

GUIDE TO DEPOSITING INTO THE RMIT RESEARCH REPOSITORY

What is the RMIT Research Repository?

The RMIT Research Repository is a free, publically accessible collection of research publications created by RMIT University staff and students.

We welcome contributions of HERDC-eligible research publications (e.g. journal articles, conference papers and book chapters) from current staff and students of RMIT University.

To make the full-text of one of your research publications publically available in the repository, one of the following conditions must apply:

- you have **retained copyright** in the work, and allow us to include it (note: we assume that you are acting with the consent of any co-authors in making the work publically available); *or*
- if copyright ownership has been assigned to the publisher of a work:
 - the publication **agreement/contract** authorizes deposit of the work in an institutional repository; *or*
 - the publisher has a **policy** permitting deposit of the work in an institutional repository; *or*
 - **subsequent permission** to make the work available in the repository has been given by the publisher.

How do I deposit the full-text of one of my research publications?

1. Make sure your publications have been reported to the Research and Innovation Portfolio:
 - All publication records in the Research Repository are initially entered in the central research management system (ResearchMaster). For instructions on reporting your research publications see <http://www.rmit.edu.au/staff/research/publish>
 - Once publication data has been entered into ResearchMaster and passes the various checks required for reporting purposes, it will be transferred into the Research Repository.
2. Read and sign the Repository Deposit Agreement on the next page and either email a scanned copy to the Repository team (repository@rmit.edu.au) or print off and send via internal mail to: Library – Digital Repository. This is a one-off agreement that asks for the right to store your works and make them publically available.
3. Send a digital copy of the '**accepted manuscript**' version to the Repository team at repository@rmit.edu.au

Important note - send us the 'accepted manuscript' not the publisher formatted PDF

While publishers will generally not allow the deposit of a publisher formatted PDF file into an institutional repository, the majority will allow you to deposit **your own final version** (also known as the 'accepted manuscript')

The 'accepted manuscript' is the final document that you create - as accepted for publication and incorporating any changes following refereeing and editing - but without any of the publishers' formatting, pagination, layout etc.

When contributing content to the RMIT Research Repository we ask that you initially provide us with the '**accepted manuscript**' version and **not the publisher formatted PDF** – as we are more likely to be able to make this version publically available. We will inform you if the publisher formatted PDF version can be deposited in the repository.

Repository staff will then:

- check the policy of the publisher to determine if deposit of material into an institutional repository is allowed;
- request permission to deposit the work from the publisher if no policy or agreement terms exist;
- convert any MS word files to PDF format (if required and appropriate);
- upload your publication to the Research Repository.

RMIT RESEARCH REPOSITORY DEPOSIT AGREEMENT



This form is for RMIT researchers wishing to deposit research outputs into the RMIT Research Repository.

This form only needs to be completed once. You will be notified by Repository staff if there are any extra requirements for a particular work.

By depositing your work, and any future work you might submit, you agree to be bound by the terms of this Deposit Agreement which are:

1. I give RMIT the right to store the research publications which I submit to the Repository and make them permanently available online to the public for free.
2. I understand that there is no transfer of copyright ownership when a deposit is made to the Repository.
3. I warrant that to the best of my knowledge publication of my work in the Repository will not infringe the rights of any publisher or other third party.
4. I warrant that all third party copyright materials have been clearly identified and acknowledged within the text or content of my works and any necessary copyright clearance to use the material in the Repository has been obtained.
5. If a work is based upon material that has been sponsored or supported by an agency or organisation other than RMIT, then I represent that I have fulfilled any obligations required by such contract or agreement.
6. I warrant that the content of my works are not defamatory and do not contain personal information about another person.
7. I understand that RMIT reserves the right to remove content from the Repository at any time for any reason.

I, _____ have read the terms of the Repository Deposit Agreement and agree to its terms.

Signed _____ Date: _____

eNumber: _____

Please forward the signed Deposit Agreement to the Research Repository - Library

Internal Mail – Research Repository - Library

Emailed to: repository@rmit.edu.au

For any inquiries please contact Research Repository Unit

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E: repository@rmit.edu.au