Your library

PubSub:
a guide for online submission to IRep

www.ntu.ac.uk/library

NOTTINGHAM TRENT UNIVERSITY

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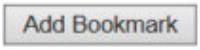
Accessing PubSub

PubSub can be accessed direct from http://joyce.ads.ntu.ac.uk/pubsub. You will be prompted for your University username and password.

If you are accessing it off campus, you need to create a web bookmark in NTUanywhere.
To do this, log in to NTUanywhere then click on the plus sign above the list of web bookmarks .

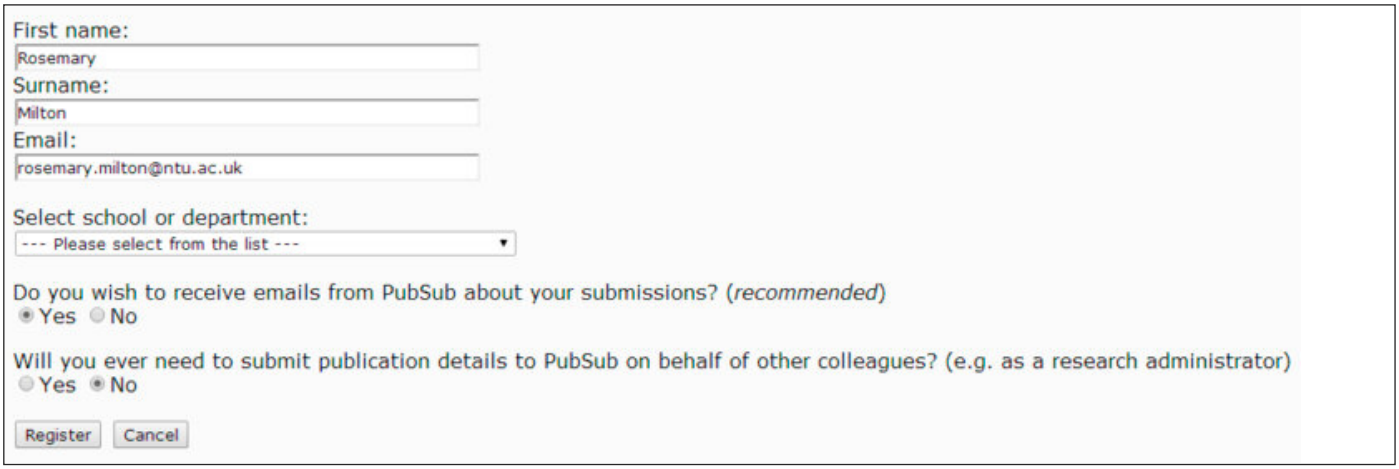
Complete the boxes as prompted then click on 

to save.

The link to PubSub will appear at the bottom of the list of default web bookmarks whenever you log into NTUanywhere.

Registering and creating an account

You will be required to enter your NTU email address the first time you log in. You will then be prompted to identify your School or Department.



You are strongly recommended to sign up for emails. You will be notified when an item has been submitted, with an expected date of addition to IRep and a unique ID number in case you have any queries relating to your submission.

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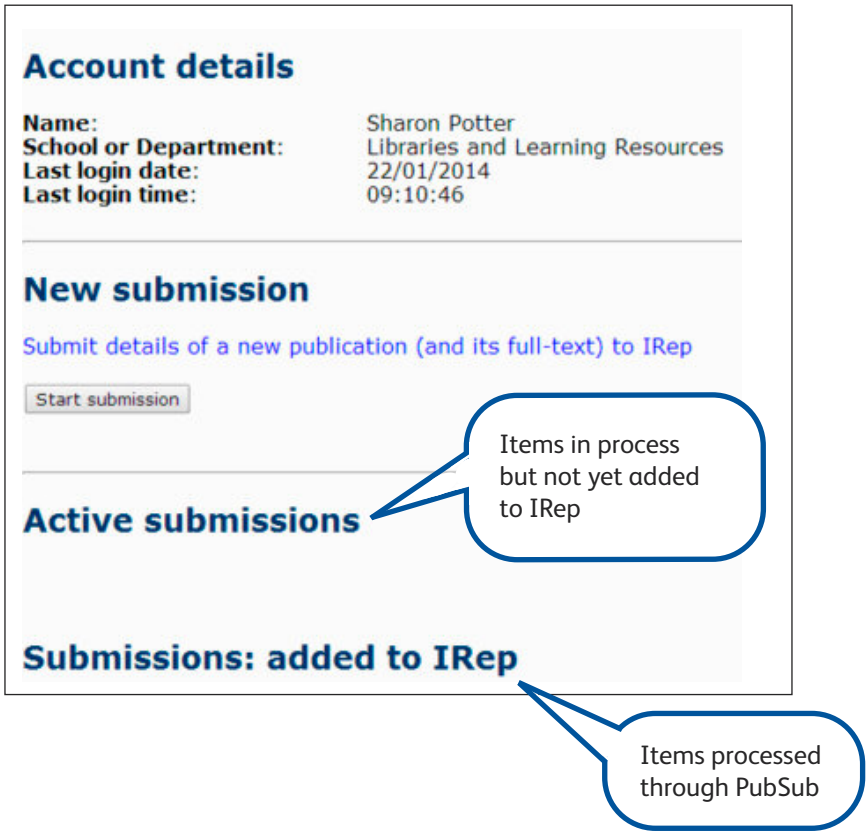


