# 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 <u>Core</u>, 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.

Home About	Browse
Logged in as Matthew	Manage deposits Manage records   Profile

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 V Under Review V 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	2022 Unspecified						
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.

Enter a DOI or DOIs, one per line e.g. doi:10.10	06/jmbi.1998.2354
	10.1177/03063968211041498
	rest without importing import items





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.

C Item Type
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.
O 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.
O 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.
O Book A book or a conference volume.

#### Other item types can also be chosen:

<ul> <li>Show/Exhibition</li> <li>An artist's exhibition or site specific performance-based deposit.</li> </ul>
Composition A musical composition.
O Performance Performance of a musical event or dramatic production
<ul> <li>Image A digital photograph or visual image.</li> </ul>
○ Video A digital video.
O Audio A sound recording.

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.

Edit item: Article #3559 Type → Upload → Details → rioxx → Deposit						
	< Previous	Save and Return	Cancel	Next >		
Add a new docume	nt					
document (such as imaged on the second secon	yes for HTML files) or upload more ∋ <u>SHERPA RoMEO</u> tool to verify pu File	files to create additional docum ublisher policies before depositir	ents. Ig.	From URL		
	Se	ect file to upload Choose F	le Novile chosen			

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.

Text Lib Word Template.docx 479kB		\$\$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$
	$\frown$	Show options 🚍
Content	Accepted Version	?
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License:	Creative Commons: Attribution 4.0	?
Embargo expiry date:	Year: Month: Unspecified V Day: ? V	?
	Update Metadata	
	< Previous Save and Return Cancel Next >	

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).

	The	time-course of fixations	to faces, theme and contex	kt in				
	rep	representational paintings: a cross-cultural study						
C Abstract								
	Bri rep ide mov pai pai acc	tish and Chinese particip; presentational paintings () ements were recorded while entings with each painting enting and its context regiver ticipants performed the di urately than Chinese parti	ants viewed a set of Wester henceforth paintings) for l iscrimination task. Eye e participants viewed the split into face, theme of lons of interest (ROIs). Br iscrimination task more icipants. Eve movement dats	the the titish				
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Author(s) / Creator(	fir the s) Family Name awinski ing	st analyzed to confirm re: proportion of fixations r Given Name / Initials Tobiasz Chuanli	liable individual difference made to ROIs, and second, f Email (Hope Academics only) trawint@hope.ac.uk	es in or ORCID 0000-0001-5285-4559				
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Author(s) / Creator( 2 Za 3 Lin 4 G 6	fir the Family Name awinski ang versedge e 5 mnelly	st analyzed to confirm re: proportion of fixations r Given Name / Initials Toblasz Chuanli Simon P. Yao Nick	Liable individual difference made to ROIs, and second, f Email (Hope Academics only) trawint@hope.ac.uk donneln@hope.ac.uk	es in or 0000-0001-5285-4559 0000-0002-3577-5434				

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	) Yes, this version has been refereed.									
	⊖ No	No, this version has not been refereed.									
💙 Status:	Pul	Published									
		Accepted for Publication									
		publish	ed								
😳 Journal or Publication Title:	Psych	ology	ofAes	sthetics,	Creativity, ar	nd the Ar	ts			]	
ISSN:	1931-	3896								]	
Publisher:	APA										
Official URL:	https:/	/psycn	et.ap	a.org/re	cord/2022-78	738-001					
Volume:											
Number:											
Page Range:			to								
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Document Object Identifier (DOI):	10.103	37/aca	0000	508							

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.

Funders		
	1. More input rows	
Projects		
	1. More input rows	
Hope Author Email		
Evidence of Acceptar	ce of Publications	
Keywords		
	eye-movements; cross-cultural differences; other race effect	t;

# **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 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.

😳 Title of the Research Output	
	A Raspberry Pi computer vision system for self-driving cars
O Abstract	
	This paper presents a prototype of a self-driving vehicle that can detect the lane that it is currently in and can aim to maintain a central position within that lane; this is to be done without the use of special sensors or devices and utilizing only a low-cost camera and processing unit. The proposed system uses a hand-built detection system to observe the lane markings using computer vision, then using these given lines, calculate the trajectory to the center of the lane. After locating the center of the lane, the system provides the steering heading that the vehicle needs to
C Presentation Type	
Paper	
◯ Lecture	
⊖ Speech	
⊖ Poster	
⊖ Keynote	
◯ Other	

	Family Name	Given Name / Initials	Email (Hope Academics only	) ORCID
1. Isherv	vood	Zach		
2. Secco	)	Emanuele Lindo	seccoe@hope.ac.uk	0000-0002-3269-6749
3.				
4				





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	⊖ <b>N</b> o,	lo, this version has not been refereed.									
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	Acc	Accepted for Publication									
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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:

C Title of the Resea	arch Output				?		
	Eu	an //					
O Abstract					?		
	The European Union (EU) is one of the most influential and identifiable foreign policy actors in contemporary world affairs. Through its Common Foreign and Security Policy (CFSP), its presence abroad, particularly in foreign conflict zones, is traditionally based on a humanitarian approach and is marked by military passivism as well as constructivist approaches to conflict resolution. This chapter explores the development of the ENP with a particular focus on the EU's South Mediterranean neighbourhood. It discusses the origins and development of						
Author(s) / Creator(	s)				2		
	Family Name	Given Name / Initials	Email (Hope Academics only	) ORCID			
1	Costello	Anthony	costelt@hope.ac.uk	0000-0001-9169-8958			
2							
3							
4							
	More input rows						

