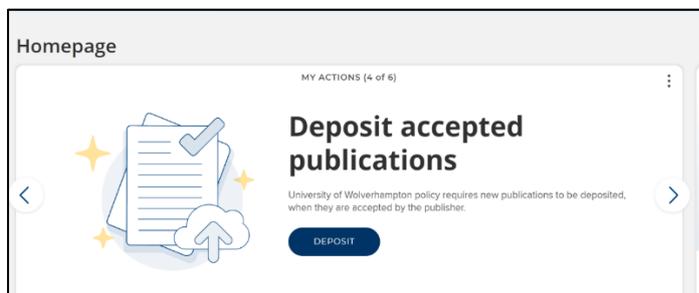# Depositing your research outputs to WIRE via Elements

Elements is the University's research information system which allows you to showcase and share your research activity within the community. WIRE is the University's institutional repository which provides open access to publications produced by its research staff and students. Elements and WIRE are distinct systems but they are integrated, so they each feed information into the other.

In Elements you can list all of your publications so that other people can see the extent of your publication output. You may wish to deposit some of these publications in WIRE. This may be because you would like to make your research open, or you may need to fulfil institutional, funder or other policy requirements (e.g. the REF) to make your publications open access. The University has an Open Access Publications Policy which can be found here.
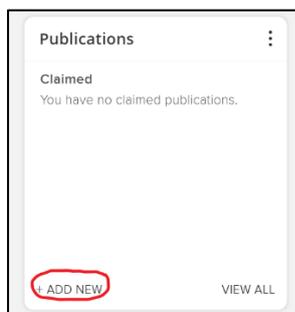
You can deposit publications that have already been published (which you can either claim or add to your publications list), or you can deposit manuscripts that have been accepted for publication.

The types of publication that you will need to deposit on acceptance are journal articles and conference contributions with an ISSN as these are in scope of the REF open access policy which requires these types of publication to be deposited in WIRE within 3 months of the date of acceptance for publication.

To deposit an accepted Journal Article or a Conference Contribution (with an ISSN) click on the 'deposit accepted publications' button that is displayed on the homepage:

For other types of research output (e.g. book chapters, reports, etc.) use the +ADD NEW option that you will see under Publications:
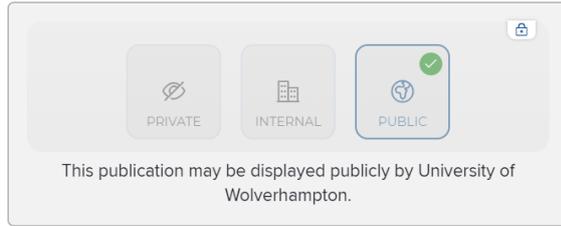

If your output has already been published, there may already be a record from one of the sources in Elements. Use the search box to check.

If there is a record, skip ahead in this guide to the Funding section, if not, continue to follow these steps to enter the details of your output.

You will see an information box about publication privacy- this is set to public so that the publication will be displayed publicly.
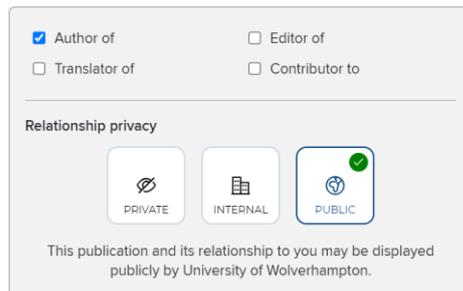
You will need to confirm your relationship to the output:

Selecting "Author of" will autofill your name into the author field below. You can specify the privacy level of your relationship to the publication- public, internal (but visible to other Elements users), or private.

Fill out each required field with as much detail as possible. All fields marked with a red asterisk must be completed.

The date of acceptance is an important field for journal articles and conference contributions as they are essential for compliance with the REF open access policy, so please add this to the record for these output types.

It is also important to add details of any funders associated with your research. Where you have received funding, add the Grant ID and the name of the Organisation providing the grant. If no external funding was received, please enter "University of Wolverhampton" in the Organisation box (click the +add button to save the information) and leave the Grant ID box empty.

There are further optional fields such as ISSN, DOI and volume number. The fields will vary depending on the type of output you are adding, e.g. research reports include a field for the commissioning body, and

presentations include fields for the date and location of the presentation. Adding these will help create a more complete record for your output.

