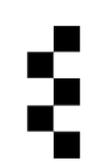University of Essex

RIS

Repository Deposit Guide

September 2022

ABOUT THE RIS

The Research Information System delivers important benefits which include:

- The automatic searching of publications from a range of external sources and a simple process to deposit them into the Research Repository.
- A single place where researchers can manage grants, professional activities, teaching responsibilities and supervision, publications and impact.
- A way to manage and edit external web profiles.
- A platform in which REF submission and internal research monitoring can be managed with minimal re-keying of data or completing of forms.
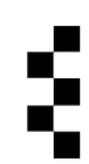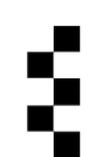
ABOUT THIS GUIDE

This guide describes the process of depositing your work in the Essex Research Repository from the RIS.

By the end of the guide you should be able to:

- **Login** to the System
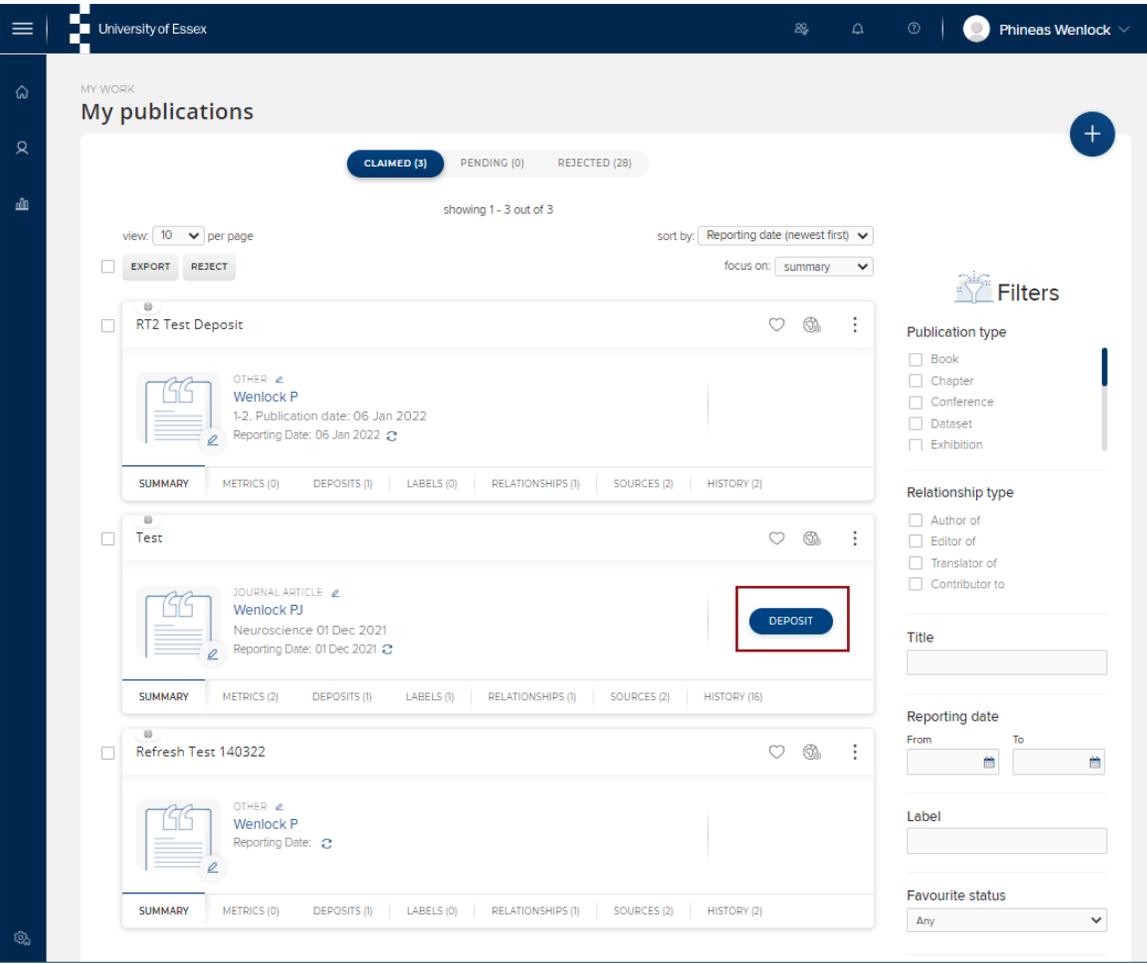- **Deposit** your existing work
- **Create** new publication records and deposit them

Log In

Login at: ris.essex.ac.uk

Your normal university login is all you need.

You don't need the VPN to access the RIS. It works from anywhere with an internet connection and in most browsers (Microsoft Edge, Chrome, Firefox, Safari).

Deposit existing items

Navigate: **Menu > My Profile > My Work > Publications**

Publications you have previously claimed or added can be deposited simply by clicking the deposit button

Deposit existing items

The RIS will tell you if the publication has been previously deposited.

