

Uex Institutional Repository Frequently Asked Questions

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What is an Institutional Repository?

An institutional repository (IR) is an open access database where digital copies of research items such as articles, theses, conference proceedings and working papers are held and made freely available on the internet. The records in a repository are stored using an international standard. The content can then be made available to other databases and search engines such as Google Scholar.

What is Open Access? ▲

Open Access (OA) is an international movement to enable the worldwide electronic dissemination of output of funded research in a completely free and unrestricted manner. Any person, who can connect to the internet, can then access this material without incurring any costs. Furthermore, the material can be downloaded, printed and distributed provided the author of the work is properly acknowledged and cited. The potential readership of open access articles far exceeds that of articles where the full-text is restricted to subscribers.

How do institutional repositories work ? ▲

A content management system software package manages digital objects within an open access institutional repository. It allows staff to easily obtain, upload, and collaborate on files (digital objects) and present and manage content for web publication on an intranet or the internet. Information is registered with external internet search engines such as Google.

What are the benefits to authors depositing work in the IR? ▲

- Increases citations for research material. Your work will be visible and accessible to the widest possible audience, potentially increasing its citation count and impact.
- Broadens worldwide access to material
- Provides a method of preserving material
- Dehesa content is given high quality and comprehensive metadata, enabling it to be indexed by both general and specialist search engines, ie., it makes easier access to material via search engines such as Google, Google Scholar and Yahoo
- Raises profile of researchers internationally
- Dehesa can store supplementary images and multimedia files, adding value to your research outputs.
- Using download counts and other statistics you can find out how frequently your work is accessed
- Each item has its own perpetual web address which you can share with colleagues and link to from your personal or departmental web pages.

What are the benefits to the University? ▲

- Provides a showcase of the institution's research output
- Raises the profile of the institution's research internationally through broader access and citations
- Provides potential to interface with university Research Management Systems, providing the full text storage complement in the system
- Provide a space for individuals, research groups, schools and colleges to display research work
- Increased potential for collaboration and synthesis between uex and international researchers

What types of material will be held in the repository? ▲

- Journal articles
- Theses
- Working papers
- Conference papers
- Datasets
- Book chapters
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Which file formats are acceptable? ▲

In order to facilitate end user access and digital preservation the following file formats are preferred:

Text: Microsoft Word, PDF, RTF or HTML

Images: TIFF or JPEG

Multimedia: MPEG

Audio: MP3

Please contact the DEHESA team if you wish to submit material in other formats.

What are the Copyright and other rights issues attached to work in the IR? ▲

When submitting material to the IR, the author agrees to allow the IR to electronically store, preserve and provide access to the work. The work is protected by copyright with all rights reserved and may not be used for commercial purposes.

There are also rights issues relating to OA publishing of material that appears or is due to appear in a published journal.

Creative Commons



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Some of my work has been produced in collaboration with colleagues from other institutions, can I put this in DEHESA?



Yes, as long as your co-authors are happy for you to do this. They may wish to put the work in their own institutional repository as well.

As scholarly publishing continues to move towards an open access model, it is a good idea to clarify rights issues at the start of any collaborative project.

If I leave the University, will my work be removed from DEHESA?



No, but you are free to add it to any repository at your new institution.

I am new to the University, can I add my previous work to DEHESA?



DEHESA is intended to be a showcase of research undertaken at the University of Northampton. We recommend that you deposit earlier work in your previous institutions' repositories.

If you have any other questions regarding DEHESA you can email [Administrator of Dehesa](#)