Hope's Institutional Research Archive (HIRA)

Staff Guide

Guide to adding your research outputs to the University's institutional repository

October 2022

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What is HIRA?

Hope's Institutional Research Archive (HIRA) is the showcase for scholarly outputs produced by academic staff at Liverpool Hope University. It contains bibliographic information and, where permitted, the full text of research outputs.

HIRA provides and preserves online access to the digital research assets of the institution. It also provides the bibliographic data that is fed into the University's Academic Profile system.

Hosting research outputs on HIRA enables the University to comply with the Research Excellence Framework (REF) Green Open Access mandate.

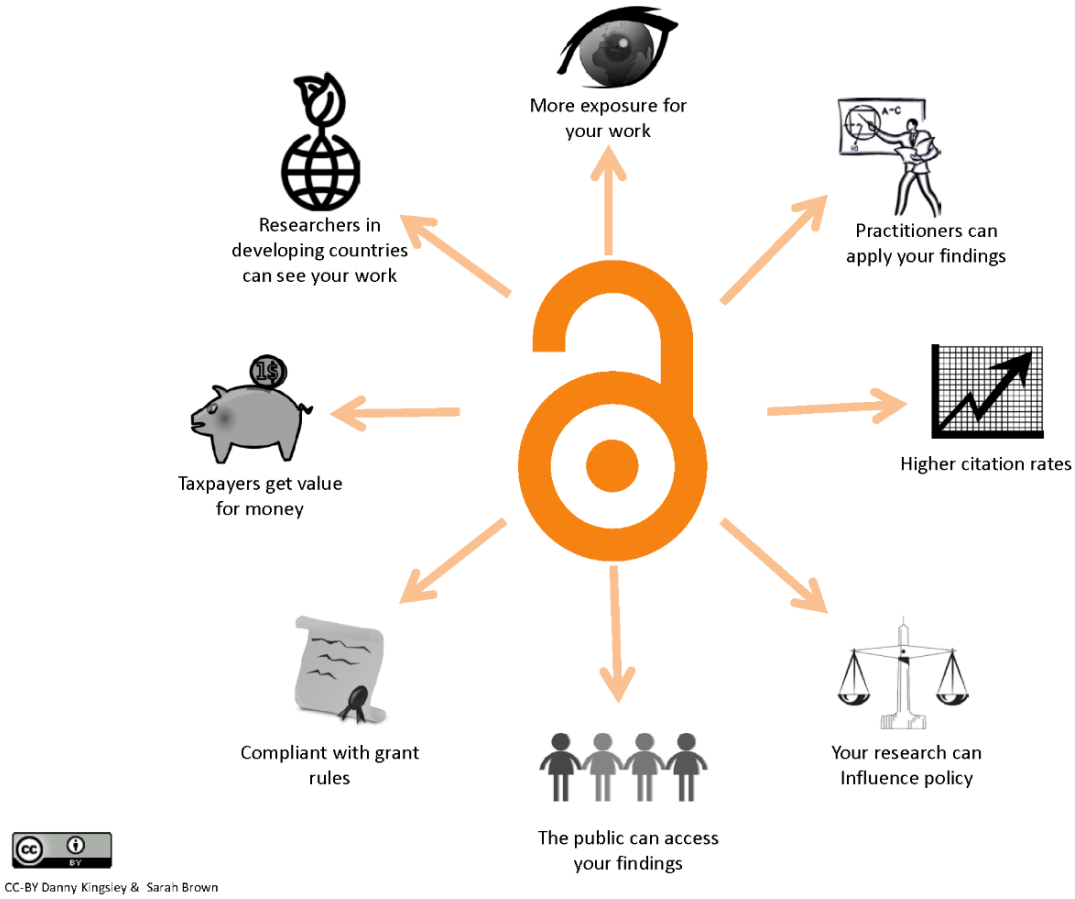
The policy has two major parts:

1. A requirement to deposit final peer-reviewed manuscripts of journal articles and conference proceedings into an institutional repository within three months of acceptance for publication; and
2. A requirement that papers are made open-access as soon as possible after publication and do not exceed the embargo limits (12 months REF Main Panels A and B; 24 months REF Main Panels C and D).

What are the benefits to me as a researcher?

In addition to complying with REF open access requirements, HIRA raises the research profile of the University and its staff and creates a record of scholarly activity taking place. HIRA supports the University's research informed teaching by providing students with easy access to your research outputs. It also provides you with a stable record of your outputs. HIRA allows free access to your research outputs, thus increasing readership and potentially increasing the number of citations.

Benefits of Open Access



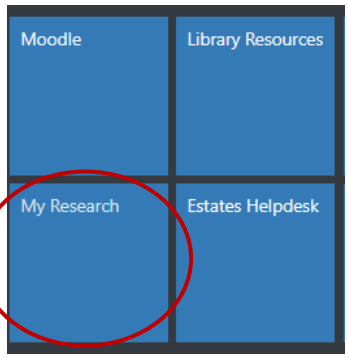
HIRA is registered on OpenDOAR; Jisc's quality-assured, global Directory of Open Access Repositories. This enables outputs on the repository to be picked up by other services such as Core, which aggregates Open Access content, benefiting those whose content is used and increasing its impact.

How to access HIRA

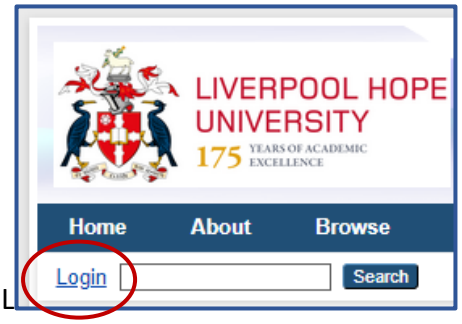
You can access HIRA directly at hira.hope.ac.uk

You can also find the link from the Research Support pages of the library website

You can also access HIRA from within My Hope, as shown below:

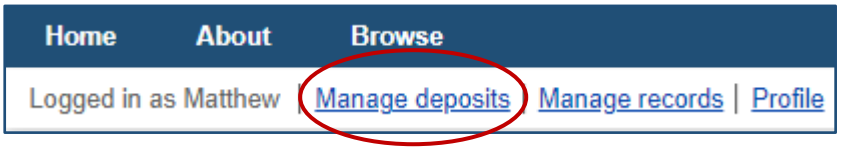


Next, from the HIRA homepage, select 'Login' and enter your University username and password.



Manage your Deposits

After logging in, you will normally land on the 'Manage Deposits' screen but otherwise, you can select this from the main menu.