If it hasn't, you'll be offered the deposit screen with deposit advice based on the Essex deposit policy.
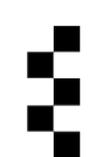
Deposit existing items

There is also advice from the SHERPA / RoMEO service

This gives you specific and detailed advice on what version the publisher will allow you to deposit.

Deposit existing items

To add the full text version, choose the file and say which version it is (Accepted, Published etc.) Click Use this file

You can also deposit without a file.

Deposit existing items

Once the file has uploaded you can add further information

Add an Embargo Period and notes for the Repository Manager

Specify a licence for reuse. The RIS will provide guidance on common re-use licences. You can also add notes for the Repository Manager.

Finally click Deposit

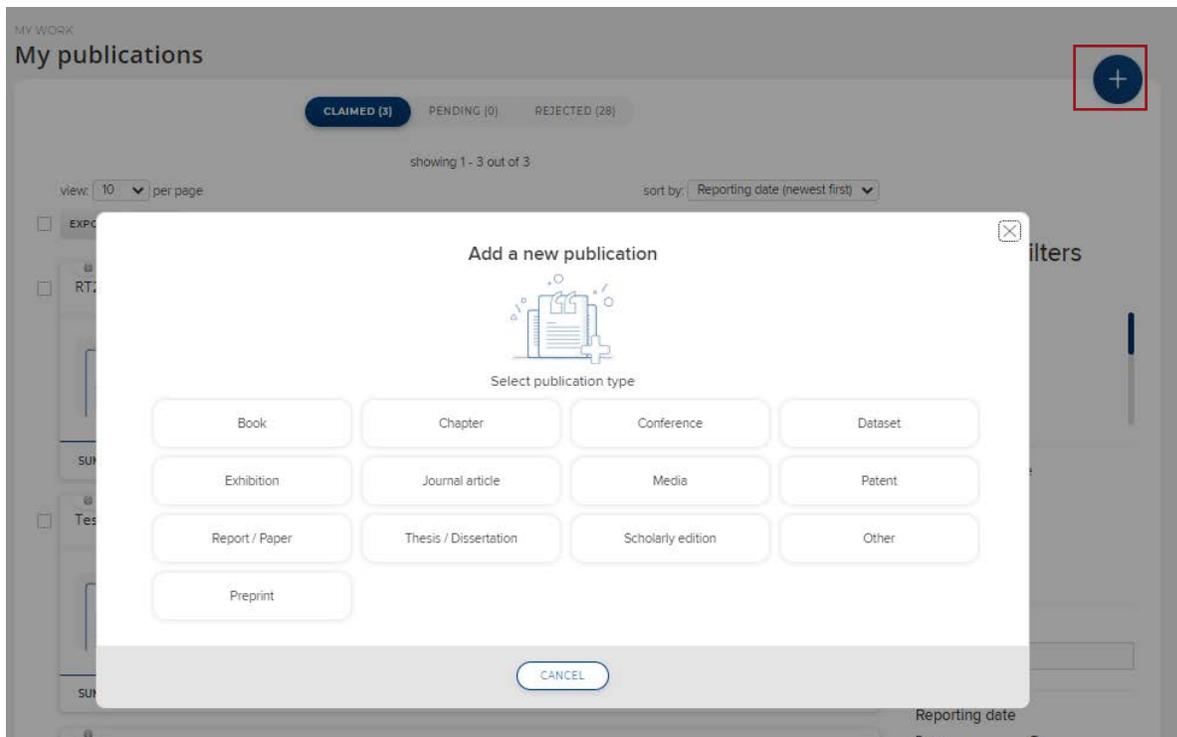# Deposit existing items

Once deposited, the item will initially show as "In review".

Once it has been reviewed by the Repository Manager and accepted it will show as "Live" and be publicly accessible from https://repository.essex.ac.uk/
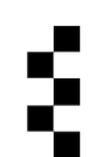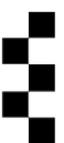
Create new items

If the publication is new and has not been indexed from an external data source you'll need to add it to the RIS first.

Click Add a New Publication (+ top right) and choose a publication type

Create new items

You'll be asked first for the publication title, DOI or ISBN.

The RIS will check it's not a duplicate and that it is not already deposited. You can claim it if an existing record matches (it may have been added by a co-author or already exist in an external database), otherwise skip.

Create new items

You can then give more detail about the publication

There are different forms depending on the publication type you are adding (Article, conference paper etc.)

As a minimum complete the red starred mandatory fields but please add as much detail as possible to create a complete reference.

When complete click Save at the bottom of the page.

Create new items

The option to link to funding is available.

Award data is automatically loaded in to the RIS, so your supporting grant should be available.

Tick the correct grant(s) and clcik Link Selected then click Done. You may also choose Not Externally Funded or Grant not listed if this applies.

Deposit new item

Finally you'll be asked to deposit your new record

The process is the same as for existing items as detailed at the start of this guide.

Need help?

Contact REO Research Systems

reors@essex.ac.uk

www.essex.ac.uk/staff/research-systems