

# Library Guide

# ChiPrints Quick Guide

ChiPrints is an open access repository of the University of Chichester's research

#### **Benefits**

- Enable your research outputs to be submitted for the next REF
- Automatically update your staff profile webpage when new research is added
- Improve the online global presence of your research
- Increase the chance of your work being read and cited by others
- Conform with research funder open access mandates

#### **Get started**

Go to <a href="http://eprints.chi.ac.uk/">http://eprints.chi.ac.uk/</a>

Login using your university username and password

# Articles and published conference papers with DOI (Digital Object Identifier)

See 'Importing with DOI' guide

### All other item types

1. Select "New Item" from the Manage Deposits screen



- 2. Choose the most relevant item type
- 3. **Upload** an electronic document (if possible and copyright allows contact us at eprint@chi.ac.uk if you are unsure)
- 4. Fill in the bibliographic details
- 5. Pick the most appropriate **subject** to describe the content of the work
- 6. When you are ready, **deposit** the item

You can save and return at any time, the work will be in your Manage Deposits area



Once deposited, your item will be reviewed by library staff (you can no longer edit).

You will receive an email once the item is live.

## For further help or information

Open Access reading list: <a href="http://bit.ly/2u2xWQS">http://bit.ly/2u2xWQS</a>.

Email eprint@chi.ac.uk

Contact your subject librarian