Your library

PubSub:
a guide for online submission to IRep

www.ntu.ac.uk/library
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 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.

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.

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:

<table>
<thead>
<tr>
<th>Your research output</th>
<th>Publication type in PubSub</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference papers published in proceedings with an ISSN</td>
<td>Journal article</td>
</tr>
<tr>
<td>All other conference outputs, e.g. unpublished papers</td>
<td>Conference contribution</td>
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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.

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.
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:

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On the publisher’s website:

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Published online before print July 25, 2013; doi:10.1152/japplphysiol.00272.2013.
Journal of Applied Physiology
October 15, 2013 vol. 115 no. 8 1163-1172
```

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

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ISSN: 07507567   CODEN: JAPHE   Source Type: Journal   Original language: English
DOI: 10.1152/japplphysiol.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:
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:

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:

Submit changes to a publication which is already in IRep:
Update or amend an IRep publication

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

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.