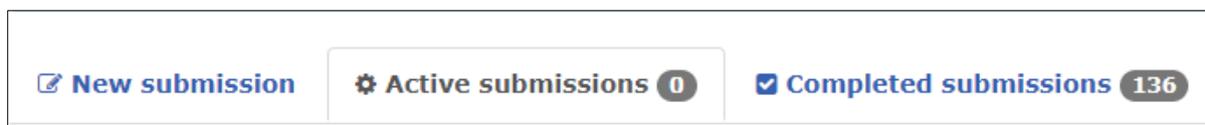
## File name good practice

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.

## Update or amend an IRep record

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



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

IRep ID:	29024
IRep type:	Journal article
IRep citation:	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
Year of publication:	2014
Metadata added:	Yes
Full-text added:	Yes
Date added:	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 for an output that has been published then you must know your embargo date. Please refer to the section entitled **providing date and embargo information**.

## Updating a journal article upon publication

It is essential that you update the record for journal articles deposited on acceptance and provide us with the date of publication so we can set an embargo end date. You will not be fully compliant with the REF2021 open access policy until you have provided this

information. It is also good practice to update the citation with volume, issue and page numbers and provide a DOI (if available).

The screenshot shows a multi-step form for updating or amending a publication's citation. The first step is active, showing a citation: GRANDORI, A. and FURLOTTI, M., 2018. Contracting for the unknown and the logic of innovation. European Management Review. ISSN 1740-4754 (Forthcoming). Below this are sections for providing a full-text file, additional metadata, and a note to the library. A callout box points to the note section with the text: "Use this box to tell us your article has been published and include the date (minimum requirement)". At the bottom right, the "Reset" and "Submit" buttons are visible, with the "Submit" button highlighted by a red box.

## 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](#).

The footer navigation bar contains the following links: IRep | Libraries and Learning Resources | Library support for research | **Need help or to report a problem?** | PubSub version information. The link "Need help or to report a problem?" is highlighted with a red box.