

OUR Archive and sharing your research

OUR Archive (Otago University Research Archive) aims to collect, preserve and provide future digital access to the research outputs of the University of Otago.

You are encouraged to store your own early versions of your research then submit your latest Submitted/ Accepted versions for deposit in OUR Archive. OUR Archive will protect your existing rights when you deposit your research. Keep a signed copy of the agreement or licence you sign with your publisher and let your institutional repository staff know of any special terms you have secured¹.

Top Tips

- Plan how you will store and name your file versions.
- Add the completion date of any version of any document to the front page of the document.
- Plan how you will share your work *before* signing any agreements with publishers.
- Submit a relevant version of your work to OUR Archive to be made available.

Find out more on the OUR Archive FAQs

¹ Use the OAKList websites to check which versions you may make open access and to check the standard policies of journals in which you hope to publish in future.

Guides in this series:

- Glossary
- Institutional Research Repositories
- Open Access
- OUR Archive: Introduction
- Research Networks
- Rights Management
- Versioning

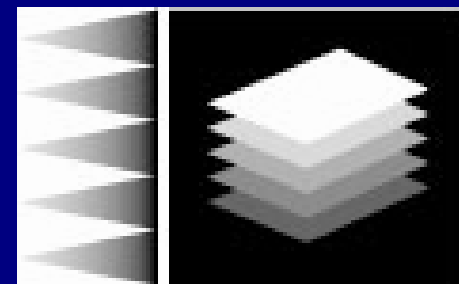
All Guides available from:

<http://unitube.otago.ac.nz/album?a=il5S1drFBEd>

Adapted from the Versions TOOLKIT produced by the London School of Economics and Political Science, February 2008,
www2.lse.ac.uk/library/versions/VERSIONS_Toolkit_v1_final.pdf

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University of Otago Library

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Versioning

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Use this guide for advice on managing files and versions of your research outputs.

How to manage your files

- Choose **one location** as your primary storage space; copy any versions from other locations to this frequently to keep it current.
- Decide on a **folder structure** containing your 'must keep' milestone versions.
- When working with **co-authors**, agree in advance how you will ensure the orderly revision of the paper and where the main versions will be stored.
- Make **front page notes** about variations so you and your reader can realise reasons for the different versions.
- When **naming your files**, again be consistent. It is recommended that you include a date reference in each new file name. e.g. *name_of_paper_version_date*

...followed by a progression of revisions and versions or version numbers, for example:

```
Surname_fund_article_draft_2010_07_17
Surname_fund_article_submitted_2010_09_17

Surname_fund_article_draft_rev1.0_2010_07_17
Surname_fund_article_draft_rev1.1_2010_08_06
```

Version stages

The recommended minimum version stages which should be kept include:

- your author-created version and
- your author-created submitted version.

Files kept should be in an editable format.

Use the version stages (shown in *Table 1*) to record and manage your research 'milestone' outputs.

Version Stages		
Draft	Early version circulated as work in progress	Pre-print
Submitted Version	The author-created version that has been submitted to a journal for peer review	Pre-print
Accepted Version	The final author-created version that incorporates referee comments and is the accepted-for-publication version. It is not yet in the format in which it will be published	Post-print
Published Version	The publisher-created published version often referred to as the publisher's PDF	Published
Updated Version	A version updated since publication	Revised

Table 1

Publishing milestones

Keep versions that relate to **publishing milestones** as outlined in *Table 2*.

Publishing Milestones		
Type of research output	Suggested milestone versions	Other personal milestones
Book chapter	Submitted version, Accepted Version, Publisher's proof, Published version (e.g. publisher-provided PDF)	... and any other versions marking a major shift, e.g. a point at which the paper was split or merged or at which the ideas or content developed
Conference and workshop presentations	Final versions of the slides	
Conference paper	Submitted version, Revised version for inclusion in published proceedings	
Journal article	Draft, Submitted version(s), Accepted Version (following referee comments), Publisher's proof, Published version (e.g. publisher-provided PDF)	
Working paper	Submitted version, Published version	

Table 2