

# RaY Guide for Staff

## What is RaY?

RaY, ***Research at York St John***, is the University's institutional repository service. It stores, showcases and shares the University's research outputs.

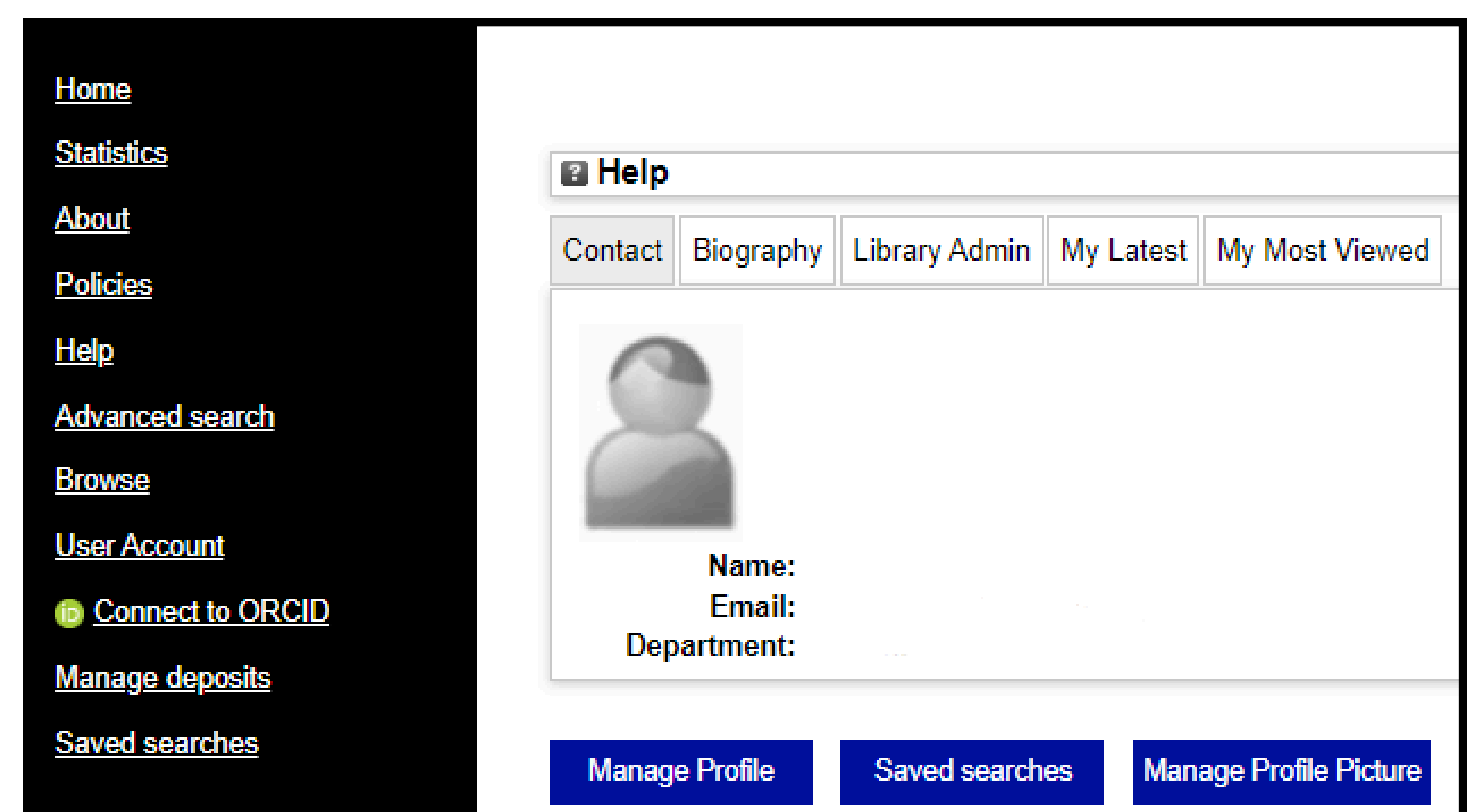
## Why do you need to use RaY?

As a requirement of the University's Open Access policy, staff and researchers should deposit all research outputs onto RaY with bibliographic metadata.

## Setting up your RaY account

To activate your RaY account simply log into RaY ([ray.yorks.ac.uk](https://ray.yorks.ac.uk)) using your staff username and password.

