

About the service

Sussex Research Online (SRO) is the institutional repository of the University of Sussex. It provides a single location for information about our research outputs, making them globally available. Sussex Research Online is a key part of the University's research strategy.

What are the benefits to the researcher?

- Increases the visibility and impact of your research
- Maximises the chances of being read and cited where your work is available in full-text
- Reach potential research collaborators, funders, and students
- Easier to comply with funder requirements to make publications available via open access

SRO provides a single, stable archive of research outputs that feeds into other institutional systems and processes, including the publications tab on web profiles. It allows the production of research-related lists and reports for individuals and departments. Publication data from SRO will be used for the REF2014 submission.

<http://sro.sussex.ac.uk>

For further information, step-by-step guides, FAQs and more, visit:

<http://sro.sussex.ac.uk>

Or email us:

sro@sussex.ac.uk

Sussex Research Online Publications Mandate

The repository serves to showcase Sussex research, raising the profile both of the individual researcher and the institution. To support this, the University passed a policy in August 2011 stating that eligible staff should record metadata for all their research outputs in Sussex Research Online.

Additionally, a version of the full text of peer-reviewed publications should be deposited at the earliest opportunity. Since October 2009, electronic deposit of DPhil theses has also been mandatory.

What can I deposit?

Reflecting the breadth of research at Sussex, SRO can accept a wide range of items including journal articles, books and book chapters, reports, conference proceedings, and multimedia items, provided they have been published, accepted, or have been otherwise completed – for example, performed or delivered.

Which version?

If you are planning to add full text to your record, you are most likely to be able to use the 'accepted' version – ie, the author-created version incorporating peer-review comments, but before publisher copy-editing. Few publishers allow the use of their PDF version. For reliable information on publishers' copyright policies, visit www.sherpa.ac.uk/romeo. The SRO team will check copyright status of all full-text items and make every effort to ensure that they comply with the agreement you made with your publisher.

How do I deposit?

Go to <http://sro.sussex.ac.uk>, select **Submit an item/Login** and log in using your Sussex ITS username and password. SRO is also accessible via the Sussex Direct 'Personal' tab and the Research pages of the University website. This will take you to My Workarea. Click on **New Item** to begin adding an item manually. At any stage you can click **Save for Later**.

Many records to add? You can **Import** using EndNote, PubMed, BibTex and other sources. Note that this will not auto-complete all fields; for example, information specific to the University will need to be added after import.

New member of staff? Contact us for advice on transferring your publication details from your previous institutional repository.

5 stages to Deposit

1. Select your **Item Type**. This determines which details you will need to provide.
 - *Adding a Conference Paper? If it's published, select Article or Book Section instead, as appropriate.*
2. **Upload**. If you are adding full text and have a Word file, preferably save it in PDF format before uploading. This allows easier cross-platform access.
3. Add **Details**. Help is available for every field in the Item Details section. We recommend that you fill in as many of the fields as you can. Starred fields are mandatory, and you will be prompted to complete them before moving on to the next stage.
 - *Use sentence case (minimal capitalisation) in the Title field.*
 - *Names entered in the Creator (Author) and Editor fields will display in the citation; those entered in Corporate Creators/Contributors won't, so leave these blank or use only for additional details.*
 - *Author names should be entered as they appear on the publication, and in that order; if initials are used, add a space between, but no punctuation.*
 - *Ensure your Sussex Person ID is auto-filled – this is your unique identifier which facilitates correct attribution of publications and enables the item to be added to your publications tab. If you don't want it to display, you should select 'No' from the Show in Web option.*
 - *Official URL: As this will display to the user, we recommend you use the Digital Object Identifier (DOI) where available, with the prefix <http://dx.doi.org/>. The DOI provides the most stable URL to your item. Consisting of a string of characters beginning with 10 (eg 10.1021/ja016126t), it is often located at the top of the article. The DOI should also be added to the Identification Number field (number only). If you can't find a DOI then please use the publisher's standard URL to the original published source of the work. If not included elsewhere, this should be added to the Related URLs field - selecting 'Publisher' from the dropbox – as, for copyright reasons, many publishers request a link via their website.*
4. Select your **Subjects** from the Library of Congress classifications list. We suggest you add a maximum of three. If you are uncertain, select an appropriate main category and we'll do the rest.
5. **Deposit**. This will move your record into the Review buffer where details will be verified and enhanced by the SRO team. Full-text items will have their copyright status confirmed. Once checks are complete, the record will be made live.