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Procedure for submission of material

1. The University Repository is available at (<http://eprints.hud.ac.uk>)
2. Material may be deposited by the CLS Repository Administrator (RA) or by the author.
- 3 An author may pass bibliographical details including suggested **keywords** to the RA for deposit if preferred. openaccess@hud.ac.uk
4. The information will be held in a secure area for checking by the CLS Repository Administrator (RA).
5. The RA will proceed as follows:
 - a) the submission will be checked for:
 - accuracy of bibliographical detail and referred back to the author with any queries
 - appropriate subject headings and keywords using standard subject headings
 - compliance with copyright, either via the SHERPA link or directly with the publisher
 - any embargo on the material (if submission of the published version is subject to a time delay imposed by the publisher, then the author's version may be used until the embargo is lifted)
 - DOIs (digital object identifiers) will be provided where available
 - b) where copyright is granted, the submitted item will be moved into the public access area of the repository
 - c) material designated for the RAE will be moved to the RAE area of the University Repository and additional information included as suggested by the author
 - d) the item will be searched to ensure it is retrievable via the appropriate searches for material placed on public access
 - e) If the item has been placed on restricted access, it will be checked to ensure it is only retrievable by designated users.

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