University of Leicester
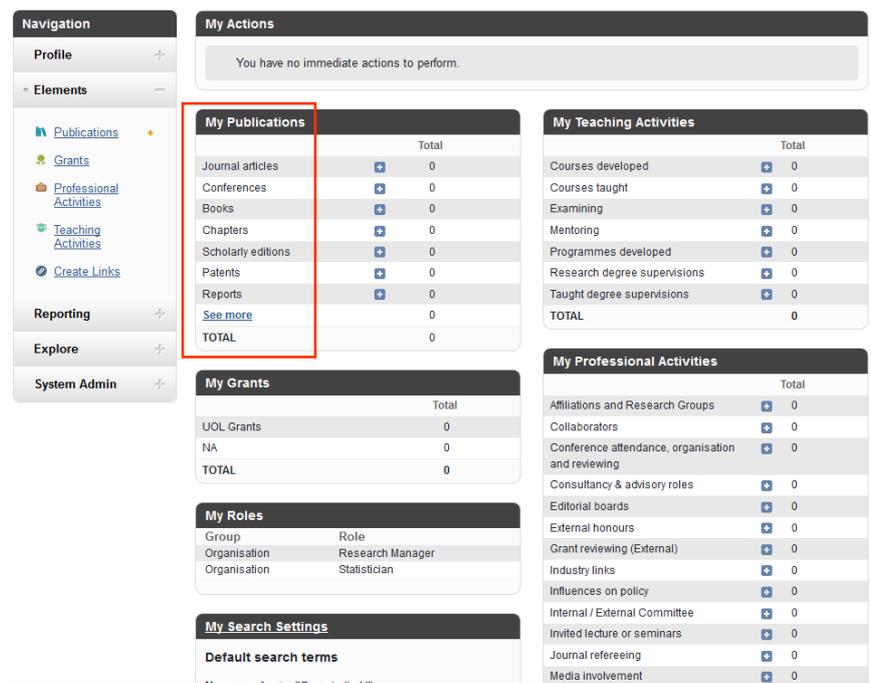
How to use IRIS to deposit your full text in the Leicester Research Archive (LRA)

Version x.x

Log on IRIS

Use your University IT Account to log on IRIS.

Under '**My Publications**', click on the type of publication you would like to deposit.

Fig. 1: 'My publications'

The next screen will display a list of your publications currently in the system. You can use the **Search** function on the left of the screen to filter the list results.

If your publication is not listed:

➢ Check under the 'Pending' tab. If your publication is there, click 'Claim'. You can now proceed as if your publication was already listed.

➢ From your IRIS homepage, click the '**plus**' icon next to the type of publication you want to add.

Fig. 2: 'Add new publication'

➢ On the next screen, you can search IRIS either by **Title** or **DOI** for your publication. If your search is successful, click '**Claim'**. You can now proceed as if your publication was already listed.

➢ If your search is not successful, click '**Go to the next step**'.

➢ Fill in the details for your publication. Any field with an asterisk (*****) next to it is mandatory.

➢ **Save** your record. On the next screen, click '**Go to the deposit page**' under **LRA**.

➢ From the 'Deposit journal article' screen, you can browse your local machine for the appropriate file and **upload** the correct version. If your publication is available in other OA (Open Access) locations and it is not already listed on this page, you can enter a link to it under '**Enter an OA location**'.

➢ Choose the File version from the drop-down menu.

If your publication is listed:

➢ On the record for your publication, click the '**Go to the deposit page'** icon.
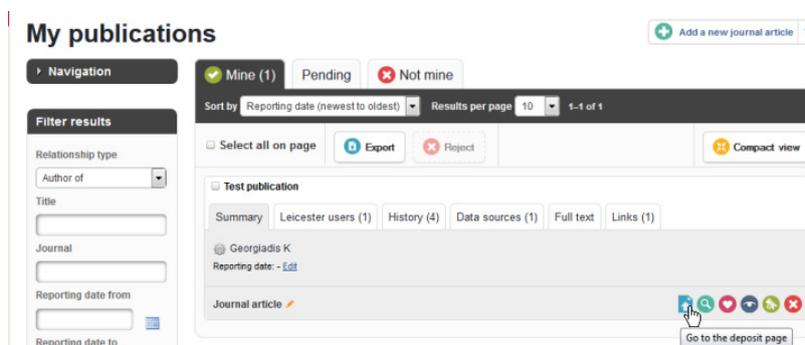

Fig. 3: 'Go to the deposit page' icon

➢ From the 'Deposit journal article' screen, you can browse your local machine for the appropriate file and **upload** the correct version. If your publication is already available in other OA (Open Access) locations and it is not already listed on this page, you can enter a link to it under '**Enter an OA location'**.

➢ Choose the File version from the drop-down menu.

> You should normally deposit the **Post-review (final submitted)** file version**.** This is the peer-reviewed and corrected version of your final manuscript that you sent to the publisher.
>
> We cannot archive a publisher's proofs or the final published version, although there are [some exceptions](#).

What next?

Your publication will be made openly available from the Leicester Research Archive once the publisher's embargo (if any) has lapsed. Only when we are fully satisfied that the deposit is within the letter and spirit of the law will it be made open access. We will always link, wherever possible, to the version of record on the publisher's web site as an additional service. We will contact you when your publication becomes available from the LRA, or if we have any queries.

Further help

If you run into any problems or have any questions or suggestions please contact us. The LRA team in the library provide advice and support and we can arrange to visit your office to go through depositing the full text of your publications with you. Contact us on openaccess@le.ac.uk or 0116 252 2310

Please note

The University requires authors to deposit all of the research publications and outputs in the LRA. If the rights holder will not allow us to archive the work we will add a bibliographic record only. You will have complied with the University's requirements by depositing an appropriate version of all your publications; however, your research funder may require further action (see Research funder's open access policies or contact us).

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