

HKIED Research Repository Submission Guidelines

A) Staff Submissions

The Library welcomes submissions from all Academic, Research and Administrative Staff of the Institute, provided that the item or publication has been produced during the staff member's period of appointment at HKIED.

B) Research Output to be collected

The Research Repository is intended to be a database of Institute published and unpublished research, and as such is collecting citations from staff in the following categories used in the SAP database;

1. Scholarly books, monographs and chapters
2. Journal Publications
3. Conference Papers
4. School textbooks/ User guide / Teacher handbook

Staff who wish to submit major works which fall outside these categories should first consult the HKIED Research Repository team at librep@ied.edu.hk

C) Process for Submission of Citations

The HKIED Research Repository currently includes bibliographic citations dating from 1994. Staff who have already submitted citations to the RDO database using the UGC Common Data Collection Format (CDCF) returns can assume that their citations are already in the Research Repository. Staff can check the items listed under their name by performing an Author search in the Research Repository, located on the Library website or at <http://www.lib.ied.edu.hk/repository>

To submit additional bibliographic citations not found in the Research Repository, staff can simply submit the requested information through email at librep@ied.edu.hk. Please note that the works to be submitted should be produced during the appointment period at HKIED.

D) Process for Submission of Full-Text of Items

Wherever possible, the Library endeavours to provide a direct link to a full-text version of an item, under each bibliographic citation. In this way, the Research Repository then functions as an immediately accessible digital archive of all staff published and unpublished work.

Where bibliographic citations exist of a given work, staff can submit a full-text version simply by attaching this as a file to the email. Attachments can be in any language, and in the form of PDF, html or Word files. Any staff members with print copies only of their work should approach the HKIEd Research Repository team directly, to arrange for the work to be scanned.

E) Copyright Clearance

Currently, the majority of published work includes a provision from the publisher to allow an author to self-archive a copy. This, however, varies from publisher to publisher, and staff need to exercise care that they are legally permitted to archive a copy of the work on the Research Repository. This is a responsibility of the author, and not of the Library. The most common way of avoiding such complications is to submit a pre-print (ie: version prior to refereeing or publication) of the item, but under certain circumstances post-print (ie: refereed but not yet published) and fully published works are acceptable.

The staff member submitting a full-text version of an item needs to ensure that it falls within these allowable copyright self-archiving provisions, and that the submitted version is an authentic version of the published item. The SHERPA RoMEO database (<http://www.sherpa.ac.uk/romeo>) provides a summary of the major publishers' copyright policies on self-archiving and allowing use of their PDFs in Repositories. The OAKList database (<http://www.oaklist.qut.edu.au/>) covers Australian publishers' copyright and open access policies as well. Staff members are advised to consult those databases or when in doubt, they can consult the HKIEd Research Repository team to arrive at the most suitable version to be included in the Research Repository.

F) Variations and New Editions

Staff may change editions or update records in the Research Repository when appropriate. If the item has been re-published in a new edition or for example within a different collection, the Research Repository will treat different editions as separate items. For pre-print, post-print and unpublished works, the staff member can choose to replace the previous version if desired.

G) Removal of the submitted work from the Research Repository

If an item is subsequently found to be inappropriate or lacking copyright clearance to be included in the Research Repository, the full-text version of the work will be deleted from the record and the author will be notified accordingly. However, the bibliographic citation of the records will remain in the database.

I) Contact Details

For any matters relating to the archiving of items in the Research Repository, please contact the HKIEd Research Repository team at librep@ied.edu.hk or by phone on 2948 6686.

Revised July 2009, October 2010, May 2011.