

What is Swansea Metropolitan University's Research Repository?

It is an open access digital library based on DSpace open source software and will allow the University's research outputs to be available via the Internet. The Repository will showcase the University's research and manage the scholarly content. It is not the publisher of the items, with the Repository being a point of access and online archive.

What are the benefits of depositing items in the Repository?

Advantages of using the repository include:

- reaching a wider global audience which will increase the citation rates and impact of research work
- fully searchable and easily located via search engines
- provide permanent identifiers for your work and made permanently available on the Web
- enhances the University's research profile and is very important for the Research Excellence Framework (REF)
- depositing your research encourages other researchers to use open access resources and to deposit their own research

What about research councils' policies on depositing?

In keeping with the Research Councils UK (RCUK), the major research councils and other funding bodies have policies requiring that research produced with their funding from now on should be deposited in an open access repository.

What does the repository hold?

The repository will include a wide range of materials including:

- Journal articles
- Book chapters
- Conference papers
- Technical reports
- Published research reports
- Multi-media materials
- Digital object e.g. image
- Data sets
- Theses

How will my work be referenced on the Repository?

When items are deposited in the Repository a persistent URL (or Handle) is assigned to it. The 'handle reference' will be permanently assigned to your item and you will be able to refer to it when citing it in publications. The persistent URL is displayed at the top of the screen when looking at your item in the Repository.

Am I allowed to deposit my research in the Repository?

If eligible, you are encouraged to submit full-text versions of your written work where possible, which does not breach copyright and you should fulfil the following requirements:

- You must be a member of staff or postgraduate student of Swansea Metropolitan University to be eligible to deposit an item in the repository.
- You must have permission of the copyright owner of the item to deposit in the Repository. The permission of any co-author(s) must be sought where required
- If the item has already been published elsewhere, you must have the publisher's permission to deposit the item in the Repository. Most publishers' policies are available online
- You can deposit the metadata (e.g. the citation, abstract and a link to the publisher's website) without having permission from the copyright owner
- You can place a link on the University's Research web pages to your full-text research publications by using the 'handle' URL. Content from repositories is usually placed higher on search engine hits than on personal web pages. Specialist search engines e.g. see list of repositories OpenDOAR <http://www.opendoar.org/> will be able to locate your work

How do I submit items?

Once you are authorised to submit an item to the Repository, you are required firstly to enter the bibliographic details of your research into the online form, and then upload the file(s) containing the full text of the item where possible. It is easy to deposit items on the Repository – please read the help tips on page 4 and the deposit licence on pages 8 - 9

Which publishers allow self-archiving?

- Check the copyright agreement you signed with your publisher when your work was published
- If you do not have a copy of the agreement or it does not provide information on self-archiving, use the SHERPA / RoMEO website. This is an online database which has a summary of permissions that are normally given as part of each publisher's copyright transfer agreement <http://www.sherpa.ac.uk/romeo/>
- Publishers' own websites may have information on copyright and self-archiving policies

Which version of a paper should be deposited?

Most publishers do not allow the final published version of an author's work – only a few publishers allow the use of their versions in a repository. However, most publishers allow researchers or authors to deposit their own final peer-reviewed version of the item onto an institutional repository.

What are the different versions of work?

- Draft version which is 'work in progress'
- A **pre-print** is the draft version of an item which has not yet undergone the peer review process (submitted version)
- A **post-print** is the version of an item that has undergone the peer review process (final version that is accepted for publication and includes referee comments)
- Published version that has publisher created formatting
- Updated version that has been updated since original publication

What if there is an embargo period imposed by a publisher?

If there is an embargo period imposed by a publisher, the bibliographic details of the work may be submitted to the Repository. When the embargo has expired, the full text version can be uploaded.

Which theses or dissertations may be deposited?

Successful research theses (PhD and MPhil) in their final corrected form in addition to the bound paper copy. Permission must be obtained from the copyright holder before substantial extracts, tables, diagrams, illustrations or photographs are included in the thesis.

