The Library and Computing Centre

5 steps to adding your research to the University Repository

Step 1 - How do I access the Repository?
All you need is your network login to gain access to the repository at http://eprints.hud.ac.uk/.

Once you have logged in you will be taken to your User Area where you can begin to add your research. Click on New Item to create a new repository record.

Step 2 - What can I add?
You can add a range of research outputs, from journal articles to web pages. The item type you choose determines how the rest of the record will display and what information you will need to provide.

For more information on how to add different research outputs please select the link from the Homepage.

Step 3 - What can I upload?
Most publishers allow the ‘Accepted Version’ of a journal article to be used in the Repository, that is the author-created version that incorporates referee comments and is the accepted for publication version, usually a Word document.

For further details Sherpa: http://www.sherpa.ac.uk/romeo provides reliable information on publishers’ copyright policies, but if you are unsure, contact the Repository team. E.mailbox@hud.ac.uk

Step 4 - What details do I need?
Try to provide as much bibliographic information as possible when filling in your record. For example:

<table>
<thead>
<tr>
<th>Journal or Publication Title:</th>
<th>British Journal of Social Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISSN:</td>
<td>1468-263X</td>
</tr>
<tr>
<td>Publisher:</td>
<td>Oxford University Press</td>
</tr>
</tbody>
</table>

The information you will need to provide will differ depending on what you are depositing, but the record will clearly tell you what information is required. You also need to choose subject headings, a maximum of 3 is recommended.
Step 5 – When do my items appear in the Repository?

When you deposit an item the record is held in a Review area, until checked by the Repository Team, before it is placed in public view. This is where we will check any copyright implications on your behalf.

NB Any subsequent edits or additions to the record will need to be passed to the Repository Team after you have deposited your item into the Review Area.

Once this has happened, the record will appear in the Live Area of the Repository, and it will also be searchable via Summon and Google (Scholar) and feed into your staff profile page, for example:

Research Outputs


