

Guide to HEFT ePrints Repository

Deposit Journal Articles in the Repository

October 2015

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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.

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Home About Browse Search Repository Deposit

Login Create Account

Login

Please enter your username and password. If you have forgotten your password, you may [reset it](#).

Username:

Password:

Login

Note: you must have cookies enabled.

HEFT Library Services Digital Repository is powered by [eprints 2](#) which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [More information and software media](#)

eprints

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How to search for your article and import on HEFT Repository

2.1 Search for your article on PubMed

You need to search for your article on PubMed 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.

The screenshot shows the PubMed search results page for the query 'ventilator associated pneumonia'. The search results are displayed in a list format. The first result is highlighted, and a callout box points to the PMID number '24627960' in the 'PMID' field of the search results. The callout box contains the text 'Copy the PMID number assigned to the article'.

Copy the PMID number assigned to the article

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**

Edit item: [The key principles of effective discharge planning](#)

Import completed. 1 item(s) imported.

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >

Item Type

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. Includes 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, document or report.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, symposium or workshop. If the item has been published in a journal or book then please use "Book Section" or "Journal Article".
- Book**
A book or a conference volume.
- Thesis**
A thesis or dissertation.
- Patent**
A published patent. Do not include as yet unpublished patent applications.
- Artefact**
An artist's artefact or work product.
- Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
- Composition**
A musical composition.
- Performance**
Performance of a musical event.

Select 'Article' under Item Type and 'click' 'Next'

Click on 'SHERPA RoMEO' to look at Publisher's policies and click 'Next'

eprints repository software

Home About Browse

Logged in as Mrs Caroline Trenter | Manage deposits | Manage accounts | Profile | Saved searches | Review | Admin | Logout

Edit item: [A novel two-hit rodent model of postoperative acute lung injury: priming the immune system leads to an exaggerated injury after pneumonectomy.](#)

Type → Upload → Details → Subjects → Deposit

Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Contextual Resources Browse

150KB

Show options

Previous Save and Return Cancel 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 screenshot shows the SHERPA/ROMEO website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Journals', and 'Publishers'. The main heading is 'Search - Publisher copyright policies & self-archiving'. Below this, it states 'One journal found when searched for: nursing times'. The search results for 'Nursing Times' (ISSN: 0954-7762) are displayed, showing its RoMEO colour as 'white'. A table lists various archiving policies, such as 'Author's Pre-print' and 'Author's Post-print', both marked as 'X' (not supported). A legend on the right side of the page explains the RoMEO colours: Green (Can archive pre-print and post-print or publisher's version/PDF), Blue (Can archive post-print (ie final draft post-refereeing) or publisher's version/PDF), Yellow (Can archive pre-print (ie pre-refereeing)), and White (Archiving not formally supported).

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

ROME colour	Archiving policy
green	can archive pre-print <i>and</i> post-print or publisher's version/PDF
blue	can archive post-print (ie final draft post-refereeing) or publisher's version/PDF
yellow	can archive pre-print (ie pre-refereeing)
white	archiving not formally supported

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.

Edit item: [The key principles of effective discharge planning](#)

Type → **Upload** → [New document](#) → [New collection](#) → [New profile](#)

< Previous Save and Return Cancel Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA ReMEO](#) tool to verify publisher policies before depositing.

File From URL

Browse...

< Previous Save and Return Cancel Next >

Notice that you are in the **'Upload'** tab

Click on **'Browse'** to upload the article

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How to edit your article on HEFT Repository

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.

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Edit item: [The key principles of effective discharge planning](#)

⚠ You haven't filled out the required [Subjects](#) field.

Type → Upload → **Details** → Subjects → Deposit

< Previous Save and Return Cancel Next >

Title

The key principles of effective discharge planning.

Abstract

Creators

	Family Name	Given Name (in full)	Email
1	Lees	Liz	
2			
3			
4			

More input rows

Corporate Creators

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

The screenshot shows a multi-section web form. The 'Creators' section has a table with columns for Family Name, Given Name (in full), and Email. The 'Corporate Creators' section has a similar table. The 'Contributors' section has a table with columns for Contribution, Family Name, Given Name (in full), and Email. The 'Divisions' section is a dropdown menu with a list of departments. The 'Publication Details' section contains two radio button groups: 'Refereed' (Yes/No) and 'Status' (Published, In Press, Submitted, Unpublished).

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

This screenshot shows the bottom portion of the form. It includes sections for 'Projects', 'Contact Email Address', 'References', 'Uncontrolled Keywords', 'Additional Information', and 'Comments and Suggestions'. At the bottom, there are four navigation buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. A red arrow points to the 'Next >' button.

Click 'Next' after completing the above fields

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Upload your article on HEFT Repository

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!

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Deposit Item: [The key principles of effective discharge planning](#)

⚠ You have not uploaded any documents. While this is not essential, it is strongly recommended

Type → Upload → Details → Subjects → **Deposit**

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant HEFT Library Services Digital Repository 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 HEFT Library Services Digital Repository 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 HEFT Library Services Digital Repository) 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 'Deposit Item Now'

You item will now be deposited!

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View Item: [The key principles of effective discharge planning](#)

✔ Item has been deposited

⚠ Your item will not appear on the public website until it has been checked by an editor

This item is in review. It will not appear in the repository until it has been checked by an editor

Preview Details Actions History

Lees, Liz The key principles of effective discharge planning. Nursing times, 189 (3), pp. 18-9. ISSN 0954-7762
Full text not available from this repository.

Item Type: Article
Subjects: WS Patients, Primary care, Medical profession, Forensic medicine
Divisions: Emergency Services > Acute Medicine and AMU
Depositing User: Mrs Liz Lees
Last Modified: 07 May 2014 13:23
URI: <http://www.repository.hearofengland.nhs.uk/eprints/138>