

Deposit Guide

Who can add eprints to the repository?

Staff members of the School of Oriental and African Studies may submit eprints to the online repository.

What are eprints?

Eprints are electronic versions of academic papers. For the SOAS eprint repository you may submit:

- An article from a journal, magazine or newspaper
- A chapter or section from a book
- A book or conference volume
- A paper, poster, speech, lecture or presentation given at a conference, workshop or other event
- A monograph- this includes working papers, discussion papers, project or technical reports, manuals or other documentation.
- A thesis or dissertation

You may submit

- Preprints - a pre-refereed, unpublished paper which may be submitted for publication
- Postprints - the final peer-reviewed published version of a paper

Please make sure you have the right to add a copy of your paper to the repository.

To submit eprints please follow these steps:

1. Check you have copyright clearance to include the paper in an institutional eprint repository.
2. Make sure the paper is available in a suitable electronic format
3. Register to use the SOAS Eprint repository
4. Deposit the paper

1. Copyright

Who owns the copyright of your article?

- Published articles/papers - in most cases authors sign agreements transferring copyright to the publisher. Many agreements do not allow you to reuse an article as a chapter in a book, to revise or adapt an article, to distribute an article to colleagues, to reproduce copies of an article for teaching purposes not to make an article available in an online repository.
- Unpublished papers - author retains the copyright. Note: some publishers will not publish any articles which have been publicly available e.g. in a repository. If in doubt, check with the publisher directly.

What can you do?

- Some publishers allow publication of pre and/or post print papers in institutional repositories. Check the list of publisher copyright policies & self-archiving on the SHERPA

web-site. This list was produced by the ROMEO project which investigated IPR issues and created a list of publishers which have "open" copyright agreements. Check the list at: <http://www.sherpa.ac.uk/romeo.php>

- Check your copyright agreements. Many publishers have their agreements available on their web-sites. Some publishers now offer "license to publish" agreements as an alternative to "Copyright transfer" agreements which may allow authors to deposit papers in institutional repositories.
- Write to publishers who are not compliant asking for rights to include an article in an institutional repository (a standard letter is available).

Note: check agreements carefully as there may be conditions attached to making papers available in an institutional repository e.g. publishers may allow you to make a paper available but not the publisher's version/PDF.

2. Suitable electronic formats

PDF (Portable Document Format) is preferred, although you may submit prints in ASCII (text) or Postscript format. If you only have a print copy of the paper you will need to scan it. Once a paper is scanned you can save it in PDF format.

Word documents - the eprint repository will not accept documents in Word format. The reason for this is that eprint archives are designed to make documents available to the widest audience possible. By adding papers in Word format the researcher who would like to read your paper will have to have the same version of Word installed on their computer as you. To make Word documents available it is advisable to convert them to PDF or to save them as text files and upload as ASCII.

Saving Word documents as text files (ASCII)

- Open your document in Word
- Click on File
- Click on Save as...
- Give the file a name (not too long)
- Save as type: change Word document to Text only with line breaks or Text with layout (this will maintain the layout of your document).

Converting documents to PDF

- Use conversion software from Adobe Acrobat. Macintosh users have this built in to their operating system but Windows users will need to have it installed (for a fee).
- For occasional use, there is a scanner computer in the Helpdesk room 103 which has Acrobat 6.0 installed.
- Use free OpenOffice software. This is sufficient if only basic PDF format is needed (e.g. tags, menus and hyperlinks are not required). This software will save .doc files and .xls files in PDF format (and in XML). IT are installing OpenOffice on new machines and will install it on older machines if required. SOAS users with "Power user status" (that is, can install programs on their local hard disc) may download software from <http://www.openoffice.org/>.
- Library staff will convert your electronic documents (not print) to PDF for you if you wish. Email copy of article to lib-eprints@soas.ac.uk. We will send the converted paper back to you so you can deposit it in the repository.

3. Register with the service

1. Select the Register option on the front page <http://eprints.soas.ac.uk/perl/register>
2. Input your name and email address and then create a username and password.

