

Bournemouth University Research Online [BURO]: Guidelines for Contributors

1. THE INSTITUTIONAL REPOSITORY

The institutional repository (BURO) is the public face of the University's research. It will be available all over the world to anyone with an Internet connection, and will in time be indexed by major search engines such as the Thomson Web Citation Index (part of the ISI Web of Knowledge) and Google Scholar. Current research shows increased citations and hence impact for papers placed in BURO.

The BURO will play a major role in establishing and maintaining the University's world-wide reputation for research achievement, and be of particular interest to prospective students and staff.

The Research Councils and the Wellcome Trust now make it a condition of grant that published papers also be made publicly available in a repository.

2. WHAT IS TO BE INCLUDED?

Given the very public nature of the BURO and its potential influence in creating our reputation, it is essential that the materials be of high quality. It is equally important to show the range of research and research-related activity in which we are involved.

In the first instance the following materials will be included, from 2001 onwards:

- all potential RAE submissions;
- all papers published in refereed journals;
- all invited papers published in journals of learned societies or academic bodies of similar standing;
- pre-prints submitted to refereed journals (where this will not prejudice publication);
- all abstracts/papers given at refereed conferences;
- published monographs and chapters in monographs;
- substantial reports.

The BURO is also hospitable to artefacts other than text documents, e.g. software, video. These should of course be of a quality similar to that of the text documents listed above.

The metadata of PhD and research Masters theses will be loaded as a separate project. Content of the theses will be tackled when copyright implications become clearer as a result of ETHOS and similar projects.

3. COPYRIGHT

A listing of publishers, their journals and policy on archiving in BURO is provided by the SHERPA/RoMEO project; see <http://www.sherpa.ac.uk/romeo.php>. Many major publishers (e.g. Elsevier, Sage, Springer/Kluwer, Wiley) allow archiving of both pre- and post-prints, although with some conditions.

Authors should make every effort to retain control over the copyright in their works and amend/negotiate contracts with publishers accordingly. As a minimum we should retain the right to deposit works in the BURO.

4. PRACTICALITIES

Individual academics are responsible for uploading their research outputs. The process is extremely straightforward, and takes about 5 minutes per output. Outputs should be converted where necessary from Word into PDF format.

Heads of Research in the Schools will monitor and give guidance on quality of material to be included.

The Library will maintain the database, monitor quality of metadata and provide advice.