UNIVERSITY OF HUDDERSFIELD REPOSITORY

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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