RMS Quickstart Guide:
Depositing Full Text in STORRE via RMS

UNIVERSITY OF STIRLING

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Getting Help

If you have any problems accessing or using the RMS, please contact rmshelp@stir.ac.uk. The RMS Support web page is at: http://www.research.stir.ac.uk/supporting/rms-support.php

Login

The Research Management System (RMS) login is integrated with the University Portal, so the RMS should be accessed by following the **Research Management System** link in the **Working at Stirling** or **Research** sections of the Portal.

Adding a Publication in the RMS

Select **Add new** in the Publications panel. From the Add new Publication screen, you have different options for how to add a publication. You can 'Add Manually', import from online databases, import from bibliographic management software files or set up a search profile.

There is a series of Quick Start guides describing the different options:

- Quickstart guide Manually Adding Publications
- Quickstart guide: Importing Publications
- Quickstart guide: Setting up a Publications Search Profile

Regardless of how you choose to add a publication record in RMS you will need to complete a series of fields of information about the publication before you attach your full text file for STORRE. As

well as filling in details such as the article title, you will also link the publication record to other records in the RMS, such as authors and journal titles.

Most of the fields you will complete are fairly self-explanatory, but the guides above provide helpful detail. One of the most important fields you will need to complete is the 'Add/Remove Author(s)' field.

Add/Remove Author(s)

Authors are only formally attached to the publication record if their name appears next to a number directly under the hint-text for this section. Your name should be there already. The three tabs, **Lookup**, **Search**, and **A to Z** allow you to search for and select your co-authors. **Lookup** offers suggestions of matches that are in our system, however it will not list every possibility in the database, therefore you can use **Search** to find them. Once you find an author, select the **Add** button to formally attach it to the publication record. If a co-author is not in our system, you can add them by clicking **Add new** under the search box. Be sure to include their institution under organisation and the fullest version of their names. Once you have added all of your co-authors, you can change the order the names listed by clicking on the arrow next to the number by their name. Fill in the other relevant information on this page as best you can.

Depositing Full Text in STORRE

No matter how you entered information into your publication record, whether manually or importing it from online databases, for selected publication types you can then upload full text for STORRE through the **Upload File(s)** tab.

Upload File(s) *

STORRE file(s) upload

The following publication types can be submitted to STORRE:

- Article in Journal (refereed version)*
- Article (Commentary)
- Book Review
- Chapter (in Authored Book)
- Chapter (in Edited Book)
- Conference Paper (refereed version)
- Working Paper (reviewed version)
- External/Research Report
- Technical Report
- Systematic Review (refereed version)
- Article (Commentary)

It is the University's policy that the full-text files of all your refereed journal articles published from 2007 onwards should be submitted to the RMS, and then from RMS the publication records and files will be added to STORRE (the university's full text repository, http://storre.stir.ac.uk).

Since STORRE does not accept all publication types, the 'STORRE file(s) upload' field will only appear in RMS where appropriate.
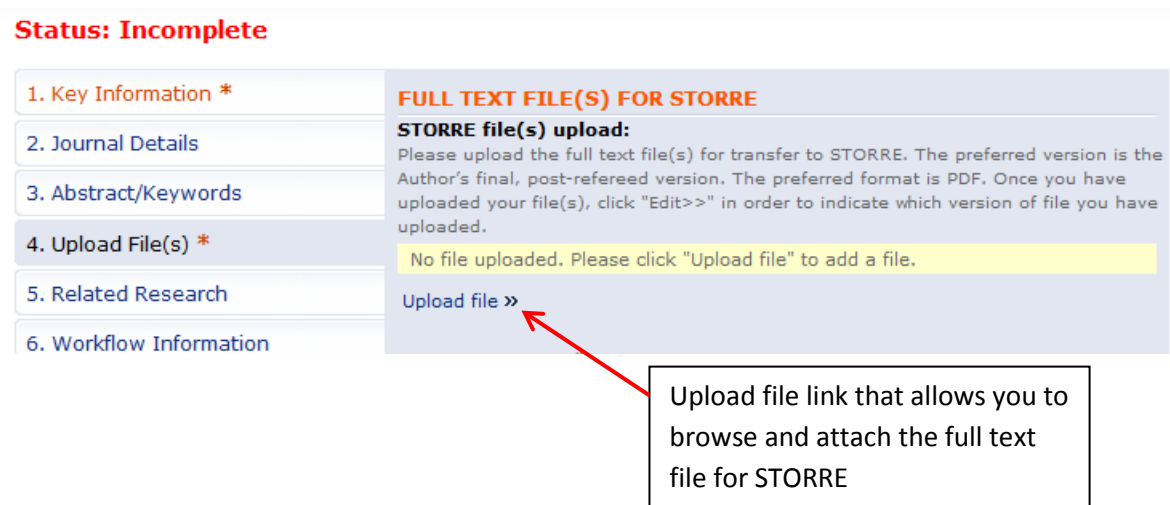
STORRE file(s) upload: Upload file

