

UNIVERSITY OF BIRMINGHAM



What is UBIRA?

UBIRA is made up of three separate repositories representing the research output at the University of Birmingham by staff and researchers. The ePrints repository is for published, peer reviewed, research material. Examples include journal articles, chapters or sections from a book. The eTheses repository is for electronically stored theses and forms part of the national Ethos project. The ePapers repository is for non peer reviewed material which may include working papers, Conference and technical reports, images and presentations.

What are the benefits of submitting material?

UBIRA benefits the institution, the researcher and anyone interested in quality, research outputs. For you the researcher, it creates stable and reliable records of your work, managed and stored in ways which meet international standards. Each item has a unique ID which can be found easily on major search engines. From an institutional perspective it also provides a record of research activity taking place within the university. Finally, increased access to quality research is a benefit to all within our knowledge economy.

Who can add material to the repository?

Staff and researchers of the University of Birmingham may submit their research output to UBIRA

What can I submit to UBIRA?

You can submit

- Preprints - a pre-refereed, unpublished paper which may be submitted for publication
- Postprints - the final peer-reviewed edited version of a paper
- Final published version (in some cases)

Eligible item types include:

- Journal articles
- Conference papers
- Conference posters & presentations
- Working papers & discussion papers
- Published reports
- Books & book chapters
- Non-text research outputs

What steps do I take to deposit my material?

Step 1: Check copyright of the item

Check you have copyright clearance to include the paper in an institutional repository.

For published papers – the details are usually found on the Copyright Transfer Agreement or similar contract such as Licence to Publish or that you signed for the Publisher. Many publishers allow publication of pre and/or post print papers in institutional repositories. Check the list of publisher copyright policies & self-archiving on the SHERPA website.

www.sherpa.ac.uk/FACT

If the publisher is not listed you may wish to contact the publisher directly and ask them. Note: check agreements carefully as there may be conditions attached to making papers available in an institutional repository e.g. publishers may allow you to make your own final version (post print) available but not the publisher's version/PDF, or may require an embargo period of some months.

For unpublished papers – the author and university will normally retain the copyright. Note: some publishers will not publish any material that has previously been publicly available e.g. in a repository. If in doubt, check with the publisher directly.

Step 2 : check you have a suitable electronic format of the item you wish to deposit

UBIRA accepts a number of different electronic formats with pdf being the preferred format. Please ensure that the pdf version is a faithful and accurate copy of the final text of your item. Please convert Word documents to pdf as UBIRA is designed to make documents available to the widest audience possible to ensure increased readability and accessibility. If you do not have the facilities to create a PDF document please contact Library Services at ubira@lists.bham.ac.uk who will be pleased to advise.

Step 3 : Create an account on UBIRA

Go to <http://ubira.bham.ac.uk/> select the appropriate archive and log in. Select Create Account and follow the instructions

Step 4 Depositing an item in UBIRA

When depositing a work, the information you provide in the deposit form will be used to construct the eprint record.

It is possible to import the metadata of one or more records into the repository from the Web of Science and PubMed databases, plus from any database that offers a DOI e.g. ScienceDirect. You might like to utilise this option first!

Import Items

On the screen where you can select “New Item”, there s a second option called “Import Items”.

You can import items by entering the DOI number if known. The DOI is a persistent identifier that links to the published version of journal articles on the publisher’s website. They look like this:

<http://dx.doi.org/10.1016/j.bmcl.2010.04.079>


When ‘Importing’ just enter the numerical part eg

10.1016/j.bmcl.2010.04.079


The eprints system will use the DOI to fetch the bibliographic details for the article and populate many of the fields in the deposit form. Bibliographic details can also be imported from an EndNote or RefWorks file. For Pub Med records copy the number only ie 12345678 and not the PMID tag. Ensure you select PubMed ID import format.

If you are importing from Web of Science save your results as full records and save to BibTex. On importing select BibTex as your import format.

Remember to go into your UBIRA record after importing and edit the fields (such as status) and upload the full text item.

Alternatively you can click on the  button

Type

Select the option that best describes the 'Type' of item you are depositing (eg journal article). If none are appropriate, select "Other". Click **Next** to move to the next screen. Additional guidance is available throughout by selecting .

Upload

Upload a full-text copy (or digital equivalent for non-print works) via the file Browse feature. **NB:** Before uploading the file, check that the bibliographic details (i.e. how to cite the work) have been included in the first page of the document.

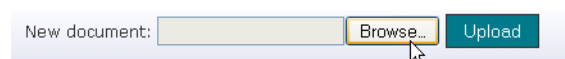
Content Description /File Description: Use these fields to enter more information about the content or format if necessary.


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 provide 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.

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.

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.

.If you have additional files to upload, for this work, use the file upload process a second time.



Click on 'Show Options'  to provide information about this second file. If there are no more files to upload for this item, move to the next screen.

Details

This is where you enter the bibliographic details and contact details. For some fields, you can select the appropriate option from the menu, for others, you will need to key it in or copy & paste the text into the boxes provided (eg the boxes for the title and abstract). Some fields may not be relevant, in which case you can leave them blank. Compulsory fields are marked with a large red asterisk.

Subject

This is where you enter a broad subject category (based loosely on Library of Congress classifications) Click **Next** to move to the next screen.

Deposit

This is the Deposit stage. The deposit licence will be displayed. By depositing papers or asking repository staff to deposit on your behalf, you are agreeing to the terms of the Deposit licence. Before you complete the deposit process you will be asked to accept these terms.

Click on **Deposit Item Now**

Your eprint record will be checked and edited as appropriate by Library staff and will appear on UBIRA in a few days.

Managing UBIRA records

If you wish to make any changes to your record please send an email to ubira@lists.bham.ac.uk quoting the record ID (or title of work) and detail any changes required or queries you have.

More Information

If you need assistance or would like to request further training please contact the Digital Assets Team in Library Services on 0121 414 3918 or via email at ubira@lists.bham.ac.uk

All Library Services documents are available in other formats, please contact Library Services on 0121 414 5828 or www.library.bham.ac.uk/help/ask.shtml for information

Auth Code 00/01 Last Updated: 14/10/2010