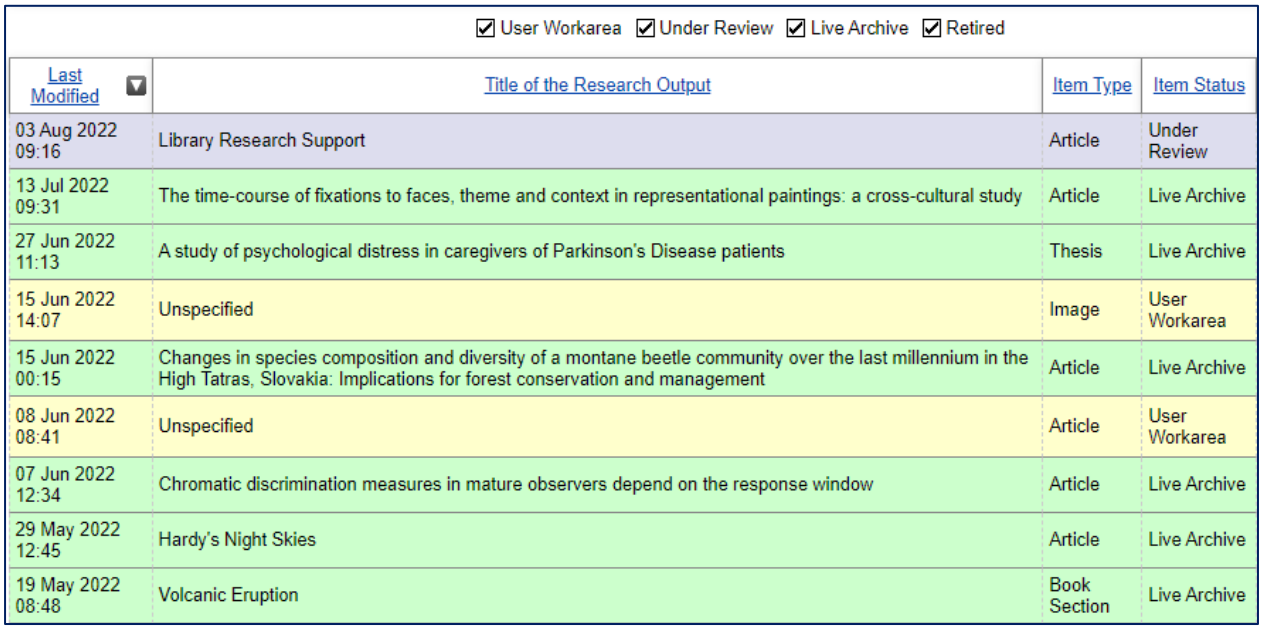


Once on this page, you will be able to see all the research outputs that you have added to the repository, as well as any that are currently working on. The default view will display the most recent items at the top.

Any items that have been deposited, approved and which are now 'live', will show in green.

Items that you have entered details for but not yet deposited, will show in yellow.

Items that you have deposited and are waiting to be checked by the Research Support Librarian before being made live, will show as 'Under Review' and appear in grey.



☑ User Workarea ☑ Under Review ☑ Live Archive ☑ Retired

Last Modified	Title of the Research Output	Item Type	Item Status
03 Aug 2022 09:16	Library Research Support	Article	Under Review
13 Jul 2022 09:31	The time-course of fixations to faces, theme and context in representational paintings: a cross-cultural study	Article	Live Archive
27 Jun 2022 11:13	A study of psychological distress in caregivers of Parkinson's Disease patients	Thesis	Live Archive
15 Jun 2022 14:07	Unspecified	Image	User Workarea
15 Jun 2022 00:15	Changes in species composition and diversity of a montane beetle community over the last millennium in the High Tatras, Slovakia: Implications for forest conservation and management	Article	Live Archive
08 Jun 2022 08:41	Unspecified	Article	User Workarea
07 Jun 2022 12:34	Chromatic discrimination measures in mature observers depend on the response window	Article	Live Archive
29 May 2022 12:45	Hardy's Night Skies	Article	Live Archive
19 May 2022 08:48	Volcanic Eruption	Book Section	Live Archive

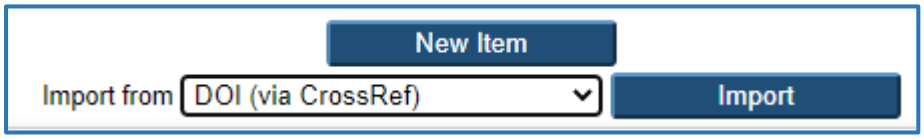
Adding a new Research Output to HIRA

When adding a new output, you can either enter all the details manually or choose to import details using the output's DOI, if one is available.

In the 'Manage Deposits' area, you can either select 'New Item' or 'Import from'. Instructions for how to import data are shown below while instructions for how to create a new item are shown on the following pages.

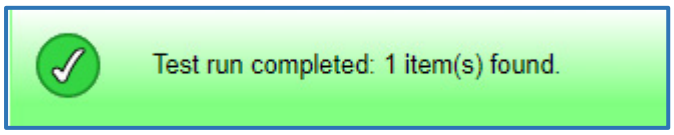
Importing data using a DOI

If a DOI has been created, you can use that to import a record. However, since you are required to add outputs to HIRA within 3 months of them being accepted for publication, and are encouraged to do so as soon as they have been accepted, in many cases a DOI may not yet be available at this stage. If so, you will need to create the record manually.



Select 'DOI (via CrossRef) from the dropdown menu and click on Import. Next, enter the DOI and click on Test without Importing.

If the item can be located, you should see a confirmation message as shown below.

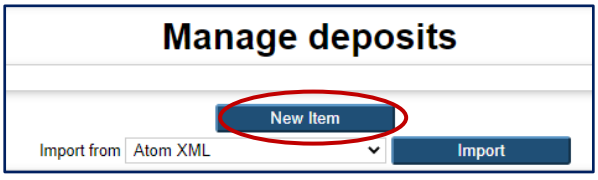


Next, click on Import Items and you should see that a record is created with the title of the article.

You can then proceed to select the item type (e.g. article, book section etc) and upload the full text document. You should find that most of the bibliographic information is automatically entered, such as journal name, publisher, URL etc. However, you may still need to enter full details for dates that the article was accepted and published.

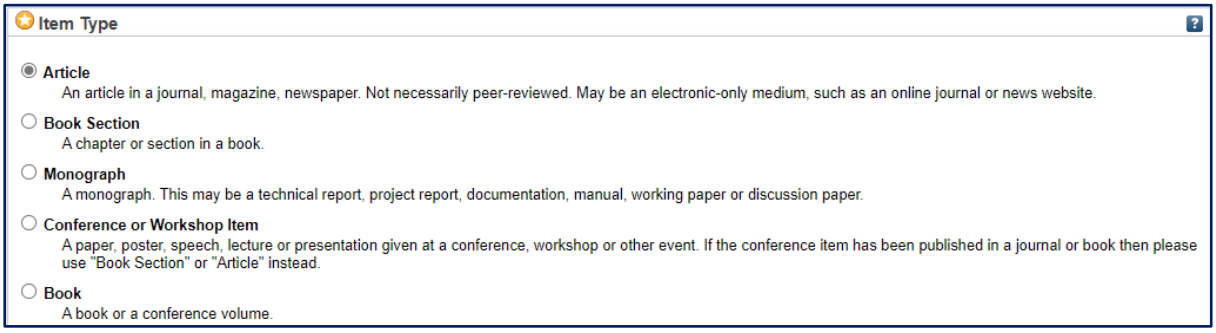
New Item

If you are adding a new item from scratch, then instead of clicking on 'import,' click on 'New Item' as shown below.

