

What do I need to know?

- [SOAS Research Online](#) is our institutional repository and is used to record a wide range of research outputs produced by SOAS researchers
- SOAS Research Online supports our researchers in meeting REF and funder Open Access requirements in ways that academia.edu or ResearchGate do not
- Research in SOAS Research Online has been downloaded more than 3.5 million times
- When research is added to SOAS Research Online it is indexed in Google and Google Scholar
- SOAS researchers should add new records to SOAS Research Online themselves with support from the Library, [watch a 'how to' guide](#)
- Records and papers added are checked for accuracy as well as copyright and publisher permissions
- When records are added to SOAS Research Online, researchers' publication information is automatically updated on SOAS web profiles

What do I need to do?

- All SOAS researchers should add a record of their research and the accepted version of the manuscript as soon as it is formally accepted for publication
- You should login to SOAS Research Online via: <https://eprints.soas.ac.uk/>
- Contact outputs@soas.ac.uk if you need to make changes and updates to your records in SOAS Research Online (researchers are not able to make edits themselves), or if you are having trouble using SOAS Research Online
- If your publications list is not showing online, contact the website administrator in your department to ask them to activate it. The publications in SOAS Research Online will then automatically show up

Where can I find key information?

- [SOAS Research Online](#) pages on our Scholarly Communication website
- [SHERPA Romeo](#) for information on publisher permissions when adding records to SOAS Research Online
- [Our REF Open Access Two Page Essential Guide and FAQs](#) for checking what you need to add to SOAS Research Online and how to meet the REF Open Access requirements

What policies do I need to follow?

- [SOAS Research Online Policy](#) for information on what can be added to SOAS Research Online
- [SOAS Policy for Open Access Publication](#) lays out responsibilities of SOAS authors

Where can I get support?

Email: outputs@soas.ac.uk

- for advice and help with SOAS Research Online
- for making updates to existing records in SOAS Research Online
- for help checking publisher policies when adding research to SOAS Research Online
- to book a [1-to-1 session](#) for advice on Open Access or related topics
- [watch a 'how to deposit' guide](#)