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

C Publication Details										
🗘 Refereed:	<ul> <li>Yes, this v</li> <li>No, this v</li> </ul>	es, this version has been refereed. Io, this version has not been refereed.							?	
O Status:	Published Accepted Unpublished	Published E Accepted for Publication Unpublished							?	
Page Range:		to								?
💙 Title of Book:	The Routled	lge Handbook	of EU-Africa Re	lations						?
Volume:										?
Place of Publication:										?
🗘 Publisher:	Taylor and F	rancis								?
Number of Pages:	396									?
Document Object Identifier (DOI):										?
Series Name:	Routledge Ir	nternational H;	andbooks							?
Number:										?
ISBN:	9781138047	7303								?
Dates:			Date			Event				?
	1.Year: 2021	Month:	January 🗸	Day:	? 🗸	Published	~			
	2.Year:	Month:	Unspecified $\checkmark$	Day:	? 🗸	Unspecified	~			
	3.Year:	Month:	Unspecified $\checkmark$	Day:	? 🗸	Unspecified	~			
	More in	nput rows								
Official URL:	https://www.	.routledge.com	/The-Routledge	-Handb	ook-of-	EU-Africa-Relation	ons			?
Related URLs:		U	RL			URL Type				?
					U	nspecified 🖌				
	More inp	out rows								





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.'

C Title of the Resea	arch Output										
	Migrant Academics and Professional Learning Gains: Perspectives of the Native Academic										
	This : inter of th profe insti Previ on th accul the p migra	SRHE-funded study address nationalisation of the hi e pedagogic impact of int ssional practice of the n tutions who work alongsid ous research on academic e experiences of the migr turation. This research, ossible professional gain tion on the professional	es an important gap in the gher education research - ernational staff on the ative academic in their he those migrant academics migration has largely for ant/ mobile academic and on the contrary, focuses s/non-gains of academic practice of the native	he A that s. cussed their on							
O Monograph Type											
O Technical Report											
Project Report											
ODcumentation											
OManual											
⊖ Working Paper											
O Discussion Paper											
⊖ Other											
O Author(s) / Creat	or(s)										
	Family Name	Given Name / Initials	Email (Hope Academics only	) ORCID							
1	. Kinchin	Ian M.									
2	. Hosein	Anesa	raan@hana aa uk	0000 0002 1774 4202							
3	. rcao	ivamrata	гаоп@поре.ас.ик	0000-0002-1774-4263							





#### Book

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

		Pursuing Teaching Excellence in Higher Education: Towards an Inclusive Perspective								
O Abstract										
		Teaching excellence is having importance for h considered by many to b importance of engaging teaching excellence in this book. 'Pursuing Te Education' explores und through different lense perspectives. Higher ed public sphere and the b	a topic of international sign higher education worldwide yet be poorly defined and understo different voices in discussio higher education is at the co aching Excellence in Higher derstandings of teaching excel is and a plurality of stakehol ducation is a vital element of pook argues that its health ar	hificance A bood. The ons about one of llence dder F the V						
Author(s) / Crea	tor(s)									
Author(s) / Crea	tor(s) Family	Name Given Name / In	itials Email (Hope Academics o	only) ORCID						
Author(s) / Crea	tor(s) Family 1. Wood	Name Given Name / In Margaret	itials Email (Hope Academics o	only) ORCID						
Author(s) / Crea	tor(s) Family 1. Wood 2. Su	Name Given Name / In Margaret Feng	itials Email (Hope Academics o suf@hope.ac.uk	ORCID						
Author(s) / Crea	tor(s) Family 1. Wood 2. Su 3.	Name Given Name / In Margaret Feng	itials Email (Hope Academics o suf@hope.ac.uk	ORCID						

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

O Publication Details												
🗘 Refereed:	● Yes ○ No,	es, this version has been refereed. o, this version has not been refereed.					?					
Status:	Pub Acc Unp	ublished 22 ccepted for Publication (npublished				?						
Dates:				Date					Event			?
	1.Year:	2020	Month:	October	~	Day:	12	~	Accepted	~		
	2.Year:	2021	Month:	September	~	Day:	23	~	Published	~		
	3.Year:		Month:	Unspecified	~	Day:	?	~	Unspecified	~		
	4.Year:	/lore input	Month: rows	Unspecified	~	Day:	?	•	Unspecified	~		
Place of Publication:	Londo	n										?
O Publisher:	Bloom	sbury Aca	demic									?
Number of Pages:	192											?
Series Name:												?
Volume:												?
Number:												?
ISBN:	97813	50055285										?
Official URL:	https://	www.bloo	msbury.co	om/uk/pursuin	ig-te	aching	g-ex	cell	ence-in-higher-edu			?
Related URLs:	Mc	ore input ro	U ows	RL				U	URL Type nspecified ♀			?





# **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.

	Dreams of Love and Hate (And all the spaces in between) Twelve Dreams in Twelve-tone (After Boulez) Ian Percy (2016)
C Abstract	
	This version of Dreams of Love and Hate is a multiple movement work for solo piano. It takes its name in part from Liebesträume (Dreams of Love), a work composed by Franz Liszt (1811-1886) in 1850 that is also quoted (from a distance) within this composition.
	In memory of Pierre Boulez (1925-2016), who passed away in January 2016, it was decided that this piece would be composed using the twelve-tone row from Boulez's Douze Notations pour Piano (1945-1946) (published 1985) as the
Composition Type	
	Multiple Movement Score for Solo Piano (two versions available)

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

If you are adding details for a performance,

Producers / Directors / Choreographers / Contributors
Conductors
Accompaniment

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.

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 assent their copyright on the title page of their work.)							
For work being deposited by someone other than Institutional Research Archive (HIRA)) is in the public may entail.	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 agreem	ent 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 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 <u>Research Support</u> 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



