Putting Publications on Sussex Research Online

All faculty are asked to make sure that their record of publications listed in the institutional repository, Sussex Research Online (SRO) is regularly updated. This is the key web based mechanism for colleagues externally and internally, and for prospective students, to see at a glance what we are publishing at Sussex.

You can access SRO via Sussex Direct, and at http://sro.sussex.ac.uk/ using your Sussex username and password.

There are very clear and accessible instructions on how to upload details of your own publications, but in ESW the Research and Enterprise Co-ordinator can do this for you if you prefer. This is to ensure consistency and timely input of new publications as they are accepted. There is now a requirement from HEFCE and RCUK under their Open Access policy that new outputs are uploaded within 3 months of being accepted for publication. ESW have guidance on Open Access available to download on ESW webpages.

Please provide the following information in order for your output to be entered onto the repository:

- Full details of the output to be uploaded, please include the following meta-data:
  - title of publication
  - author(s)
  - type of publication (e.g. journal article, book, chapter, research monograph)
  - journal/outlet/publisher
  - date of acceptance
  - whether Gold or Green route (embargo period if known – details for specific journals can be found on library website at link below)
  - details of the project the output relates to including the funder, title and principal investigator/collaborators and funder details (if externally funded)
  - after publication, a link to where this can be downloaded online (either the publisher’s webpage, DOI or organisation webpage for monographs and reports).

- Whether the publication is to be open or closed on SRO (Closed entries aren’t available to public on SRO, these will be kept in the REC work area until full details are available and output is published)

- A copy of the author’s pre-proofed/edited version of the output if not under embargo and not gold route according to Open Access (see further information on the Open Access Policy for ESW on ESW webpage for Staff). This will be available to download through SRO and then complies with green route for Open Access. See information below on this under access to full text of publications.

The University Library also has a unit who can help with Open Access queries. Please see library webpage here http://www.sussex.ac.uk/library/staff/research/openaccess.
Access to full text of publications:

When publisher copyright restrictions allow the University is keen to encourage Sussex researchers to upload the full text of their publications onto SRO. There are obvious benefits for doing this, to maximising the visibility of the research.

In preparation for the next REF period in 2020, it is likely that publications should be made open access early on in order to be considered. We therefore advise providing the pre-proofed/edited version of text of the output if it is currently under the publishers embargo period.

You can check your publishers’ copyright policies yourself, using Sherpa Romeo: http://www.sherpa.ac.uk/romeo/

If the full text of the publication is not available on SRO, those wishing to read it can then track you down through the Sussex directory and contact you that way

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