Once you have logged in you can add your profile biography by selecting **“User account”** down the left-hand side of the RaY menu and then **“Manage Profile.”**

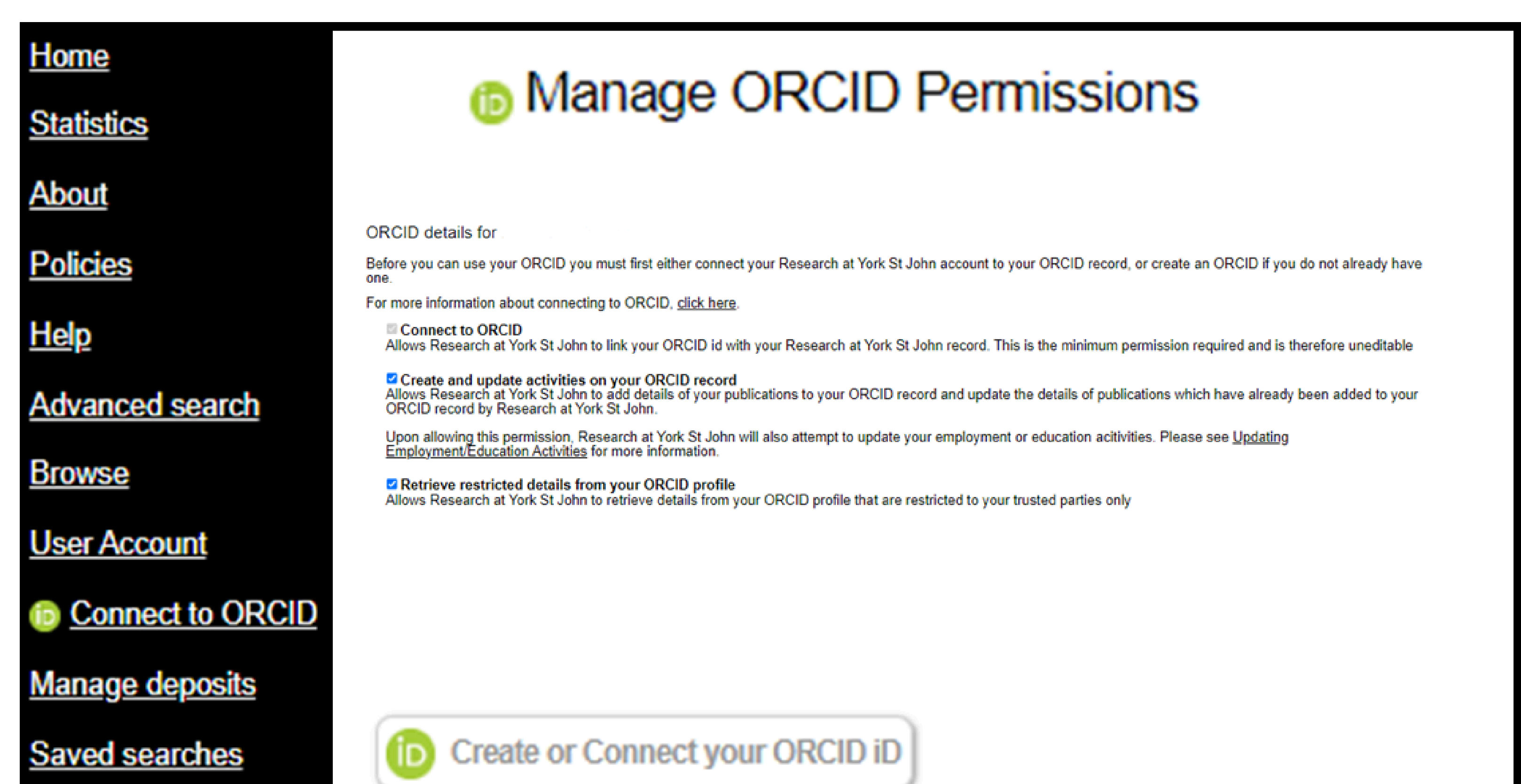


## Connecting your ORCID ID

**ORCID** and RaY accounts can be connected. This allows you to import your research outputs directly from ORCID to RaY. Anything you add to RaY can also be exported to your ORCID account.

Once your RaY account has been activated, you'll see an option to **“Connect to ORCID”** on the left-hand side of the menu. If you don't already have an ORCID ID, you can also register for an ID by using the **“Create or Connect your ORCID ID”** button.

After successfully connecting to ORCID the option on the left hand side menu will change to **“Manage ORCID Permissions”** and the option to import from ORCID will be available when adding new research outputs to RaY.





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## Adding Research Outputs

Research outputs are added using the “**Manage Deposits**” section on the left hand side RaY menu. As a guide of good practice we ask for all new outputs to be added to RaY as soon as possible.

