

GOLDSMITHS  
RESEARCH  
ONLINE (GRO)  
&  
OPEN ACCESS  
the basics

# INTRODUCTION

## **What is Goldsmiths Research Online?**

Goldsmiths Research Online (GRO) is Goldsmiths' institutional Open Access research repository.

You can visit GRO on <http://research.gold.ac.uk>.

## **What is Open Access?**

Open Access can be described as free online access to academic research outputs. Material that we host in GRO can be accessed by anyone in the world with an internet connection.

## **Who can add items to GRO?**

Academic staff and PhD students at Goldsmiths.

## **What can I add to GRO?**

Your publications and practice-based research outputs.

Once you log in to GRO, you will see the different item types that you can add.

# LOG IN & DEPOSIT

## How do I log in? Do I sign up?

Go to <http://research.gold.ac.uk>. Click on 'Log in'.

Log in using your **campus** credentials (the same username and password for your Goldsmiths email).

You do not need to sign up. If you are a staff member or PhD student, you have default log in access.

## How do I add a new item?

Click on "**New Item**" in your "**Manage Deposits**" area.

Fill in the **basic** bibliographic details (those areas marked with a red star. There should be a maximum of five compulsory fields per GRO entry.)

Go to the top of the page and click on "**Deposit**".

Accept the terms and conditions by hitting "**Deposit Item Now.**"

You will see a notification that your item is submitted.

## Will my GRO items show up on my staff profile?

Yes. As long as you remember to fill in your correct "**Author ID**" (i.e. your campus ID followed by @gold.ac.uk), your preferred GRO entries will feed into the "Publications" tab on your staff profile on the Goldsmiths website. The site sync for this usually happens within 1 working day.

# COPYRIGHT & FULL TEXT

## Can I add my paper's full text to GRO?

Yes, but we have to pay attention to **copyright**. The GRO team will advise you on copyright.

Academic journals usually do not allow GRO to use their final pdf as they would like subscribers.

Most of the time, we are allowed to upload to GRO your **accepted manuscript**, i.e. your peer-reviewed paper before the publisher formatting and design.

This is called **green open access**.

However, in some cases, we can upload the final publisher full text to GRO:

- If you published in an open access journal or book.
- If your your institution (or your co-author's institution) paid your publisher to make your paper open access.

This is called **gold open access**.

## How do I know if a publication is open access?

Open access publications are licensed with Creative Commons licenses. You can find a database of open access journals on Directory of Open Acces Journals (DOAJ): <https://doaj.org/>

# What is Creative Commons?

Creative Commons (CC) is a licensing system that allows you to make your work open and accessible while at the same time keeping some rights. To use Creative Commons licenses, just indicate the CC license of your choice.



**CC BY (Attribution)** allows others to distribute and build upon your work as long as they credit you as the original creator of the work.



**CC BY-NC (Attribution-NonCommercial)** allows others to distribute and build upon your work non-commercially as long as they credit you as the original creator of the work and keep a non-commercial license for their derivative work.



**CC BY-SA (Attribution-ShareAlike)** allows others to distribute and build upon your work as long as they credit you as the original creator of the work and release their derivative work under an identical license.



**CC BY-NC-SA (Attribution-NonCommercial-ShareAlike)** allows others to distribute and build upon your work non-commercially as long as they credit you as the original creator of the work and release their derivative work under an identical license.



**CC BY-ND (Attribution-NoDerivs)** allows others to distribute your work as long as they credit you as the original creator of the work and keep the original format of the work.



**CC BY-NC-ND (Attribution-NonCommercial-NoDerivs)** allows others to distribute your work as long as they credit you as the original creator of the work. However, they cannot change the work, or use it commercially.

You can find more information about Creative Commons on:  
<https://creativecommons.org/>

# I do not have the full text for my work. Can I still add it to GRO?

Yes. You can create a record in GRO without full text. However, we highly recommend adding your full text to GRO.

A recent policy, which will be in effect as of 1 April 2016, requires you to make your papers in academic journals and conference proceedings open access within 3 months for **REF eligibility**. Please get in touch with the GRO team via [gro@gold.ac.uk](mailto:gro@gold.ac.uk) for further information on this.

## CONTACT

# I have further questions. Who do I ask?

Email the GRO team on [gro@gold.ac.uk](mailto:gro@gold.ac.uk).

You can also book a one-to-one training session that lasts around 20-30 minutes by emailing the GRO team.

# SUMMARY: WORKFLOW

User creates an item.

The item is in the **review area** of the GRO team.



The GRO team reviews the item,  
completes the **bibliographic details**,  
checks the full text **copyright**,  
contacts the user about the correct **full text**  
version if needed,  
applies **embargoes** on the full text, if any,  
makes the item live.

The item is **live** in GRO.



The GRO entry feeds into the user's  
**staff profile** within one working day  
providing that the correct author ID is  
used in the GRO entry.