After completing the sections about your publication, move to the **Upload File(s)** section. To attach your full text file for STORRE, click the **Upload file** link under **the STORRE file(s) upload** field (see Figure 1 below) and browse to find your file where you have it saved in your own folders. Select the file and click **Open**. The file will be uploaded into RMS.

Note: It is recommended that the file you attach for STORRE is your own final, post-refereed copy of the article, this maximises the chance it can be made public in STORRE and therefore can increase citations to your work. If you don't have this version, you can attach the publisher version instead.

Files attached via the 'STORRE file(s) upload' field will be checked by Library staff for copyright and publisher permissions before they are added to STORRE.

Figure 1 Upload file (for STORRE)

STORRE upload version

After you have uploaded your file(s) using the **Upload file** option, you will need to click **Edit** and select the **STORRE upload version** you have attached. See Figure 2 and Figure 3.
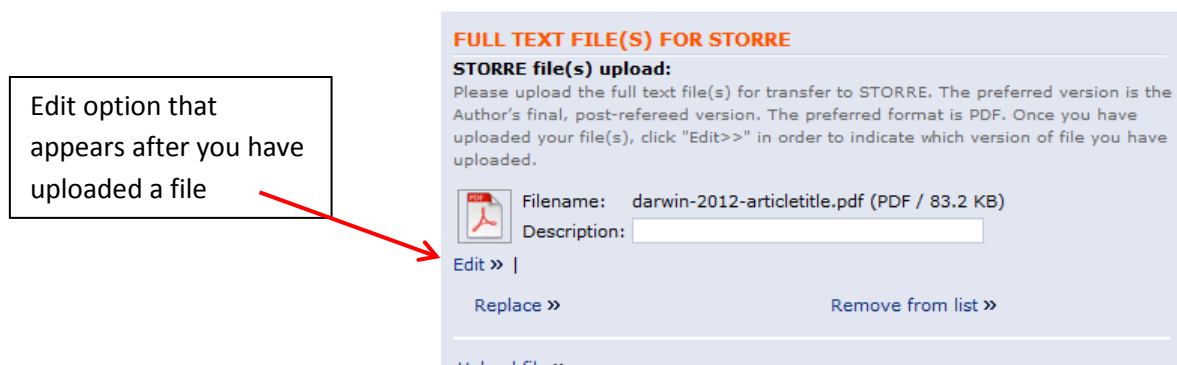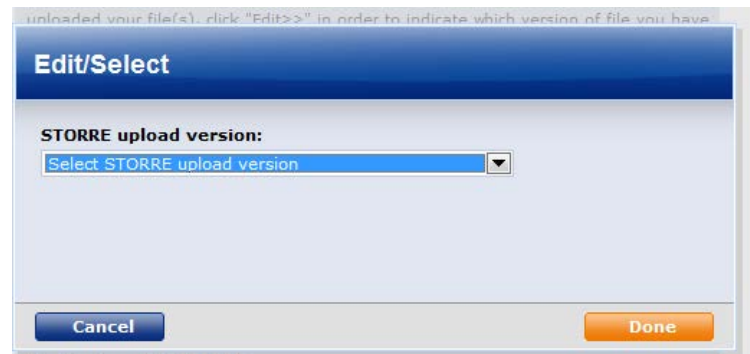
Figure 2 Edit Option

