Top Tips for uploading your papers into STORE.
Where is STORE?
Where is STORE?

http://eprints.staffs.ac.uk/
How do I get in to STORE?
Log in with your uni username and password
How do I add a paper? Click on ‘Add new Item’
Choose what it is you are depositing. Click 'next'
Upload your authors accepted manuscript.

• I have found this works best when I have turned my word doc into a pdf. You just upload it from your computer.

• The accepted manuscript MUST be submitted WITHIN 3 months of your article being accepted.

• You can accept all the track changes in your submitted version so that it is a ‘clean’ paper. The guidance is that it MUST be the version you submitted to the journal that was accepted.
Upload your author’s accepted manuscript
Add details. Top Tip 1

NB – the contact email address is YOUR email address.
Add details: Top Tip 2

NB insert the date that your paper was accepted – i.e. the date on the email that was sent confirming acceptance.

When you know the date your work is published (ONLINE or in PRINT) let the STORE people in the library know. They need to update the record.
Date details and why they are important

• These dates are important in REF terms.

• The authors accepted manuscript MUST be deposited in STORE no later than 3 months after it was accepted (get in the habit of depositing the day you hear a paper has been accepted)

• The manuscript must be made open access no later than 1 month after it has been published (or if there is an embargo, no later than 1 month after the embargo has been lifted)
You can skip two sections (rioxx and REF CC)
Move to the deposit page and click submit.
Why bother?

1. If we don’t do this – we will not be REF compliant.
2. If we are not REF compliant, our work (that work you have sweated blood and tears over. That work you fought really hard to do and do well) will not count towards the REF.
3. If we are not REF compliant we scupper our chances of having our research recognised and both the university and our own reputation could be bruised.
Any further questions or problems. . .

• You can contact Sarah Beighton

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