Deposit Journal Articles in the Repository

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1 Introduction

This guide has been produced in order to provide HEFT clinical staff, guidance on how to deposit articles on the HEFT ePrints Repository.

Please send any feedback to Preeti.Puligari@heartofengland.nhs.uk

1.1 Login on HEFT Repository

- As a first step, login with your Repository account that has been created for you or alternatively create an account by going to the website www.repository.heartofengland.nhs.uk/
- Use your Trust email ID or NHSnet email ID to register.
- Your registration will not be activated unless you ‘click’ on the confirmation email sent to the email you used to register.
2.1 Search for your article on PubMed

You need to search for your article on PubMed [www.pubmed.gov](http://www.pubmed.gov) and retrieve the PMID number that is assigned to it by the database. If you are using any other interface such as Publisher’s website, please look for the PMID number that is assigned.

2.2 Upload the article

Select ‘PubMed ID’ option under ‘Import from’ and click ‘Import’
Copy and paste the PMID number that you made a note of

Choose Item Type – Article
Click on ‘SHERPA RoMEO’ to look at Publisher’s policies and click ‘Next’

If you spot archiving restrictions on the SHERPA site, click on the ‘bin’ to delete the uploaded file and ‘click’ ‘Next’ button
The Sherpa Romeo Website usually states any archiving restrictions that you may have in uploading your version of the article.

The different colours you see on that page help highlight publisher's archiving policies:

<table>
<thead>
<tr>
<th>ROMEO colour</th>
<th>Archiving policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>green</td>
<td>can archive pre-print and post-print or publisher's version/PDF</td>
</tr>
<tr>
<td>blue</td>
<td>can archive post-print (ie final draft post-refereeing) or publisher's version/PDF</td>
</tr>
<tr>
<td>yellow</td>
<td>can archive pre-print (ie pre-refereeing)</td>
</tr>
<tr>
<td>white</td>
<td>archiving not formally supported</td>
</tr>
</tbody>
</table>

Upload the full text of the article by clicking ‘Browse’ button. You can upload the final version of the article that was peer reviewed and approved by the Editorial board to check if this aligns with the archiving policy of the journal publisher.
Notice that you are in the ‘Upload’ tab.

Click on ‘Browse’ to upload the article.
3.1 Edit the article details on HEFT Repository

Once you have uploaded your article (or even in the case you could not due to the archiving restrictions as mentioned on the Sherpa website), click on ‘Next’ and you are now in the ‘Details’ tab. Here you start adding contents to the fields where required.

Here we ask you to enter only your Trust email ID. If there are other co-authors and part of the Trust, please enter their IDs too! If the co-author(s) are not part of the Trust, please do not add their email IDs.
Please select the department(s) that you and your co-authors (should be part of the Trust) are part of; complete the ‘Refereed’ and ‘Status’ section

Hold down the control key to select more than one division

Check the Publisher’s website to see if the journal is refereed or not. Select ‘No’, if not sure

Check the status of the article if it is published or submitted

Click ‘Next’ after completing the above fields
This will take you to the Deposit tab. It however doesn’t upload to the live repository but adds it to a file to be checked by an editor. This is us!

You item will now be deposited!