Depositor creates a basic record in Pure

Editorial team checks the record

Has an accepted manuscript been uploaded?

Yes

Editorial team contacts the depositor

Has the correct version of the manuscript been uploaded?

Yes

Editorial team adds correct embargo and licence information

Does the journal have an indefinite embargo or not allow an AM to be uploaded?

Yes

Editorial team makes note of REF exception

No

Yes

Article is published. The Library will run regular online imports from selected sources and upgrade metadata where available

Faculty/Author’s responsibility

Editorial team’s responsibility