



## Gutenberg Research Elements Quick guide for the full text upload

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As a researcher at JGU, you have the option of uploading the publisher PDFs or the accepted manuscript versions of your journal articles recorded in Gutenberg Research Elements directly to JGU's open access repository, [Gutenberg Open Science](#). In this way, you can conveniently use your secondary publication rights for publisher publications and provide a direct link to the full texts on your public profile page.

The following steps are recommended:

Step 1: [Call up the object details page of the desired publication](#)

Step 2: [Deposit the publication](#)

Step 3: [Check deposit status](#)

Further information

Step 1: Call up the object details page of the desired publication

1

In the "My Work" drop-down menu, select → "Publications" and click on the desired publication in the "Claimed" tab.

2

Go to the "**Repository**" box and click on "**OPENSOURCE.UB**". You can now start the deposit of your publication with the "Deposit" button.

**Note:** The deposit is only available for the publication type "Journal article".

## Step 2: Deposit the publication

As soon as you have clicked on "Deposit", you can enter more details about your file.

1

First check in the left box "**deposit advice**" in the tab "[Sherpa Romeo advice](#)" under "Published" whether you have permission to upload the publisher's PDF to the repository.

2

**Prepare Deposit**: Here you can select the PDF file of your publication and select "published version" → under "File version" . Confirm this with "Use this file". If you do not have permission to use the PDF file, you can select "File version" → "accepted version" instead to upload the accepted manuscript version

3

**"Add additional information"**: In this step, you can enter the license ("Reuse license") and a message to the library in which you can provide additional information or ask questions about the license ("Comment").

**Note: If the publication has not been published under a CC license, please select "InCopyright".**

4

**"Complete deposit"**: By clicking on "**Deposit**", you can send the publication to the repository.

## Step 3: Check deposit status

1

After you have sent the publication, you can return to the object details page of the publication in the following window by clicking on "View your publication". Under "Repository" → "OPENSOURCE.UB" you can view the status of the deposit.

Before the library has checked your deposit, the status is set to "not live".

2

As soon as the journal article has been checked by the library team and activated in the repository, the status is set to "live". This may take a few days.

### Repository



The screenshot shows a repository interface with two tabs: 'METADATA.UB' and 'OPENSOURCE.UB (1)'. Below the tabs, there is a refresh icon. A notification bar indicates 'FIRST DEPOSIT: 25 NOV 2022'. The main entry shows a document icon, the title 'good\_tolerance\_of\_hyaluronic\_-2022112...', the text 'Last refreshed: 06 Mar 2023 08:25:47', a green 'LIVE' status indicator, and a blue 'VIEW' button.

3

After the next update of your publication list on your public profile page at [researchelements.uni-mainz.de](https://researchelements.uni-mainz.de), a link to the PDF file will appear next to the publication.



The screenshot shows a journal article entry with the following details: 'JOURNAL ARTICLE' in red, 'JudaicaLink und der FID Jüdische Studien', '2018 • Bibliotheksdienst • 52(3-4);Seiten: 266-277 • de Gruyter', and authors 'Eckert K, Heuberger R, Knepper M'. At the bottom, there are links for 'DOWNLOAD PDF', 'VIEW MORE INFO', and the DOI '10.1515/BD-2018-0032'.

## Weiterführende Informationen

Für weitere Informationen besuchen Sie gerne unsere Webseite unter <https://www.ub.uni-mainz.de/de/gutenberg-research-elements> oder schreiben Sie uns eine Mail an [researchelements@ub.uni-mainz.de](mailto:researchelements@ub.uni-mainz.de).

**Ihr FIS-Projektteam!**

**Further information**

For further information, please visit our website at <https://www.ub.uni-mainz.de/de/gutenberg-research-elements> or send us an e-mail to [researchelements@ub.uni-mainz.de](mailto:researchelements@ub.uni-mainz.de).

**Your FIS project team!**