

## Procedure to publish in CEU Institutional Repository by Professors or researchers

<https://repositorioinstitucional.ceu.es/>

Any professor or researcher belonging to Fundación Universitaria San Pablo-CEU can send his/her publications for them to be accessible in our Repository. The previous step is to sign a contract with the Foundation by requesting it by e-mail: [repositorioinstitucional@ceu.es](mailto:repositorioinstitucional@ceu.es).

Before signing the contract, the author will revise the policies of the publishers where you have published to know the exploitation rights, self-archiving permissions, as well as the possible embargoes that will affect your publications. You can consult the portals:

- **Dulcinea** (Spanish publications): <https://www.accesoabierto.net/dulcinea/>
- **Sherpa/Romeo** (foreign publications): <http://sherpa.ac.uk/romeo/index.php?la=es>

Once it is certain what can be uploaded (the author's pre-print, the author's post-print or the publisher's .pdf), the author should send a list of the bibliographic references of the documents to be deposited to [repositorioinstitucional@ceu.es](mailto:repositorioinstitucional@ceu.es), so that this information can be included in the contract.

However, please note that, if you are a co-author, you must have written permission from the other authors to upload any publication to our Repository<sup>1</sup>.

If you are unclear about the policy of the publisher where you have published, you can approach the editor with a standard letter similar to this one:

*Dear Mr./Mrs:*

*I would like to request authorisation to deposit my article/chapter/communication published in the Universidad CEU San Pablo's "CEU Institutional Repository" publishing house .....*

*I wish to request authorisation to deposit in the "CEU Institutional Repository" of Universidad CEU San Pablo, my article/chapter/communication published in its publishing house.....*

*CEU Rel, is the institutional repository designed to collect, preserve and disseminate through open access the documents resulting from the academic and scientific activity of my University and therefore a help to promote access to the research we do, which also helps to give more visibility to the journals that host our work.*

*Awaiting your reply, I would like to take this opportunity to send you my best regards.*

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<sup>1</sup> According to Royal Legislative Decree 1/1996, of 12 April, which passes the revised text of the Law on Intellectual Property, regularising, clarifying, and harmonising the legal provisions in force on the matter, article 7 establishes, with regard to a work of collaboration/co-authorship:

1. The rights to a work that is the unitary result of the collaboration of several authors belong to all of them.
2. Dissemination and modification of the work requires the consent of all co-authors.

For subsequent additions, all that is required is to send the files, preferably in .pdf format, together with a list of the bibliographic reference/s of the same, to [repositorioinstitucional@ceu.es](mailto:repositorioinstitucional@ceu.es), so that an extension of Annex I of the contract can be made and, once signed, they can be deposited in the CEU Institutional Repository.

Once the process has been completed, the author/s will be informed of the URI links so that they have a record and can use them to cite and share their documents.

As it is currently a delegated archive, there is no self-archiving yet.