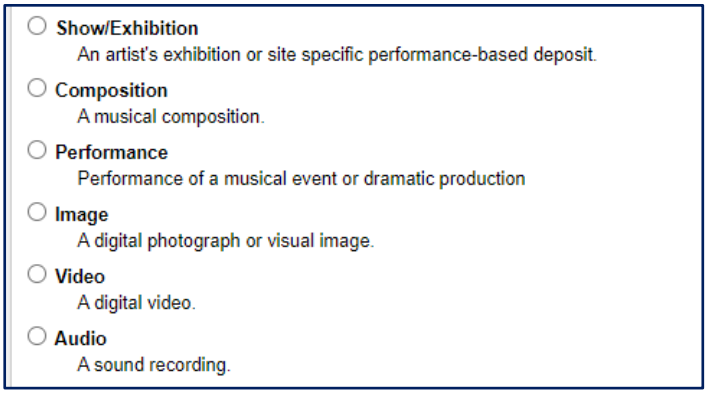


Item Type

Whether you have imported a DOI or created a new item from scratch, the first thing you will be asked for is the item type, such as Article, Book Section, Conference item etc. Please select the appropriate item type and click Next.



Other item types can also be chosen:



Further information on adding creative outputs such as these, is shown on Page 19.

The next step is to add full text (where permitted). The examples over the following pages, covering different output types, indicate whether or not this is required.

Adding a Journal Article

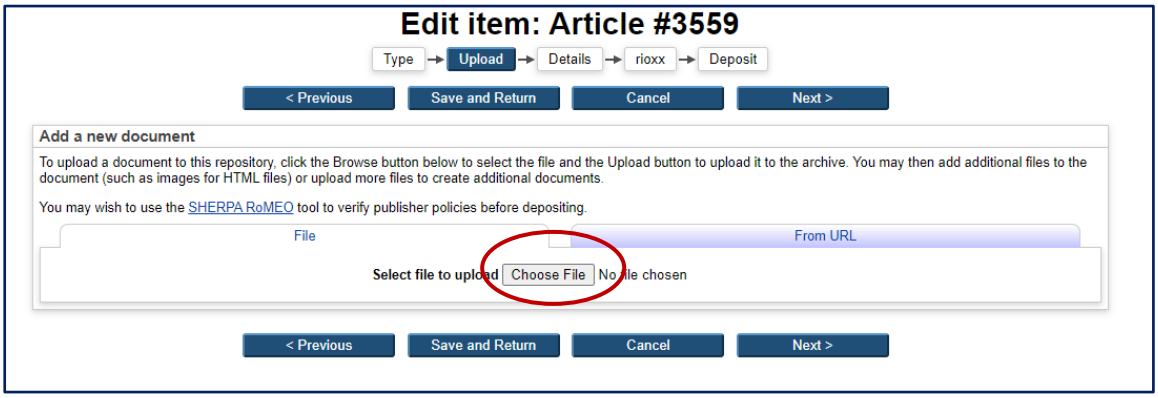
Open Access requirements for the REF state that the final peer-reviewed manuscripts of journal articles should be deposited into an institutional repository within three months of acceptance for publication; and are made open access as soon as possible after publication.

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

Instructions for how to add a journal article are shown below:

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, audio, image). You can add a description if you wish but this is not essential.

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

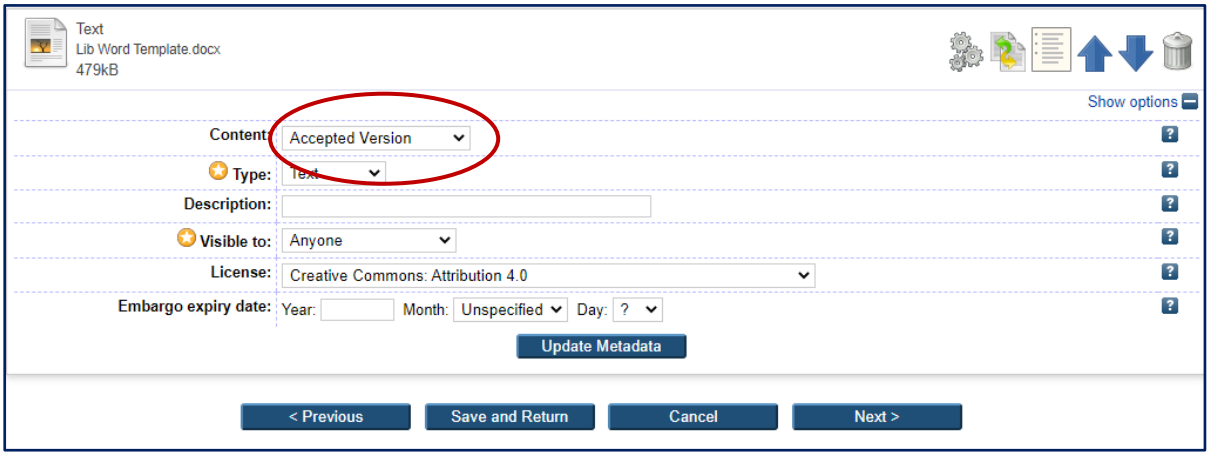
Pre-print is a draft version that has not been peer reviewed or accepted for publication.

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 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.

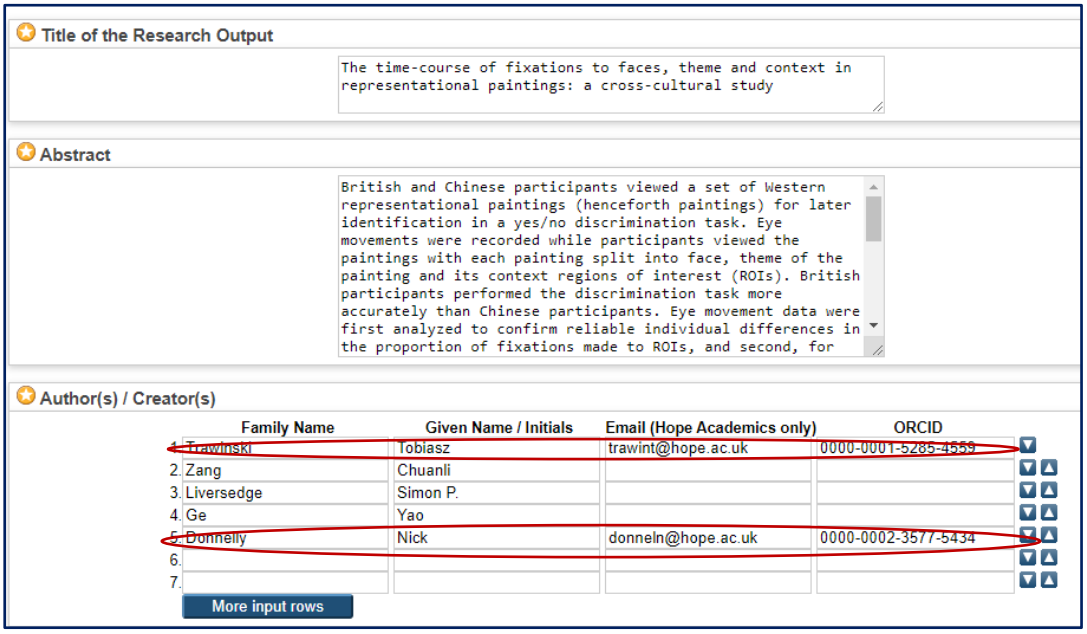
In HIRA, this is referred to as the 'Accepted Version', as shown below.



