

HIRA FAQs

What is HIRA?

Hope's Institutional Research Archive (HIRA) is the showcase for scholarly outputs produced by Liverpool Hope academic staff. It provides and preserves online access to the digital research assets of the institution. It enables us to meet open access requirements for the REF.

What does it contain?

As well as bibliographic information, HIRA also contains the full text of outputs where this is permitted. Different outputs such as journal articles, book chapters, conference proceedings, musical scores, images and compositions can all be added.

How do I access HIRA?

You can find it [here](#). There are also links from the My Research area in MyHope.

Is there any training available?

You can find a [complete guide](#) and a [shorter guide to adding journal articles](#). Details of scheduled training sessions will be advertised in the Library, Learning & Teaching Newsletter and the Library Moodle. If these are not suitable or you want to arrange a meeting or training session, please contact [Matthew Adams](#).

Whose responsibility is it to add records to HIRA?

It is the author's responsibility to create a record and provide the full text where required. The library will check all details, including which version should be used and any copyright restrictions, before making the output live.

Can I update a record once it has been added?

No, you won't be able to make changes such as this yourself. Please contact [Matthew Adams](#) if you want to update a record, for example to update the publication status or add further details.

Which version of an article should I use?

Your publisher and/or funder will only permit specific versions of your articles to be archived on HIRA. There are three main versions of an article:

Pre-print is a draft version that has not been peer reviewed or accepted for publication.

Author accepted manuscript (also known as AAM) is the version after peer review and corrections are made but before publisher copyediting and typesetting.

Final published manuscript is the version as it appears in the journal. This is usually permitted for Gold Open Access.

In most cases, the Author Accepted Manuscript (referred to as Accepted version in HIRA) is the correct version to use. This will always be checked before the output is made 'live.'

Should I add the full text of a book chapter or monograph to HIRA?

No. Most publishers won't allow us to add the full text and there is currently no open access requirement relating to book chapters or monographs. However, this is likely to change during the next REF cycle and it has already been announced that UKRI funded monographs should be made available open access from the start of 2024. This, along with any other updates, will be communicated to academic staff at the relevant time. For now, you should continue to add the book details, including an abstract, but not the full text.

Should I add anything to HIRA if I have edited a book?

Yes, you should add details for any book where you are an editor or author (of the whole book or a chapter). You do not need to add the full text of the book though.

What format should the full text be provided in?

For written outputs, a PDF file is preferred but a Word document is also permitted. For other outputs, file types such as mp3, mp4, jpeg etc. can also be used.

Should I add my output to HIRA even if I am not the lead/corresponding author?

Yes. If you are a named author, then you should add your output to HIRA. Where an output has co-authors from different institutions, it can be added to more than one repository.

When considering a journal for my research to be published in, can I check their open access and repository policies?

To check the policies of a particular journal, you can use the [Sherpa Romeo database](#).

Where can I check if my funder has any open access requirements?

Use [Sherpa Juliet](#) to check funder requirements and conditions regarding open access.

How can I check my outputs on HIRA?

When logged in, you can select 'Manage Deposits' to see which of your outputs are live, in review or have not yet been submitted. You can also browse by author to see the list of outputs under your name. Your academic profile page will also contain details of all outputs that have been added to HIRA.

If my research is published under Gold Open Access, do I still need to deposit my output in HIRA?

It is better to do so. Although the output is available open access elsewhere, remember that HIRA is also used to provide information for your Academic Profile and the Browse by Author feature gives a complete list of your research outputs. Even if published open access, it doesn't automatically mean that you can add the published version to HIRA - it may still need to be the accepted version.

Where can I view other research repositories?

Open access repositories can be located using the [Directory of Open Access Repositories \(OpenDOAR\)](#).

Matthew Adams
Updated September 2023