
Depositing in BIROn

In a hurry to deposit? Download the BIROn [cheat-sheet](#).

Who can deposit?

- Any staff or students publishing research outputs at Birkbeck.

What kind of work can I deposit?

- Any research output you have published whilst affiliated with Birkbeck, including journal articles, working/discussion papers, book chapters, conference/workshop items and other forms of research output.

When can I deposit?

- HEFCE [now requires](#) journal articles and conference publications to be deposited *immediately upon acceptance by a journal* in order to be eligible for the next REF exercise. All other published research outputs remain subject to the college's OA mandate, which similarly requires deposit at point of acceptance.

Which version of my work can I deposit?

- Both the College and HEFCE's specify **the author's last accepted draft before publication**. This should not be confused with publisher proofs.

How can I deposit my work?

- You should no longer need to register for an account if you have a valid ITS account. The full process is covered in the updated [Deposit Guide](#) and [videos](#).

Can I deposit work I published before joining Birkbeck?

- You should deposit any work published before you joined Birkbeck, either manually or by importing records from your old institution's repository. This enables us to comply with the new HEFCE Open Access policy.

Do I have to deposit full-text?

- Full-text deposit is mandatory, but *access* to the full-text can be restricted if necessary to comply with publisher embargoes. The file is automatically unlocked after the embargo expiration date.
- Uploading complete monographs is not permitted; in these instances we either request publisher permission to use a sample chapter, or provide a citation-only record.

Why hasn't my deposit gone live yet?

- If you deposit a publication upon acceptance, making it live on BIROn immediately pre-empts official announcements and could cause problems with your publisher. For this reason we do not push any BIROn item live (even if the full-text is embargoed) until an official announcement or publication page is available. If you're confident that your publisher is happy for this to go ahead, please place a note in the **Comments and Suggestions** field when depositing.

What does "Request a Copy" mean?

- This feature appears only when BIROn holds a **locked** full-text file. It enables users to request a copy of the item from you via email, under the terms of fair dealing. This is at your discretion and your contact details are never revealed. The file must not be distributed further by the recipient. If you leave Birkbeck, we can amend your contact email so you continue to receive requests in this way.

What format should my files be in?

- For text, we prefer PDFs, but accept other formats like Word files. We will convert these to PDF where feasible. BIROn can also host multimedia videos, pictures and sound files.

Can you deposit publications for me?

- Self-deposit is far more efficient, and is now required by HEFCE at point of acceptance for articles and conference publications. However, mediated deposit remains an option in certain circumstances. Publication details and full-text files should be sent to lib-eprints@bbk.ac.uk. We check all copyright regardless of deposit method.

Does Open Access enable plagiarism?

- Conversely, Open Access makes the comparison of electronic sources and thus the detection of plagiarism easier, helping to protect intellectual property rights.

What happens if I leave Birkbeck?

- Your work will be maintained on BIROn as a record of the college's research output.

Can I withdraw work from BIROn?

- You can request that full-text be removed or restricted. Equally, we reserve the right to remove work for any professional, administrative or legal reason. A metadata record indicating that the work was stored in the repository will remain visible.

I signed over my copyright. Can I still deposit?

- It depends on the publisher. Most allow self-archiving, even when the author has reassigned copyright. You can check journal policies on [SHERPA-ROMEIO](#). If in doubt, contact us, and we will ask publishers to clarify copyright conditions.

What if the publisher refuses to allow self-archiving?

- The publisher's decision is subject to the terms of your assignment of copyright to them. To protect your right to deposit in BIROn (and share through other online environments), you may wish to suggest amendments to those terms in future negotiations. [Sample wording](#) can be found at the Copyright Toolbox web site, but there is no guarantee your suggestions will be agreed to! Deciding whether to proceed on this basis is a matter for individuals.

What is third party copyright?

- Third party copyright refers to portions of a work which belong to neither the author *nor* the publisher. These can include text, diagrams, photographs and tables. If you use such material without permission from its creator you may infringe their copyright. "Fair use" applies where a **less than substantial** portion of the work is used, but as the law does not define "substantial", this is entirely dependent on the context and on its significance in both your own piece and the original work. You should not assume that if a third party object has been cleared for publication in a journal, that it will be cleared for use on BIROn. If in doubt, please contact us.

Is depositing equivalent to publishing?

- No. Publishing in a journal or book should always be your priority. If you are in doubt about depositing a piece of work upon acceptance by a publisher, check with the publisher first, or ask us to check for you.

How do I add full-text to publications already on BIROn?

- For the time being, live records can only be edited by the BIROn team. To add full-text files (see "**Which version of my work can I deposit?**"), please email files and the relevant publication details to [Paul Rigg](#).

I'm funded by RCUK and/or The Wellcome Trust...

- Recent policy changes mean that these funders now require authors to make their work available via either Gold or Green Open Access upon publication. To learn more about these changes, please visit [Funders & Open Access](#).

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