What file formats can be used?

Any file format can be stored in the Repository – please see list available on uploading file.

What are the policies regarding submission or withdrawal of items?

Please policies on content, submission, metadata, data, preservation and takedown on pages 5 & 6.

Who can I contact for help? Please contact Anne Harvey on Ext 4099 or email anne.harvey@smu.ac.uk

Tips on submitting an item to the Swansea Metropolitan University Research Repository

<http://dspace.smu.ac.uk/>

Please note that boxes with an asterisk (*) are mandatory fields. Other fields which are completed will provide useful information for Library staff. Messages regarding the submission may also be left in the notes field for Library staff, which will not be displayed on the Repository

1. New users are required to register. You will receive a confirmation e-mail
2. Log in to deposit your item by clicking on the '**Start a New Submission**' link
3. Choose a Collection from the options available in the drop-down list – only one choice can be made by clicking on the heading
4. Remember to tick the box '**The item has been published or publicly distributed before**'
5. If your work has a sub-heading or a second title e.g. an abbreviation, acronym, or a title in another language, tick the '**Yes**' box.
6. Add the following:
 - author name(s)
 - title of your item
 - keywords and abstract if available
 - publication, name, volume, issue and publication year where appropriate
 - select the 'type' and language of item from the listsClick on the '**Add More**' links to add more information in additional boxes e.g. if you have multiple authors
7. To upload your file, click on '**Browse**' to locate the file(s) you want to deposit. You will see '**Submit: File uploaded successfully**' on the screen if deposit has worked. You can choose the 'Don't upload a file' option if you do not have the appropriate copy of the document to upload.
8. If you chose to add a file, you can check if your file uploaded correctly. You can also change the title of the file by using the '**Click here if this is the wrong file**' button and you can also change the format by using the '**Click here if this is the wrong format**' button.
9. You are then able to verify your submission by checking through the information you have provided regarding the item. If any changes are required, please click on a '**Correct one of these**' buttons where appropriate.

10. Deposit terms and conditions should be read before depositing items on the SMU Research Repository. Click on '*I grant the licence*' button if you agree to do so.

Swansea Metropolitan University Repository Policies

Content Policy

1. This is an institutional repository.
2. The repository will accept all types of materials.
3. Deposited items may include:
 - submitted versions (as sent to journals for peer-review)
 - accepted versions (author's final peer-reviewed drafts)
 - published versions (publisher-created files)
4. Items can be tagged with:
 - their version type and date
 - their peer-review status

Submission Policy

1. Items may only be deposited by academic staff, and employees of the institution or their delegated agents.
2. Authors may only submit their own work for archiving.
3. Eligible depositors must deposit bibliographic metadata for all their publications.
4. Eligible depositors must deposit full texts of all their publications, although they may delay making them publicly visible to comply with publishers' embargos.
5. The administrator only vets items for the eligibility of authors/depositors, relevance to the scope of the repository, valid layout & format, and the exclusion of spam.
6. The validity and authenticity of the content of submissions is the sole responsibility of the depositor.
7. Items can be deposited at any time, but will not be made publicly visible until any publishers' or funders' embargo period has expired.

Metadata Policy

1. Anyone may access the metadata free of charge.
2. The metadata may be re-used in any medium without prior permission for not-for-profit purposes and re-sold commercially provided:
 - the OAI Identifier or a link to the original
 - the repository is mentioned
3. The metadata must not be re-used in any medium for commercial purposes without formal permission.

Data Policy

1. Access to some or all full items is controlled.
2. Single copies of full items can be:
 - reproduced and displayed or performed in any format or medium
 - for personal research or study or educational or not-for-profit purposes without prior permission or charge

provided:

- the authors, title, and full bibliographic details are given
 - a hyperlink and /or URL are given for the original metadata page
 - the content is not changed in any way
3. Full items must not be harvested by robots except transiently for full-text indexing or citation analysis.
 4. Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
 5. Some full items are individually tagged with different rights permissions and conditions.