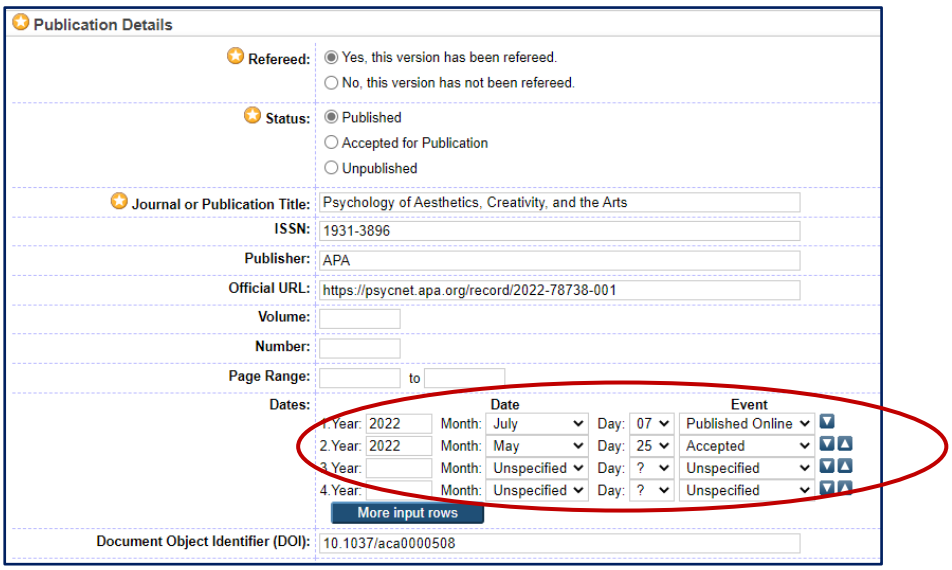
The Research Support Librarian will check whether the document can be made visible to 'anyone' straight away (and whether a creative commons license needs to be applied) or whether an embargo needs to be placed on the full text, in which case 'repository staff only' will be selected. This is a required field but it doesn't matter which you select at this stage – it will be checked and amended if necessary to ensure we comply with REF requirements as well as publishers' copyright policies.

Example of a journal article

Fields marked with a star must be entered. 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 university's old faculty structure but should be updated soon).



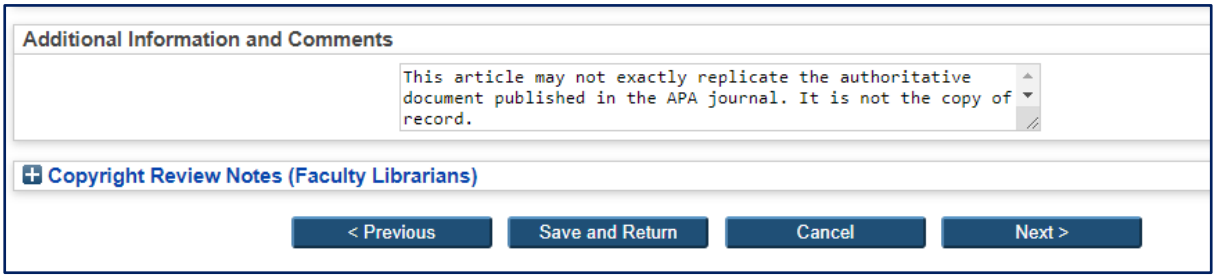
Enter as many details about the publication as you can, as shown below. Don't worry if not all information (such as volume number, DOI etc.) are available at this time.



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. Add keywords to help search engines find the article.

Additional Information



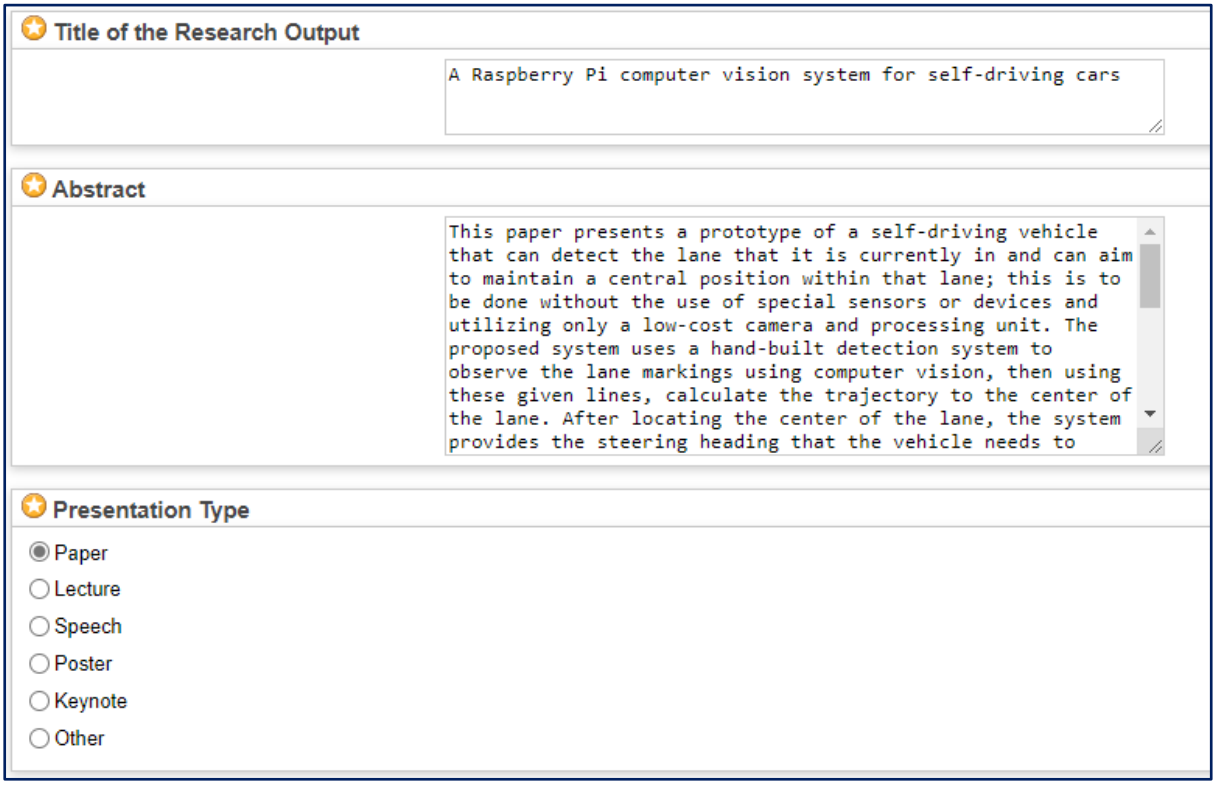
You do not need to include anything in these boxes. The Research Support Librarian will add information here.

