

## Library Guide

## ChiPrints Quick Guide

ChiPrints is an open access repository of the University of Chichester's research

### Benefits

- Enable your work to be submitted for the next REF
- Automatically update your staff profile webpage when new research is added
- Improve the online global presence of your research
- Increase the chance of your work being read and cited by others
- Conform with research funder open access mandates
- Search and browse features

### Get started

Go to <http://eprints.chi.ac.uk/>

Login using your university username and password

### Articles and published conference papers with DOI

See 'Importing articles on ChiPrints' guide

### All other item types

1. Select "New Item" from the Manage Deposits screen

Logged in as Ann Jones

University of Chichester EPrints Repository

> Logout Help

> Homepage New Item

> Manage deposits Import from

2. Choose the most relevant item **type**
3. **Upload** an electronic document (if possible and copyright allows)
4. Fill in the bibliographic **details**
5. Pick the most appropriate **subject** to describe the content of the work
6. When you are ready, **deposit** the item

**You can save and return at any time, the work will be in your Manage Deposits screen**

Once deposited, your item will be reviewed by library staff (you can no longer edit).

You will receive an email once the item is live.

### For further help or information

See the following Open Access reading list: <http://bit.ly/2u2xWQS>.

Email [eprint@chi.ac.uk](mailto:eprint@chi.ac.uk)

Contact your subject librarian