

Adding a Journal Article to HIRA

Open Access requirements for the REF state that the final peer-reviewed manuscripts of journal articles should be deposited into an institutional repository within three months of acceptance for publication; and are made open access as soon as possible after publication.

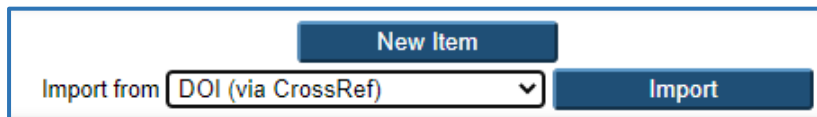
Therefore, it is essential that you add the details to HIRA and upload the full text of the journal article **within three months** of your article being accepted. Not doing risks it being ineligible for the REF.

If there are any circumstances that prevent you from doing so, please contact the Research Support Librarian, Matthew Adams on adamsm2@hope.ac.uk or libraryresearch@hope.ac.uk

How to add your Research Output

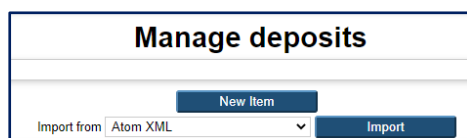
Go to hira.hope.ac.uk and login using your university username and password. In the 'Manage Deposits' section, you can create a new output either by importing a record using the DOI (if available) or manually adding a new item.

To import from a DOI:



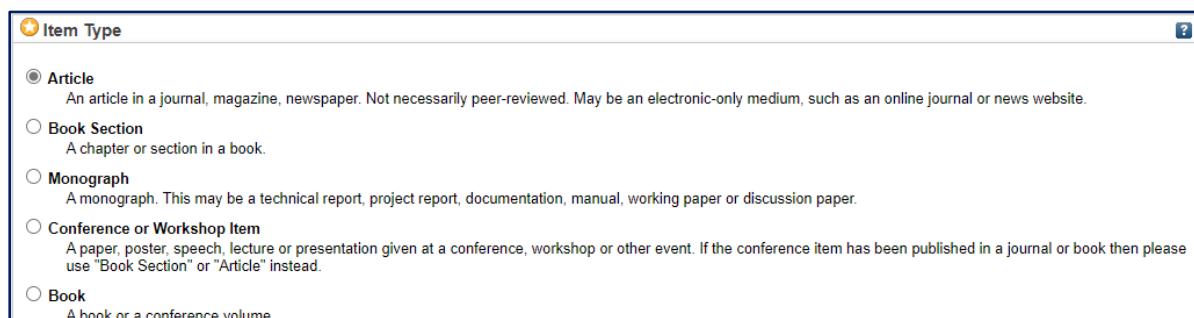
The screenshot shows a form titled 'New Item'. Below the title, there is a dropdown menu labeled 'Import from' with 'DOI (via CrossRef)' selected. To the right of the dropdown is a blue button labeled 'Import'.

For a new item from scratch:



The screenshot shows a form titled 'Manage deposits'. Below the title, there is a 'New Item' button and a dropdown menu labeled 'Import from' with 'Atom XML' selected. To the right of the dropdown is a blue button labeled 'Import'.

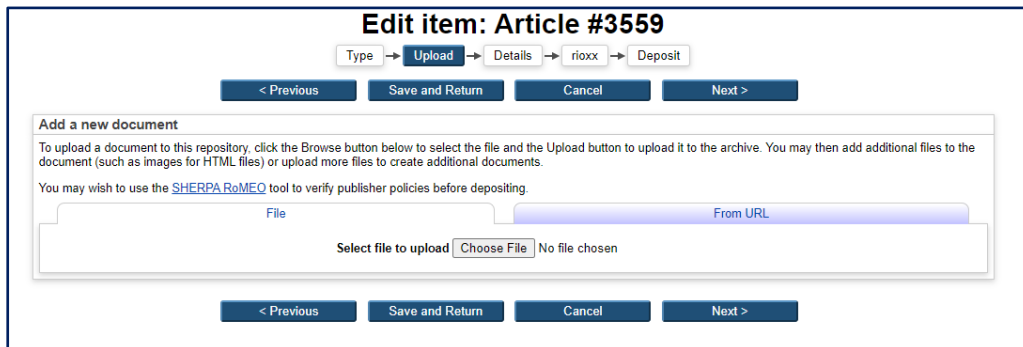
Whichever method you have chosen, the first thing you will be asked for is the item type. Select Article from the list and click Next.



The screenshot shows a form titled 'Item Type'. It contains a list of radio button options:

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**
A chapter or section in a book.
- Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**
A book or a conference volume.

Having selected 'article' from the list of options, the next page will ask you to upload a document. To meet REF Open Access requirements, where copyright permits, full text of items should be added to HIRA.



Click on 'Choose File' and upload your document. Use a PDF version where possible but Word documents are also accepted.