You will see an additional information field at the end of the page. This box opens up to allow you to input information about the open access status of your publication.
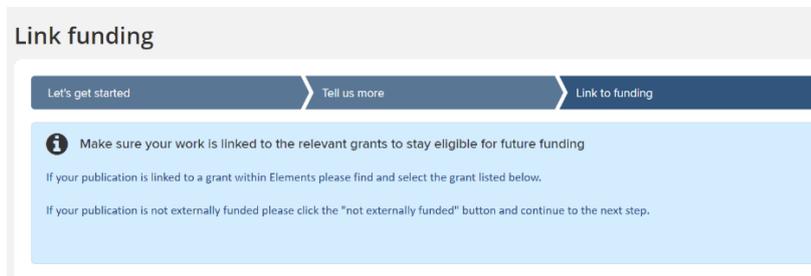

If you need any advice about how to fill out this section please contact the Scholarly Communications Team at WIRE@wlv.ac.uk

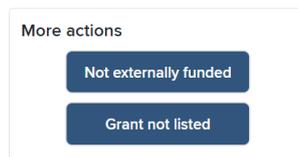Once you have completed the essential information section, SAVE it to carry on.

The next screen allows you to link any funding or grant information associated with your output.

If your publication is linked to a grant within Elements please find and select the grant from the list.

If your publication is not externally funded please click the 'not externally funded' button and continue to the next step.
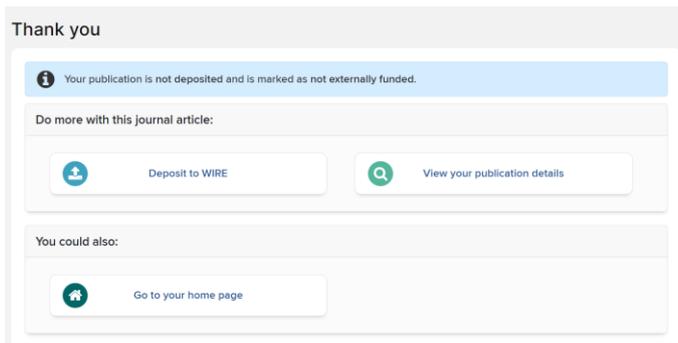

Again, click save to move on, and you will arrive at this screen:

Although this screen highlights that your publication is not yet deposited in WIRE, you have created the record for the publication in Elements and linked to any funding or grants connected with the output. You can view the details of the publication and it will be visible in your publications list.

To complete the deposit to WIRE you will need to upload the full text document, usually the author's accepted manuscript. Click on **Deposit to WIRE** to do this.

It is important to make sure you deposit the correct version of your publication in WIRE. To do this you should check your publisher's self-archiving policy which should confirm whether or not a publication can be made open access via an institutional repository and the version of the paper that can be deposited. Sherpa Romeo is a useful tool which can help you check publisher requirements: https://v2.sherpa.ac.uk/romeo/

Unless an article (paper, book chapter etc.) has been published under a Creative Commons licence, a publisher is likely to only allow the author's accepted manuscript (AAM) to be deposited in WIRE. Guidance on what an AAM is and how to identify the different versions of a manuscript can be found here: https://www.wlv.ac.uk/lib/research/ref/which-version-of-my-paper-can-i-deposit-in-wire/ If you need support with identifying which version of a paper you may deposit on WIRE please contact the Scholarly Communications team at WIRE@wlv.ac.uk

Once you have located the correct manuscript, you can upload it. Click 'choose file' and select the appropriate file from your computer.

After uploading your file you will need to confirm that you agree to the University's deposit licence before depositing your paper:

This will complete your deposit.

The Scholarly Communications Team will review the deposit submission and will set an embargo on the file if necessary before making it live in the repository. They will get in touch with you if there are any issues with the deposit (e.g. the accepted manuscript hasn't been provided or if the publisher does not allow the paper to be deposited in the repository).

Once deposited, you will be sent confirmation of the deposit with the link to the WIRE record included in the email.

Notes

After the item has been reviewed and made live, it is possible to edit certain fields in Elements such as the item type.

If any changes need to be made to the WIRE record after the file has been deposited, please get in touch with the Scholarly Communications Team at: WIRE@wlv.ac.uk

Research Administrators should no longer deposit on behalf of academic staff as this must be done by the author of the output.