

Quick guide to depositing research

UNIVERSITY OF CHICHESTER

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ChiPrints

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

Please enter your username and password.

Username:

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Note: you must have cookies enabled

1 Log into <https://eprints.chi.ac.uk> using your **staff username** (not your email address).

Start upload journey

2 Click on 'My Research' and scroll down to 'Upload my Research'. If you have a DOI number you can 'Import' data from your publisher. Alternatively select 'Upload file'.

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Home > Welcome Your Name

Upload my Research

Please choose the article or file you want to deposit.
If you would like your article or conference paper considered for REF, please have the accepted date at hand and choose the version that has undergone peer review and has been accepted by the publisher.

You can also import items using tool below.

Import from

Choose item type

Select the type of output you wish to add.
Click 'next' at the top or bottom of the screen.

Add details

3 Please ensure you select both your department and research centre from the Divisions. Hold down Ctrl (or ⌘ key on a Mac) to select more than one.

4 Fields with an orange star are mandatory. Click 'next' again to proceed.

Upload your work

5 Select 'choose file' to find your output file on your computer. (NB the file name will appear on the screen, when loaded.)

Then click 'upload'.

For articles, please upload the 'accepted version' of your paper, (or 'Author Accepted Manuscript') (AAM) * and confirm the version in the 'content' drop-down.

**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>*

Deposit

Scroll to the top of the page and click the 'deposit' button at the top right.

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

The output details will then be reviewed by the ChiPrints team in the Library, who will complete all other metadata and set the necessary embargos for you 😊. **You will receive an email once your output is live!**

Divisions 3

- Academic Areas: Business School
- Academic Areas: Conservatoire
- Academic Areas: Department of Creative Industries
- Academic Areas: Department of Creative Industries: Fine Art
- Academic Areas: Department of Dance
- Academic Areas: Department of Engineering, Computing and Design
- Academic Areas: Department of Engineering, Computing and Design: Computing
- Academic Areas: Department of Engineering, Computing and Design: Electrical Engineering
- Academic Areas: Department of Engineering, Computing and Design: Mechanical Engineering
- Academic Areas: Institute of Arts and Humanities
- Academic Areas: Institute of Arts and Humanities: English and Creative Writing

Publication Details

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REF: Yes No

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

Status: Published In Press Submitted

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- ✓ 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 Article Processing Charge (APC).
- ✓ You are compliant with the Open Access policy for REF, as researchers need to deposit their research articles within 3 months of acceptance for publication.
- ✓ All outputs are indexed by search engines such as Google and Bing.
- ✓ Once an output is made live, there is immediately a web address to share.

Manuscript accepted?



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