

Quick guide to depositing in 5 steps

UNIVERSITY OF CHICHESTER

Home Browse About **1** Log-in

Home > Login

ChiPrints

The open access repository for the University of Chichester's research outputs.

Please enter your username and password.

Username:

Password:

1 Login

Note: you must have cookies enabled

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Home Browse Help **2** Upload item Edit items My Research

Home > Welcome Your Name

Welcome

You are now logged into ChiPrints, the open access archive of research created at the University of Chichester.

2 **Upload item**

Click on **Edit items** in the menu above to edit items that you have not yet deposited or are under review.

3 **Publication Type**

Articles
An article in a journal, magazine, newspaper, or news website.

Book Sections
A chapter or section in a book.

Monographs
A monograph. This may be a technical report.

4 Save and Return Cancel **Next >**

5 **Publication Details**

REF: Yes No

Refereed: Yes, this version has been refereed. No, this version has not been refereed.

Status: Published In Press Submitted

Dates

Please enter at least one date - for **Articles** and **Conference or Workshop Items** deposits, you will need to enter the **Accepted date**.

1. Year: Month: Day: **6** Event

7 **8** **9**

Add a new document

File From URL From Youtube

Select file to upload **Choose file** No file chosen **Upload**

Content:

Type:

Description:

Visible to:

License:

10 **11**

REF CC **Deposit** **Deposit Item Now**

1 Log into <https://eprints.chi.ac.uk> using your **staff username** (not your email address). Your name will appear on the top right.

Step one: start upload journey

2 Click on the menu button 'Upload Item' or use the 'Upload Item' link in the page.

Step two: choose item type

3 You can now choose the item type, e.g. 'article' or 'conference item', etc.

4 Click 'next' to get to the 'details' screen

Step three: add details

5 Please complete all fields with an orange star, e.g. 'title', 'journal name' and **most importantly 'Dates', 'REF' and 'Refereed'**.

6 Please make sure the **'accepted date'** is set.

All other data can be added now, or later, either by you or by the library team.

Click the "Next" button at the top or on the bottom of the screen to proceed.

Step four: upload your work

7 Next, use the 'choose file' option to find your accepted manuscript*; the file name will appear on the screen, when loaded.

8 Then click the 'upload' button to upload your accepted manuscript, also called *'Author Accepted Manuscript' (AAM).

**The AAM is the manuscript after the peer-review but before the journal formatting has been applied. You can find this manuscript attached to the congratulatory email of your editor, or follow the instructions in this PDF: <https://tinyurl.com/findAAM>*

9 You can ignore all additional fields that will appear; we have pre-populated them for your convenience.

Step five: deposit

10 Now scroll up all the way to the top and click the 'deposit' button on the top right of the screen.

11 Finally, scroll to the middle of the screen and click either 'save for later' to complete more metadata later, or choose the button **'Deposit Item now'**.

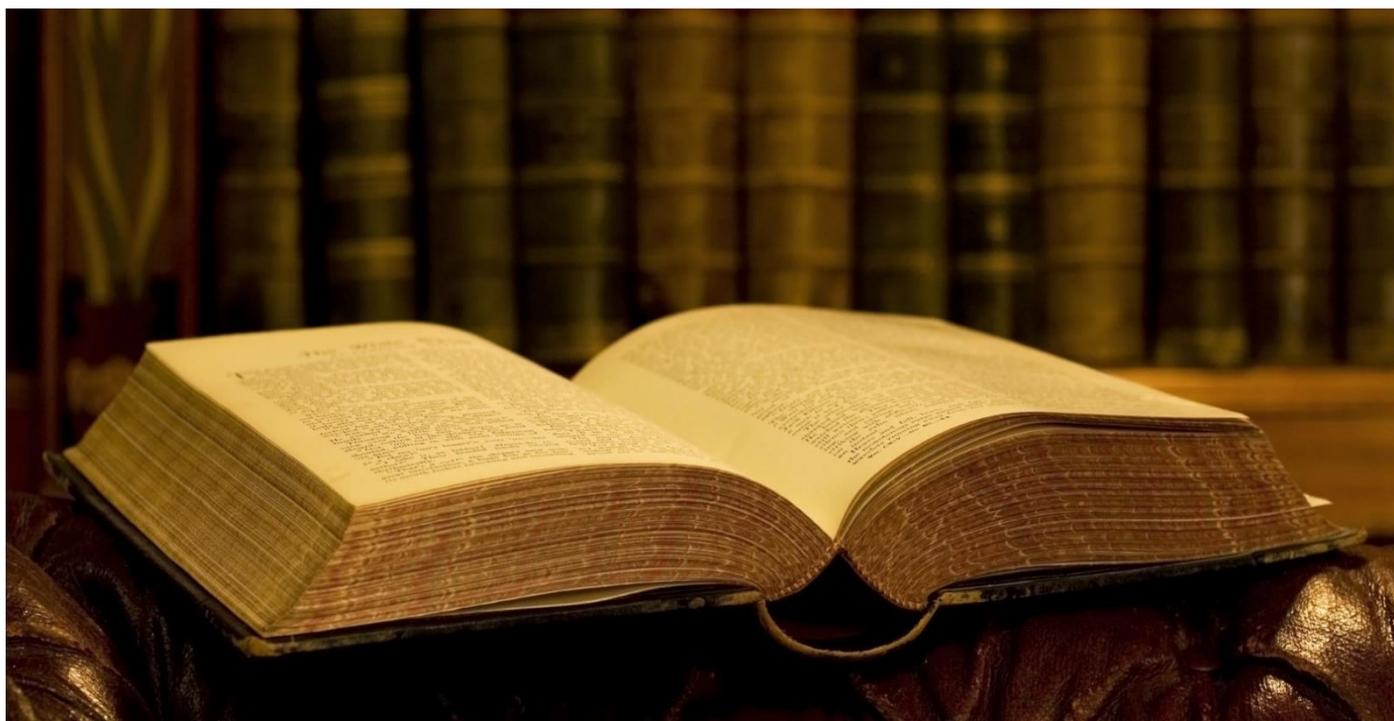
This will send your article or deposit to the review queue to the library team. Rest assured **this will not make the deposit live**.

We will complete all other metadata and set the necessary embargos for you 😊

Why deposit?

- ✓ Green open access means publishing in a subscription journal and depositing the final accepted version in an institutional repository, such as **ChiPrints** .
- ✓ It is the cheapest and fastest way to publish Open Access.
- ✓ This enables you to share your article without having to pay an APC.
- ✓ You are compliant with the Open Access policy for REF, as researchers need to deposit research output within 3 months of acceptance of an article.
- ✓ Deposited articles get indexed by search engines such as Google and Bing.
- ✓ Once an article or item is deposited, there is immediately a web address to share.

Manuscript accepted?



Deposit it! eprints.chi.ac.uk