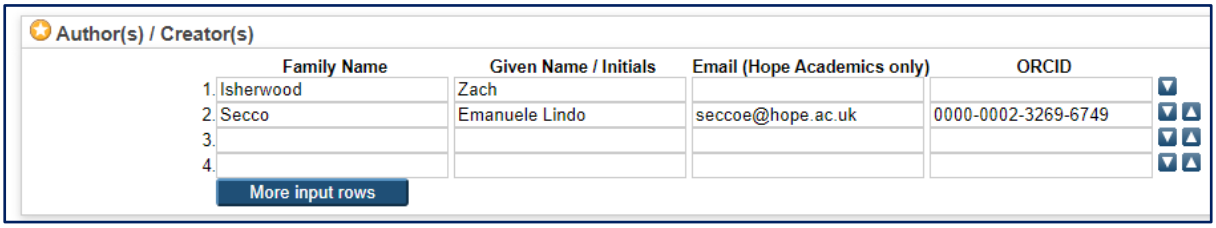
After filling out all the required information, click on 'Next' to be taken to the Deposit Item screen. (page 20 of this guide)

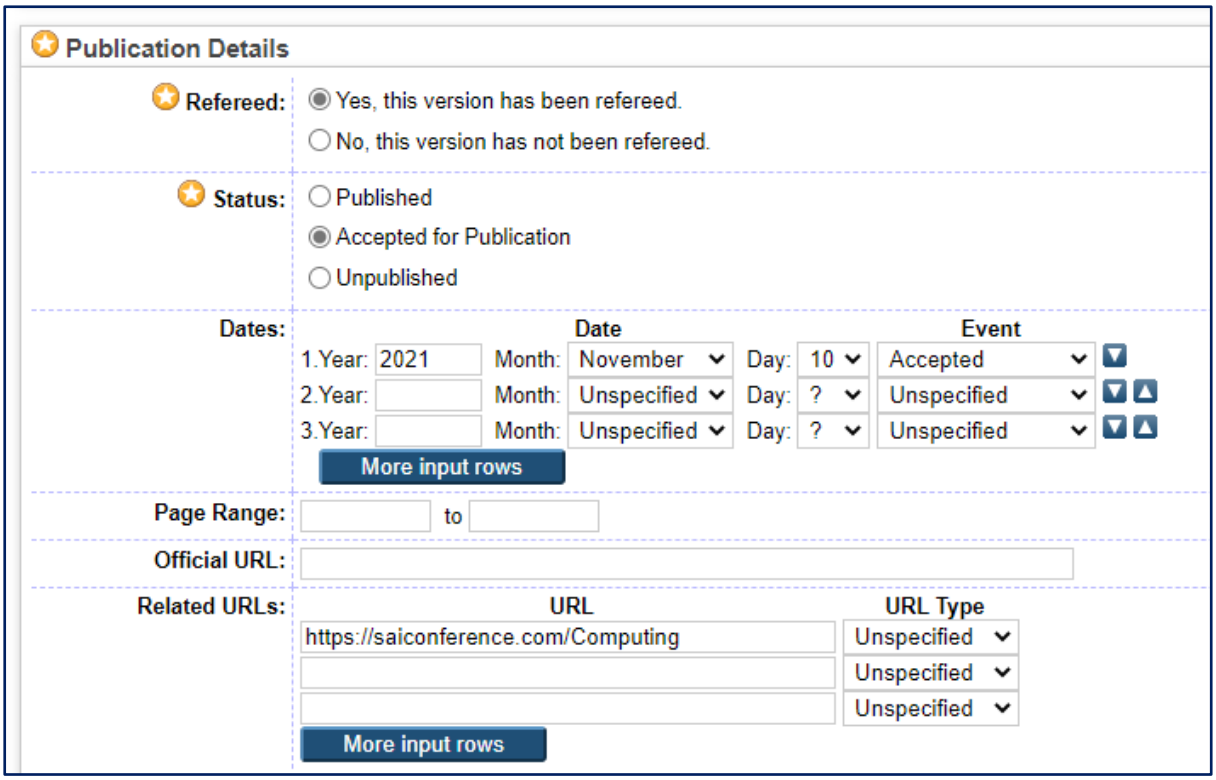
Conference or Workshop Item

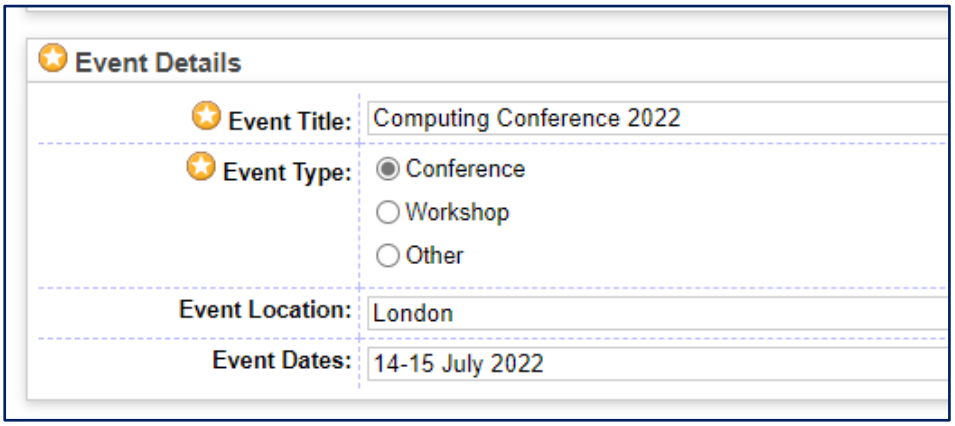
If you have had a paper accepted for presentation at a conference, then please add this to HIRA. If the conference has an ISSN (International Standard Serial Number) associated with it (e.g. this may be the case when the proceedings will subsequently be published in a journal) then it is a REF requirement to add full text of the accepted version of your paper. **If this is the case, it is imperative that you upload the full text of the conference paper within three months of the date of acceptance.**

The process is broadly similar to that for adding a journal article but specific instructions are shown in the example below.