Which version?

Next, you will be asked to specify the version of the document you have uploaded and the type of document (e.g. text). You can add a description if you wish but this is not essential.

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. In HIRA, this is referred to as the 'Accepted Version'.

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

The *usual* practice is to upload the post-print, or author's accepted manuscript, version so if in doubt upload this version. Do not upload the Publisher's version. The Research Support Librarian will check the copyright, version and embargoes and will contact you if there are any issues or if you need to provide a different version.

Text
Lib Word Template.docx
479kB

Content: Accepted Version

Type: Text

Description:

Visible to: Anyone

License: Creative Commons: Attribution 4.0

Embargo expiry date: Year: Month: Unspecified Day: ?

Update Metadata

< Previous Save and Return Cancel Next >

The Research Support Librarian will check whether the document can be made visible to ‘anyone’ straight away (and whether a creative commons license needs to be applied) or whether an embargo needs to be placed on the full text, in which case ‘repository staff only’ will be selected. This is a required field but it doesn’t matter which you select at this stage – it will be checked.

Bibliographic Details

You need to enter the title, abstract and author details. We only need the email address for Hope staff, not other co-authors. If you have an ORCID ID then please add it here. When you have done this once, it should remember it for future entries. Next, enter your School/Department. (This field currently refers to the old university faculty structure but should be updated soon).

Title of the Research Output

The time-course of fixations to faces, theme and context in representational paintings: a cross-cultural study

Abstract

British and Chinese participants viewed a set of Western representational paintings (henceforth paintings) for later identification in a yes/no discrimination task. Eye movements were recorded while participants viewed the paintings with each painting split into face, theme of the painting and its context regions of interest (ROIs). British participants performed the discrimination task more accurately than Chinese participants. Eye movement data were first analyzed to confirm reliable individual differences in the proportion of fixations made to ROIs, and second, for

Author(s) / Creator(s)

	Family Name	Given Name / Initials	Email (Hope Academics only)	ORCID	
1.	Trawinski	Tobiasz	trawint@hope.ac.uk	0000-0001-5285-4559	▼
2.	Zang	Chuanli			▼ ▲
3.	Liversedge	Simon P.			▼ ▲
4.	Ge	Yao			▼ ▲
5.	Donnelly	Nick	donneln@hope.ac.uk	0000-0002-3577-5434	▼ ▲
6.					▼ ▲
7.					▼ ▲

More input rows

Enter as many details about the publication as you can, as shown below. Don't worry if not all information (such as volume number, DOI etc.) are available at this time.

★ Publication Details

★ Refereed: Yes, this version has been refereed.
 No, this version has not been refereed.

★ Status: Published
 Accepted for Publication
 Unpublished

★ Journal or Publication Title:

ISSN:

Publisher:

Official URL:

Volume:

Number:

Page Range: to

Dates:			Date	Event	
1. Year:	<input type="text" value="2022"/>	Month:	<input type="text" value="July"/>	Day: <input type="text" value="07"/>	<input type="text" value="Published Online"/>
2. Year:	<input type="text" value="2022"/>	Month:	<input type="text" value="May"/>	Day: <input type="text" value="25"/>	<input type="text" value="Accepted"/>
3. Year:	<input type="text"/>	Month:	<input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	<input type="text" value="Unspecified"/>
4. Year:	<input type="text"/>	Month:	<input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	<input type="text" value="Unspecified"/>

[More input rows](#)

Document Object Identifier (DOI):

Please add the date that the article was accepted for publication. If it has been published, then add this date as well.

If the research has been funded e.g. by UKRI, Wellcome Trust etc. then please enter the details here.

Funders

1.

[More input rows](#)

Projects

1.

[More input rows](#)

+ Hope Author Email

+ Evidence of Acceptance of Publications

Keywords

Additional Information

Additional Information and Comments

This article may not exactly replicate the authoritative document published in the APA journal. It is not the copy of record.

+ Copyright Review Notes (Faculty Librarians)

< Previous Save and Return Cancel Next >

You do not need to include anything in these boxes. The Research Support Librarian will add information here.

After filling out all the required information, click on 'Next' to be taken to the Deposit Item page.

Deposit Item

After you have entered all the bibliographic details, click on Next and you should be ready to deposit the item.

Deposit item: Example Journal Article

Type → Upload → Details → rioxx → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Hope's Institutional Research Archive (HIRA) the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Hope's Institutional Research Archive (HIRA) does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Hope's Institutional Research Archive (HIRA) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now Save for Later

Click on 'Deposit Item Now'.

You will then see a screen informing you that the item is in review and will be checked before being made 'live' in the repository.

Once these checks are complete, you will receive an email confirming that the output is live, along with the URL.

For any help or support, please contact the Research Support Librarian, Matthew Adams on adamsm2@hope.ac.uk or libraryresearch@hope.ac.uk