New submissions

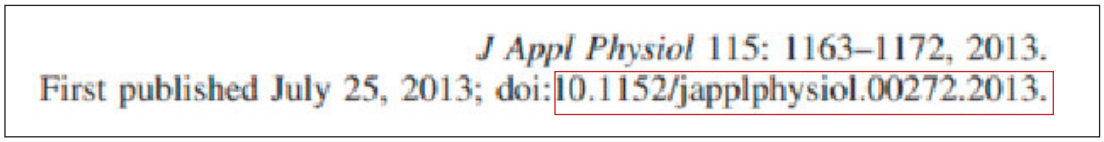
Depending on the publication type you are submitting, you will be asked a series of questions to enable the library to process your request as quickly as possible.

If you are submitting a journal article or conference proceeding you will be asked if a DOI (Digital Object Identifier) is available.

What is a DOI? It is a unique alphanumeric string to identify content and provide a persistent link to its location on the internet. Your publisher will assign a DOI to your journal article or conference proceeding when it is published and made available electronically.

Where will I find it?

It may be on your article:



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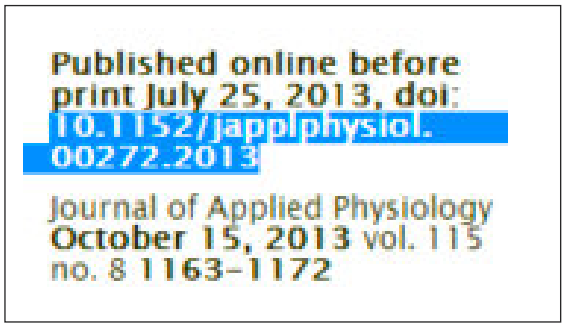
On the publisher's website:

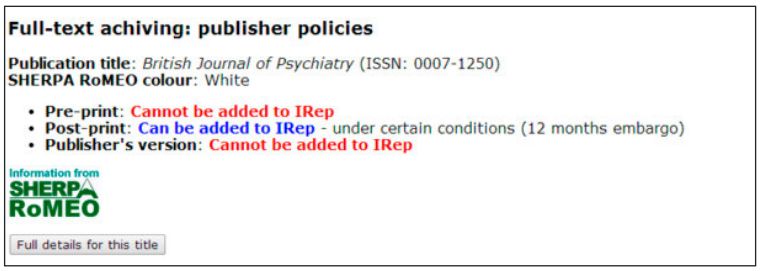


Included in a database record, e.g. Scopus:

If you don't have a DOI, type or paste the citation into the text box. We will only accept single citations as copyright permissions vary for different publications.

As part of the Publications Strategy, academic staff are required to deposit, where copyright allows, the full text of all research papers (including journal articles and conference papers) to IRep; full text of all other publications is strongly recommended. It is your responsibility to submit the version which meets the publisher's copyright conditions.

How do I know which version to submit? If you have provided the DOI for a journal article, the SHERPA/RoMEO database is searched automatically. The archiving policies are presented as a summary, with the option to display any additional information:



If you can't provide the DOI you'll need to check the SHERPA/RoMEO database.
For all other items, check your publisher's agreement. Your Liaison Librarian is available for advice.

Providing full text

Wherever possible upload your text as a pdf document. For some publication types where the output cannot be captured as a full-text document, e.g. exhibitions, you will be asked to provide a URL (internet location).

You will receive a confirmation message with the record ID and expected date of addition to IRep.

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File name good practice

Long file names and inclusion of non-standard file name characters (e.g. brackets) may result in failure to upload your document. When assigning a file name follow apply the following criteria:

keep it short (150 characters maximum, including file extension);
don't include spaces;
don't include punctuation;
only include characters and numbers.

What if there's a publisher's embargo?

You can upload the accepted version when you complete the online submission form. You'll be prompted to select the date when the embargo finishes, which will provide a trigger for the library to add your document to IRep at the appropriate time.

Can I edit my submission if I make a mistake?

Once you've submitted your request you won't be able to edit it or add a pre- or post-print. If you need to do this contact your Research Support Librarian.

Processing your request

The library aims to process your submissions within the following timescales:

journal articles and conference proceedings – 5 working days;
all other publication types – 15 working days.

If you seek advice from your Research Support Librarian, this process will be put on hold for the duration of the enquiry.

Additional support

Click on the links at the bottom of the PubSub screen, or contact your Research Support Librarian.