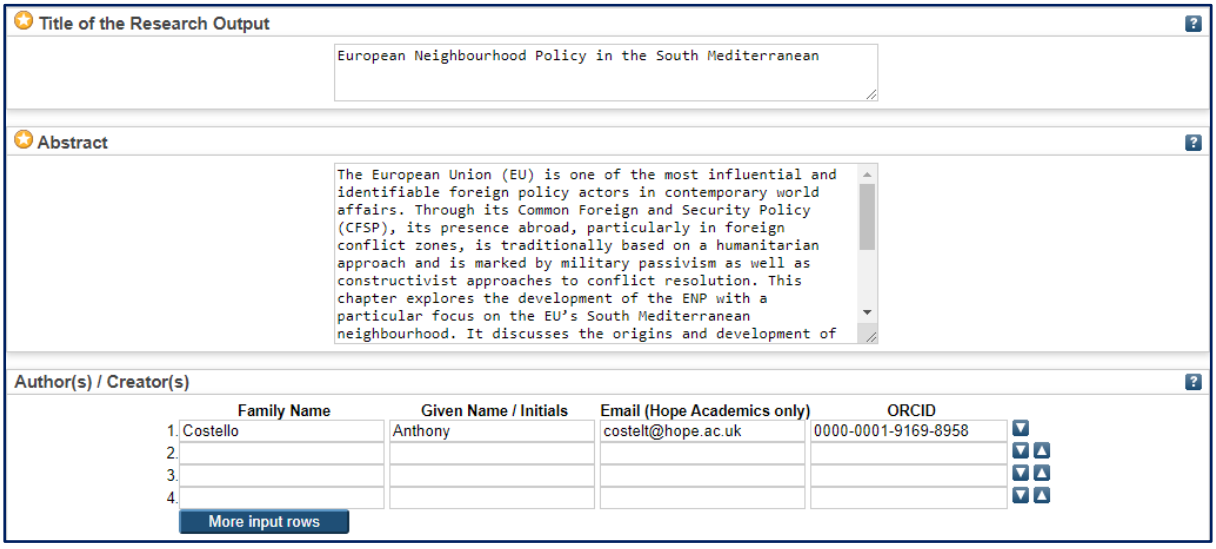



Publication Details
Refereed:
Yes, this version has been refereed.
No, this version has not been refereed.
Status:
Published
Accepted for Publication
Unpublished
Dates:
Date
Event
1.Year: 2021
Month: November
Day: 10
Accepted
2.Year:
Month: Unspecified
Day: ?
Unspecified
3.Year:
Month: Unspecified
Day: ?
Unspecified
More input rows
Page Range:
to
Official URL:
Related URLs:
URL
URL Type
https://saiconference.com/Computing
Unspecified
Unspecified
Unspecified
More input rows

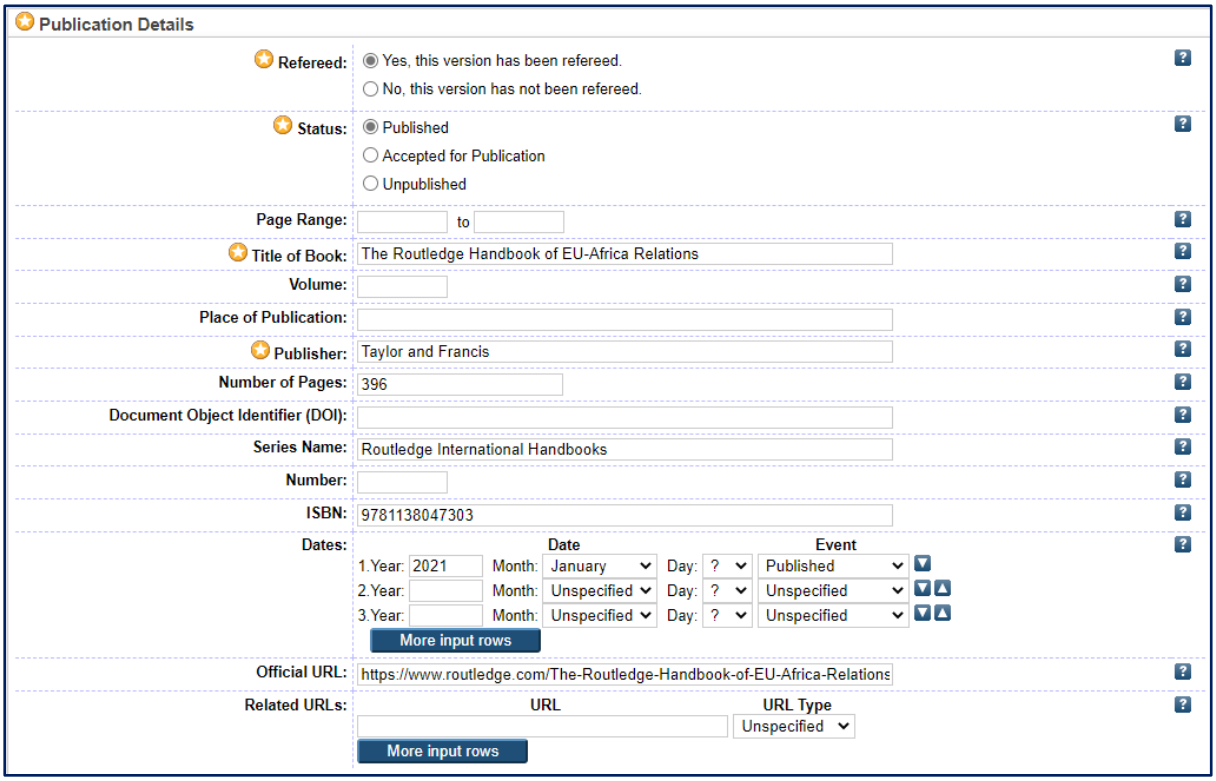

Event Details
Event Title:
Computing Conference 2022
Event Type:
Conference
Workshop
Other
Event Location:
London
Event Dates:
14-15 July 2022

Book Section

At present there is no requirement to make the full text of book chapters/sections available open access – in fact this is generally not permitted by publishers – so you do not need to add a document. If that changes during the next REF cycle, staff will be updated. For now, after choosing 'book section', just click on 'next' when you are asked to upload documents. The screenshots below show the fields that you will need to complete:



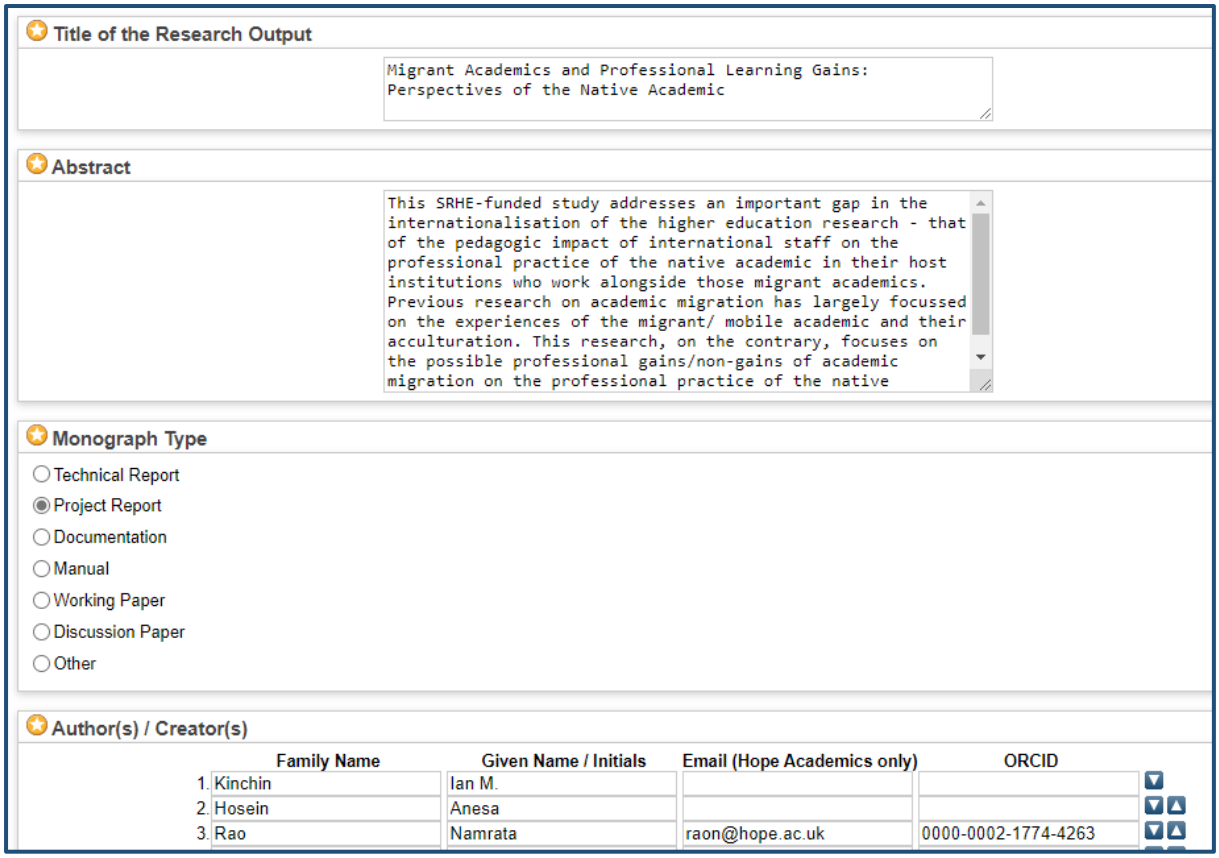
If possible, enter details such as ISBN but this can always be checked.



Monograph

If funded by UKRI (UK Research & Innovation), the full text of monographs accepted for publication from January 2024 onwards must be added to HIRA. This may become a requirement for all monographs during the next REF cycle but at the moment there is no requirement to add full text. If that changes, colleagues will be updated.

Details for Monographs are much the same as for books and book chapters, with the addition of a field for 'Monograph Type.'



Title of the Research Output

Migrant Academics and Professional Learning Gains: Perspectives of the Native Academic

Abstract

This SRHE-funded study addresses an important gap in the internationalisation of the higher education research - that of the pedagogic impact of international staff on the professional practice of the native academic in their host institutions who work alongside those migrant academics. Previous research on academic migration has largely focussed on the experiences of the migrant/ mobile academic and their acculturation. This research, on the contrary, focuses on the possible professional gains/non-gains of academic migration on the professional practice of the native

Monograph Type

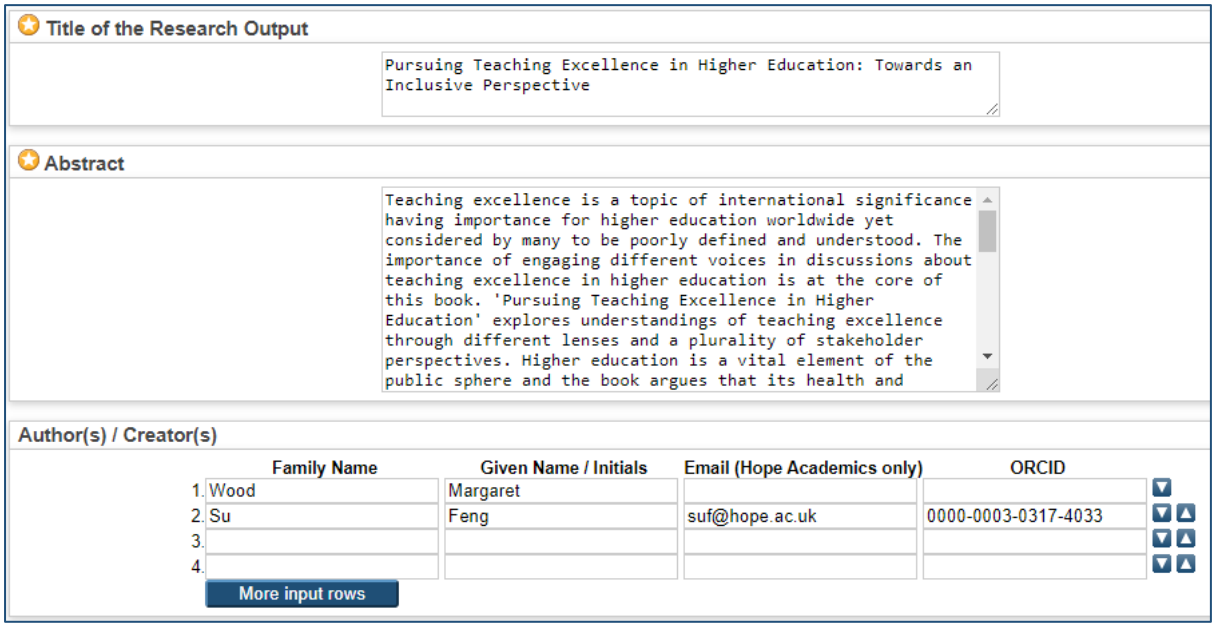
- ○ Technical Report
- ◉ Project Report
- ○ Documentation
- ○ Manual
- ○ Working Paper
- ○ Discussion Paper
- ○ Other

Author(s) / Creator(s)

