Quick Deposit Guide

QUT ePrints facilitates sharing the results of your research with other researchers and practitioners, who would not otherwise have access to quality research literature. Openly disseminating your publications increases the potential impact of your research.

http://eprints.qut.edu.au

QUT Digital Repositories are indexed by:

Is the item eligible?

At least one of the creators/ authors must be:
- A current QUT staff member or
- A current QUT postgraduate student

Eligible item types include:
- Journal articles
- Conference papers
- Conference posters & presentations
- Working papers & discussion papers
- Published reports
- Books & book chapters
- Non-text research outputs (eg Creative Works)

Deposit your publication – two ways

Option 1

Go to QUT ePrints (http://eprints.qut.edu.au) and click on ‘Deposit Items’, in the left hand menu. If asked to authenticate, use your normal QUT username and password.

Click on the ‘New Item’ button.

The web form will step you through the necessary sections. Use the ‘Next’ and ‘Back’ buttons to navigate through the form.

Items marked with a white and orange star are required.

Provide as much information as you can, as this will assist Library staff in processing your eprint. If you are unsure about a field or if it does not apply to your publication, leave it blank.

Option 2

You can quickly populate many of the fields in the eprint by using the DOI import function.

Instead of clicking on the ‘New Item’ button, use the drop down menu to select DOI (via CrossRef) and click ‘Import’.

Type or copy and paste the DOI into the box provided.

Note: only the numerical part of the DOI is required.

This: 10.1080/014461908021
Not: http://dx.doi.org/10.1080/0144619080214

Click ‘Import’ and you will be directed to the deposit form.

Remember, not all information has been populated, so review the details before attaching your full-text and submitting the eprint.

What should I upload?

The Upload section of the web form will prompt you to upload the full-text of your publication and provide...
some information about the file.

For journal articles and conference papers it should be the author’s accepted version that is deposited as per the University policy.
http://www.mopp.qut.edu.au/F/F_01_03.jsp This is the author’s final draft version, as accepted for publication following peer review, not the publisher’s formatted version with footers and pagination. The Library will insert a link to the published version on the journal website so there is no need to deposit this version.

For books, book chapters, and published reports, any digital version is acceptable (including scanned images).

Some non-text research outputs, primarily from the creative arts and design fields, may be included in the repository if a statement of the research component is included in the description field (or attached), ensure that ‘Creative Work’ was chosen as the eprint type.

Content: What is it? eg “Accepted version”

Content Description/File Description: Use these fields to enter more information about the content or format if necessary.

Visible to: Please indicate the required “security level” of this document. Who is allowed to download it? If you choose a restricted access option, please ensure you provided a contact email address (on the “Details” screen). This will allow people to use a web form to request a copy of the document, and you can decide on a case-by-case basis. For journal articles, if the publisher is the copyright owner, the Library will set an access level that is aligned to the publisher’s policy on open access.

Licence: The copyright owner of the work can elect to apply a Creative Common Licence to it. The CC licence tells end-users what they can, and cannot do with the work. For a details explanation of the licences see: http://creativecommons.org/about/licenses/
Note: if you have given the copyright in the work to a publisher, you cannot apply a CC licence.

Embargo: If the copyright is owned by a publisher and the Library discovers that an embargo period is required, it will be set during the review process. If the work is unpublished and an embargo period is desired, enter the expiry date.

Copyright matters
Over 90% of journals now routinely allow authors to self-archive a copy of the ‘accepted manuscript’ version of their papers. This is why we ask for this version. (See http://oaklist.qut.edu.au)

Don’t worry if you do not know your journal publisher’s policy. Deposit the ‘accepted version’ anyway.

The Library always checks the publisher’s policy and sets a suitable access level before the paper is moved to the public site.

If necessary, the Library will contact the journal publisher to request permission. This is facilitated by the University’s IP policy which reserves a non-exclusive licence, in favour of QUT, to disseminate, via QUT ePrints, the ‘accepted manuscript’ version of journal articles and conference papers by QUT staff.
http://www.mopp.qut.edu.au/D/D_03_01.jsp

If the publisher’s copyright transfer form is in conflict with this, please contact the QUT Copyright Officer for advice qut.copyright@qut.edu.au or phone 3138 4024

Important notes about QUT ePrints
• New deposits are available within 5 working days.
• To edit an eprint on the live website contact eprints@qut.edu.au and quote the eprint URL along with the required changes.

RAD, Staff Profiles and HERDC
• QUT ePrints is the only point of deposit for Research Activity Database (RAD) and Staff Profiles. Metadata will be automatically passed from QUT ePrints to the Office of Research.
• Publications are reviewed by the Office of Research before becoming available in RAD.
• Publications may be added to your Staff Profile via RAD.
• Eligible publications deposited to QUT ePrints will be considered for HERDC.
• More information on:
  • Staff Profiles: http://staff.qut.edu.au/
  • RAD: http://www.research.qut.edu.au/rad/

More help with QUT ePrints
Read QUT ePrints FAQs http://www.digitalrepository.qut.edu.au/quteprints/faqqs/

Attend workshops about QUT ePrints & Open Access http://library.qut.edu.au/events/categories/eprints/

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