As part of the University's **Open Access Policy**, a requirement of published articles and book chapters is that they are deposited into Ray **within one month of acceptance**. Further information can be found on the final page of this guide.

## Importing existing work

You can import existing work using the ORCID button, or if it has a DOI you can use the DOI selection in the drop down. Once a work has been imported you can add further information such as the school you are part of.

To deposit an imported item click the globe icon on the right hand side of the record. This will make it disappear from your workspace and send it to the library for review.

## Adding new items

To add a new research work select “**New item**” where you’ll be prompted to input bibliographic information through the different sections. It will also ask if you want to upload material through choosing a file or capture content from a URL. Essential fields will be marked with a red asterisk.

You can save any item in progress which will stay in your work area until deposited.

Once you have filled in the necessary record information click “Deposit item.” This item will then disappear from your work area and be sent to the library for review.



## Published Research Outputs

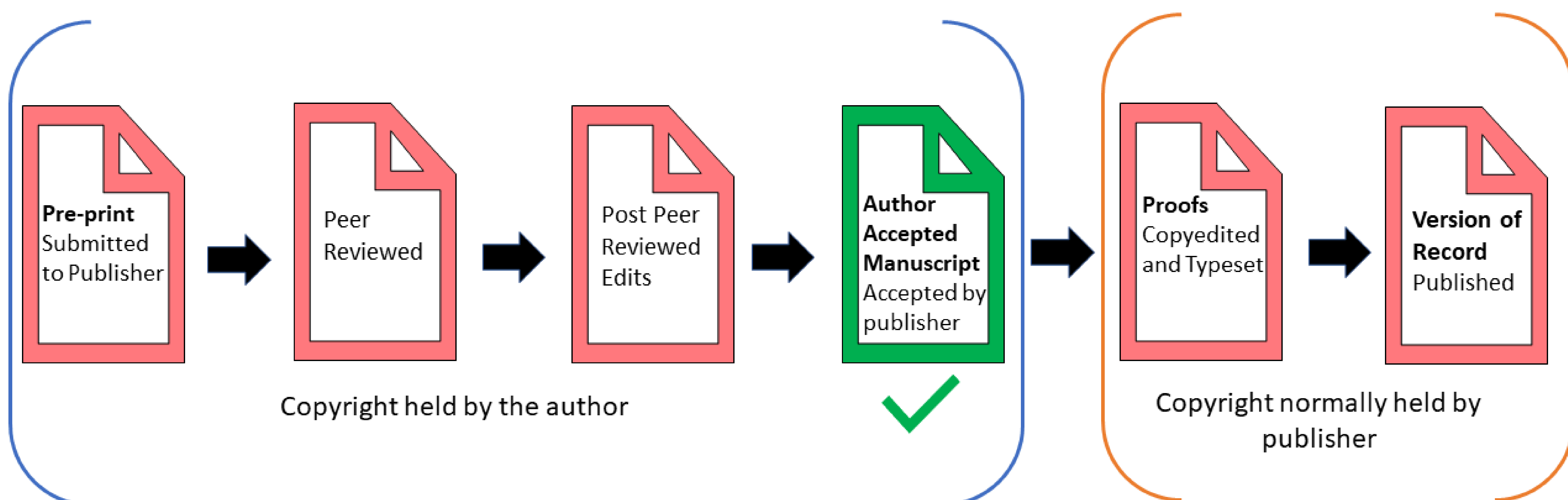
As part of the University's **Open Access Policy**, a requirement of **published articles, conference proceedings and book chapters** is that they are deposited into RaY, along with bibliographic metadata, within **one month of acceptance**. This process includes uploading a copy of the **author accepted manuscript (AAM)** to RaY, subject to publisher copyright permissions.

## Author Accepted Manuscripts (AAM)

An AAM is the version that has been through peer review and has been accepted by the publisher, but has not had publisher copyediting or typesetting. It can also be referred to as a **“Post-Print”** or **“Final Author Version.”** Once uploaded to RaY the manuscript may be embargoed to align with publisher policies and its publication date.

**Please make sure that AAMs are in an accessible format when uploading to RaY.**

## Publication Process - Identifying Author Accepted Manuscripts to upload to RaY



## Features of Author Accepted Manuscripts:

- AAMs should be plain text, and in an accessible format. They are normally in a Word or PDF format.
- Often AAMs have no layout features, however some publishers do ask authors to use templates at the submission stage.
- AAMs do not include publisher journal details or branding.
- AAMs do not include any copyright statements or citation details.