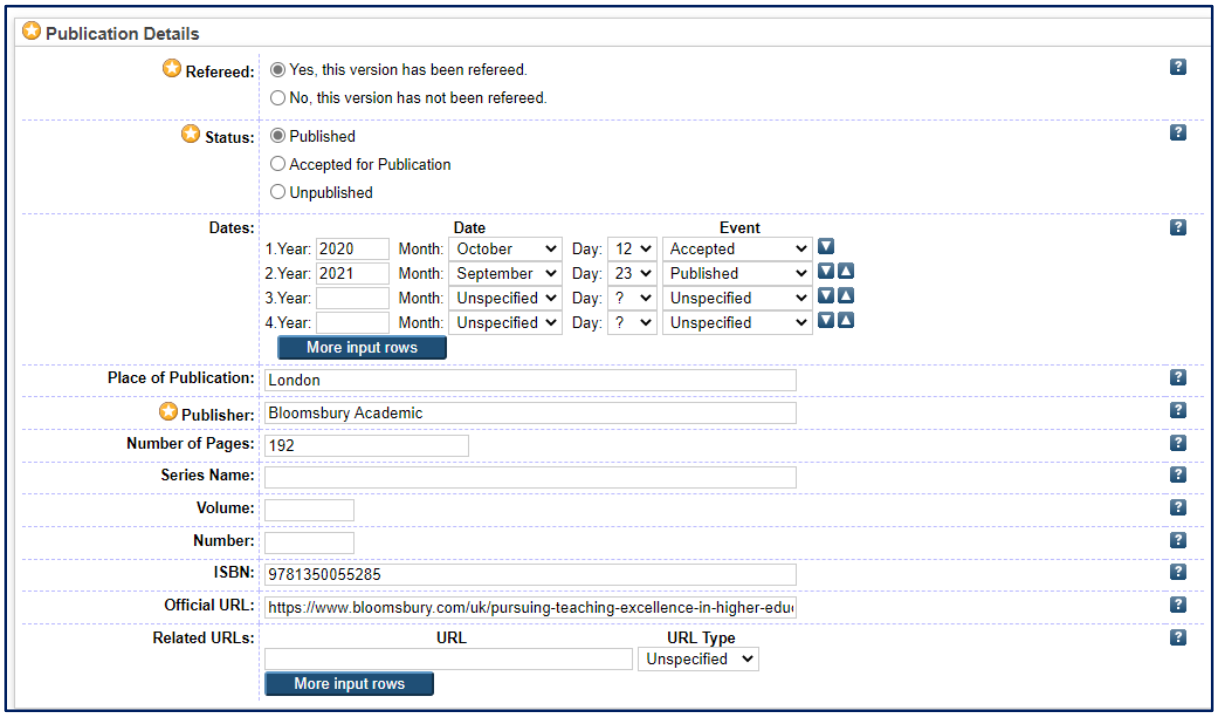
	Family Name	Given Name / Initials	Email (Hope Academics only)	ORCID
1.	Kinchin	Ian M.		
2.	Hosein	Anesa		
3.	Rao	Namrata	raon@hope.ac.uk	0000-0002-1774-4263

Book

You should add items for which you are either the author, or an editor.



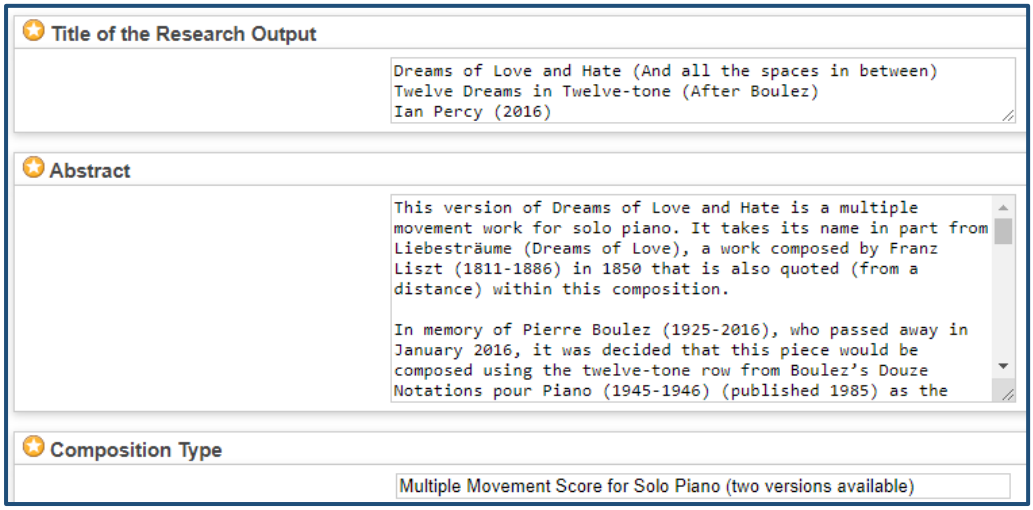
If you are the editor rather than author, fill in the relevant box instead.



Creative Outputs

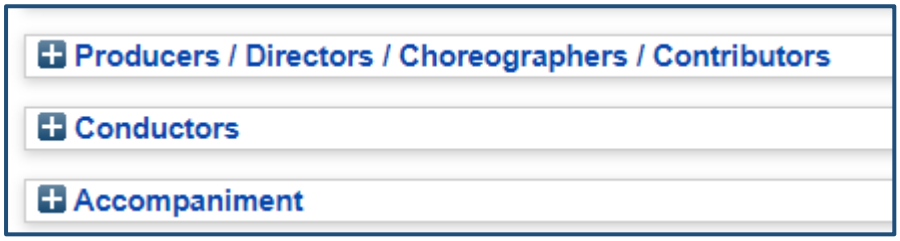
As well as text files, you can upload images, videos, music and audio clips etc.

Composition requires you to enter the 'composition type' along with other information.



You can also add further details such as conductors, lyricists, choreographers and directors if relevant.

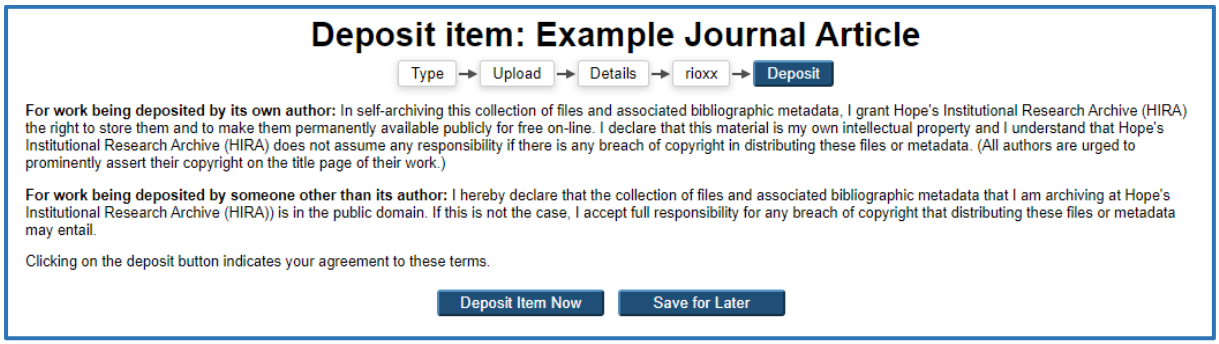
If you are adding details for a performance,



The information fields are slightly different for each item type. If you have any questions at all regarding outputs such as this or you're unsure what you need to include and/or attach, then please contact the Research Support Librarian, Matthew Adams by email on adamsm2@hope.ac.uk or libraryresearch@hope.ac.uk

Deposit Item

For all output types, after you have entered the bibliographic details, click on Next and you should be ready to deposit the item.



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 of the item.

Help and Support

Training sessions will be provided throughout the year to support new staff, or as a refresher for existing staff. Details of these sessions will be communicated in the Student Learning newsletter and on the Research Support section of the library web pages.

If you would like to arrange a session (for an individual or a team/department) then please contact Matthew Adams, Research Support Librarian, on adamsm2@hope.ac.uk or libraryresearch@hope.ac.uk