Preservation Policy

1. Items will retained indefinitely
2. The repository will try to ensure continued readability and accessibility
 - Items will be migrated to new file formats where necessary
 - It may not be possible to guarantee the readability of some unusual file formats
3. The Items is working with external partners to backup items in external archives.
4. The repository regularly backs up its files according to current best practice.
5. Items may be removed at the request of the author / copyright holder but this is strongly discouraged
6. Acceptable reasons for withdrawal include:
 - Journal publishers' rules
 - Proven copyright violation or plagiarism
 - Legal requirements and proven violations
 - National security
 - Falsified Research
 - Proven reason
 - Swansea Metropolitan University's discretion
7. Withdrawn items are not deleted per se, but are removed from public view.
8. Withdrawn items' identifiers/URLs are retained indefinitely.
9. URLs will continue to point to 'tombstone' citations, to avoid broken links and to retain item histories.
10. The metadata of withdrawn items will not be searchable
11. *Errata* and *corrigenda* lists may be included with the original record if required.
12. If necessary, an updated version may be deposited
 - The earlier version may be withdrawn from public view
 - The item's persistent URL will always link to the latest version
13. Items are allocated a checksum to facilitate the detection of alterations.
14. In the event of Swansea Metropolitan University's Institutional Repository being closed down, the database will be transferred to another appropriate archive.

Takedown Policy

1. Any copyright violations are entirely the responsibility of the authors/depositors.
2. If the repository receives proof of copyright violation, the relevant item will be removed immediately

Swansea Metropolitan University reserves to right to change or otherwise modify these policies at any time.

SWANSEA METROPOLITAN UNIVERSITY'S DIGITAL REPOSITORY DEPOSIT AGREEMENT

Deposit Agreement

By agreeing with and accepting this licence, I (the author(s), copyright owner or nominated agent) agree to the conditions, as stated below, for deposit of the item (referred to as 'the *Work*') in the digital repository maintained by Swansea Metropolitan University, or any other repository authorised for use by the same.

Non-exclusive Rights

Rights granted to the digital repository through this agreement are entirely non-exclusive. I understand that depositing the *Work* in the repository does not affect my rights to publish the *Work* elsewhere, either in present or future versions.

I agree that Swansea Metropolitan University may electronically store, copy or translate the *Work* to any approved medium or format for the purpose of future preservation and accessibility. Swansea Metropolitan University is not under any obligation to reproduce or display the *Work* in the same formats or resolutions in which it was originally deposited.

Swansea Metropolitan University Digital Repository

I understand that work deposited in the digital repository will be accessible to a wide variety of people and institutions, including automated agents and search engines via the World Wide Web. I understand that once the *Work* is deposited, metadata may be incorporated into public access catalogues.

I agree as follows:

1. That I am the author or have the authority of the author/s to make this agreement and do hereby give Swansea Metropolitan University the right to make the *Work* available in the way described above.
2. That I have exercised reasonable care to ensure that the *Work* is original, and to the best of my knowledge, does not breach any laws including those relating to defamation, libel and copyright.

3. That I have, in instances where the intellectual property of other authors or copyright holders is included in the *Work*, gained explicit permission for the inclusion of that material in the *Work*, and in the electronic form of the *Work* as accessed through the open access digital repository, or that I have identified that material for which adequate permission has not been obtained and which will be inaccessible via the digital repository.

4. That Swansea Metropolitan University does not hold any obligation to take legal action on behalf of the Depositor, or other rights holders, in the event of a breach of intellectual property rights, or any other right, in the material deposited.

5. That if, as a result of my having knowingly or recklessly given a false statement at points 1, 2 or 3 above, the University suffers loss, I will make good that loss and indemnify Swansea Metropolitan University for all action, suits, proceedings, claims, demands and costs occasioned by the University in consequence of my false statement.