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Deposit your journal articles and conference papers to the repository (QMRO) within 3 months of acceptance for publication.



# THREE STEPS TO MEETING THE REF OPEN ACCESS POLICY

*Once your paper has been accepted for publication, deposit your final author accepted manuscript into the institutional repository (QMRO) within three months of the date of acceptance.*

1

Create a record of your publication in Elements. <https://elements.qmul.ac.uk>

2

Make sure you upload the final author accepted manuscript. (Not sure what version that is? Email us!)

3

Deposit your file into the repository QMRO (Queen Mary Research Online) using the upload function in Elements. That's it, you're done!

What happens next? The library will check the deposits against publisher policies and make sure your paper meets the REF requirements.

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