


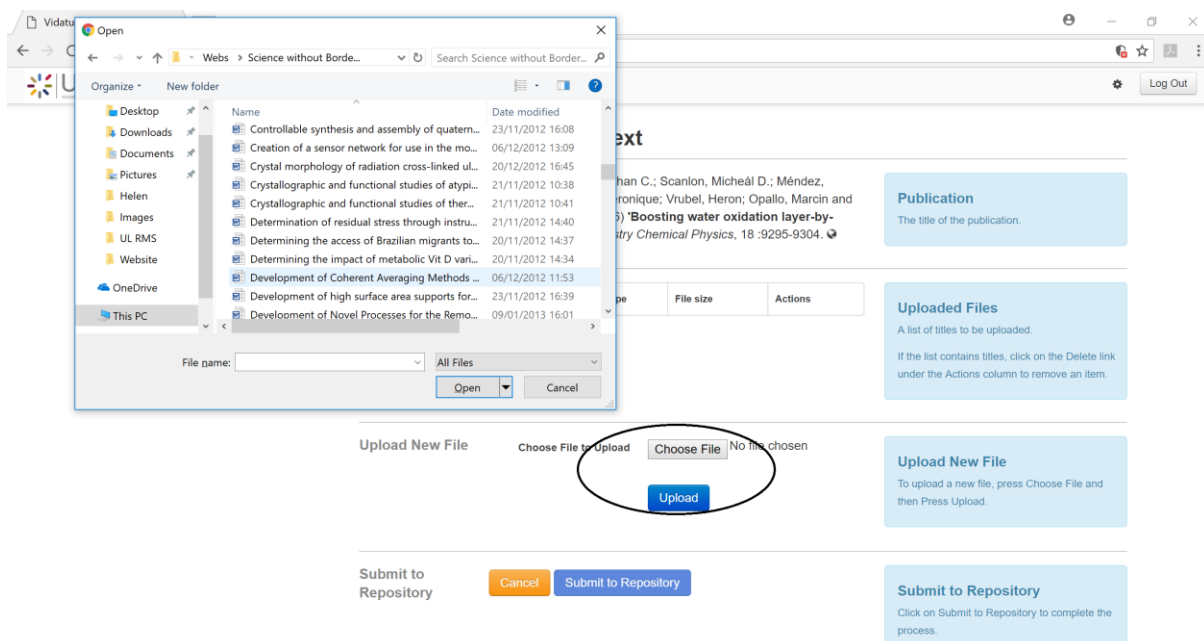
Sending a full text document to the Institutional Repository (UL IR)

Select Outputs from the top menu and click on the book icon next to the publication that you wish to upload

Peer-Reviewed Journals

Year	Source	Journal	Authors	Title	Actions
2016	MANUAL	Physical Chemistry Chemical Physics	Hidalgo-Acosta, Jonnathan C.; Scanlon, Micheál D.; Méndez, Manuel A.; Amstutz, Véronique; Vrabel, Heron; Opallo, Marcin and Girault, Hubert H.	Boosting water oxidation layer-by-layer	 Click here to start uploading this publication

On the next screen you will be prompted to upload the full text of the publication, this should be the accepted version of the publication, i.e. the last version of the document sent to the publisher as this will be the version with the applicable rights and permissions for the UL IR. Next to Upload New File, click on Choose File and you can select the file from your PC. Select the file and click Upload.



The screenshot shows the 'Upload New File' section of the UL IR interface. A file selection dialog is open, showing a list of files in a folder named 'Science without Borders'. The file 'Development of Novel Processes for the Removal of...' is selected. In the background, the 'Upload New File' section is visible, with the 'Choose File' button circled in red. Below it, the 'Upload' button is also visible. The 'Submit to Repository' section is at the bottom, with the 'Submit to Repository' button highlighted in blue.

Once you have uploaded the file(s) you can then click on Submit to Repository, you will need to:

- Confirm if you have checked copyright, if you haven't checked the Library will check for you
- Submit any comments as appropriate
- Tick the version of the publication that you are submitting
- Confirm the licence agreement

Once you have done this, click on Submit to Repository and the full-text document will be added to UL IR if it meets the copyright criteria.

The screenshot shows the 'Submit to Repository' form in the ULRIS system. The form is titled 'Submit to Repository' and is located in the 'Outputs' section of the user's profile. The form includes the following sections:

- Publication:** Displays the title 'Hidalgo-Acosta, Jonathan C.; Scanlon, Micheál D.; Méndez, Manuel A.; Amstutz, Véronique; Vrubel, Héron; Opatto, Marcin and Graut, Hubert H. (2016) 'Boosting water oxidation layer-by-layer'. *Physical Chemistry Chemical Physics*, 18, 9295-9304.
- Have you checked copyright?:** Two radio buttons: 'Yes I've checked and I have permission to archive in an open access repository' (selected) and 'No I haven't, please check for me'.
- Any other comments?:** A text input field.
- Please indicate the version you are submitting:** Four radio buttons: 'Draft (Early version circulated as work in progress)', 'Submitted Version (The version that has been submitted to a journal for peer review)' (selected), 'Accepted Version (The author-created version that incorporates referee comments and is the accepted for publication version)', 'Published Version (The publisher-created published version)', and 'Updated Version (A version updated since publication)'.
- Confirm License Acceptance:** A checkbox labeled 'Confirm License Acceptance' which is checked. Below it is a scrollable text area containing the text: 'Use License Attribution-NonCommercial-ShareAlike 3.0 You are free: -to copy, distribute, display, and perform the work -to make derivative works'.
- License Acceptance:** A section with the text: 'All material stored in the Institutional Repository is under Creative Commons Attribution-NonCommercial-ShareAlike License'.
- Version Submitted:** A section with the text: 'Different publishers have different policies regarding Open Access repositories. You can normally find this information on your signed Copyright Transfer Agreement or the publisher website however the Library will never make material live until we have performed a full copyright compliance check'.
- Comments:** A section with the text: 'You can leave further details in the "comments" text box.'
- Publication:** A section with the text: 'The reference for the publication.'

At the bottom of the form, there are two buttons: 'Cancel' and 'Send to Repository'. The 'Send to Repository' button is circled in red.

The link to the full-text document on UL IR will then be included on your published profile page on your website once you publish your profile.

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