The STORRE upload version menu appears when you click the Edit option

The 'STORRE upload version' is a generic menu so please do not be confused by options that do not apply to the text you are uploading. For example, there are Book Chapter options on the list even if you are uploading a journal article. The categories are important in order for us to secure permissions from the publishers to add your research to our archive.

Full text upload *

Choose the **Full text uploaded** option. (This field is only present for the 'Article in Journal' publication type).

STORRE collection

Please select the STORRE collection into which you are submitting your full text file. The collections should reflect your school and/or division affiliations and the publication type that you are uploading. If you are unsure, make a best guess about the collection to which you are submitting.

Contact Email Address

Enter your email address so that future enquiries can be directed to you. This is particularly useful if your full text file will be embargoed in STORRE (due to publisher restrictions) as this email address will be used when users of STORRE wish to request a copy of the embargoed file be sent directly to them.

LICENCE ACCEPTANCE

Be aware that when you finish this record and click **Save and Done**, you are implicitly accepting the license which allows STORRE to store and share your texts.

Request for public access delay

Library staff will check for you whether publishers require any embargo period to be applied to delay public access to your publication, but you can indicate in this field any other reasons you may have for delaying public access to your publication.

If the Library cannot make the file publicly available in STORRE (due a publisher's or your wishes) we will instead "embargo" the full text file. In this case only the brief details about the article are made public in STORRE and the file itself is hidden. Even though the file is hidden, users of STORRE can still request a copy be sent to them. STORRE will help manage requests for the file from users.

For example, see the following STORRE record: http://hdl.handle.net/1893/656. At the foot of the record you will see the file is embargoed but there is a "Request" button to request a copy of the file from the author.

When a user clicks this button it generates an email to you as the original submitter (this email is sent to the address you entered in the RMS 'Contact Email Address' field). The email contains a link which allows you to say yes or no to the request. If you say yes, then the stored file is automatically sent to the requestor. This saves you the effort of locating the file again.

Because the requests are going directly to the author this practice is allowed under "Fair Dealing" (an exception to copyright).

Date for end of public access delay

If you have entered a request for a public access delay, then enter the date at which this delay will end. The date format should be: DD/MM/YYYY. If you wish a permanent embargo use the date 31/12/2999.

Rights

You can enter any rights information you have for this document in this field, for example, if you have had to secure permission from another source for quoted material.

Other file upload

You can attach any other related files in this field. Please note any files attached here will automatically appear with the rest of the RMS publication record in your public profile on the web (if you choose to make the publication record public). Unlike files attached for STORRE, files attached via the 'Other file upload' will not be checked by Library staff for copyright and publisher permissions, so please make sure you have the necessary rights/permissions for the file to appear on the web.

Save and Done

Once you have finished entering information about your publication, select **Save and Done** at the foot of the record. Select the **For processing by Library** option to move it to the next step in the workflow. Note that once you have moved your publication record to the next workflow step you will no longer be able to edit the record, though you will be able to view it. (You can still request a change be made to your records, see **Quickstart guide: Validating existing publications**).

To allow your a record to be made public in your public profile on the web, be sure to also select the **Make publicly available** option. (For more information on your web profile, see **Quickstart guide: Editing your Profile**).

Then select **Done**.

Once you have changed the publication status to **For processing by Library**, Library staff will check the copyright and publisher policies for the version of the full text file you attached for STORRE and will add any necessary rights information and embargo periods. Only after this checking is completed will the publication details and full text file be transferred by Library staff to STORRE.