These can be of any length and can include a mixture of letters and numerals, upper case or lower case. Note: the password must begin with a letter. Click on Register.

3. You will receive an email with a link to confirm your password. Click on this link. Confirm your password and complete your personal details.

Once you are registered you may add eprints to the repository, set up email alerts of new papers as they are added and you may change your password/edit your personal details.

If you forget your username or password, don't worry. At the top of the Registration page there is a link you can follow. You will be asked for your email address and a new password.

4. Depositing an eprint

1. Register with the eprints service
2. To Deposit an eprint either click on Deposit on the eprints homepage <http://eprints.soas.ac.uk> or select User Area from the top or left menu from any point in the database.
3. Click on Begin a new item.
4. Select the eprint type which is most appropriate for your paper and click on **Next**.
Note: Working papers and discussion papers are classed as "Monographs".
5. Complete the following fields as required. The fields will vary according to the eprint type selected.
6. Fill in as much information (metadata) as you can. Mandatory fields are marked with an asterisk *. Once you have finished a screen click on Next. If any mandatory fields have been missed you will not be able to proceed to the next screen.
7. Follow the instructions and examples carefully.
8. Mandatory fields (metadata):
 - a. **Author names** - very important as the surname of the first author is one of the most significant distinguishing pieces of information about a paper. Please make sure spelling is accurate and be consistent with initials (use the same initials in the paper and the metadata). It is important to be consistent so that searches will recall all publications by the same author
 - b. **Title** - if possible, cut and paste the title of the paper directly from its contents. There may be some issues regarding the formatting (for example, sub- and superscripts or italics), but this is not as important for a database record as for a printed document. The emphasis is on being able to search the information.
 - c. **Publication status** - it is important to mark the difference between an article that has successfully been through the peer-review process and those that have not (or not yet). Please ensure that this information is updated after a paper has been accepted.
 - d. **Year, issue number, page numbers** - these three numbers are all significant in distinguishing citations of similar sounding papers.
9. **Keywords**: it is useful to add keywords to help searchers identify your paper. Think carefully about the words you use. Include abbreviations, synonyms, alternative spellings or any terms which you think will help identify your paper. Separate each term with a comma and space e.g. organization, organisation. You do not always need to enter plurals - the database automatically searches for plural "s" e.g. organisation will search for organisation or organisations, however you will need to input irregular plurals e.g. children, women. Please avoid using diacritics.
10. **"Save for later"** - at any point when you want to stop adding an eprint, if you click on

"Save for later" you can save the information you have input so far. The next time you log in to the User Area you will be able to view the record and you can continue to edit or delete it.

11. Cloning - you may **"clone"** the details about an eprint that you have already added or are in the process of adding for an updated version. This saves you typing in all the information again.
12. Once you have completed the metadata fields click on **Add New Document to Eprint**. Select the format of the document, usually this will be PDF, but you may use ASCII if it is a text file or PostScript. Click on **Next**.
13. You will be prompted to upload your document. Browse your files to select the one you wish to add to the database and click on **Upload File**.
14. If that is the only version of the paper you wish to upload click on **Finished**, otherwise you may upload another file and click on **Finished** when you want to proceed.
15. You will then be offered the opportunity to check your entry.
16. Click on Deposit eprint.
17. The Eprint will be placed in a "buffer" for checking by an editor. If your eprint is accepted it will be added to the repository within 5 days. If not, you may be asked to amend some data before it can be added or it may be returned to you.
18. Don't forget to update the record if a later version of your paper becomes available. It's important that the information in the repository is accurate and reflects the publication agreement.

Library mediated service

Library staff may deposit eprints on your behalf. You will need to supply details about the publication and an electronic version of the paper. It would be useful if you could supply as much bibliographic information as possible. Staff will convert the paper to PDF format and check that the publisher allows inclusion of the paper in an eprint repository.

Contact: lib-eprints@soas.ac.uk

Note: by depositing papers or asking the library to deposit on your behalf you are agreeing to the terms of the Deposit licence. Before you complete the deposit process you will be asked to accept these terms.