

Criteria for including outputs in Leeds Arts University research repository

1. All outputs submitted to the repository must have **an accompanying completed label**.  
   1. Sufficient materials to communicate the research must be **submitted alongside the label** in an appropriate format.
   2. The label must be the up-to-date version, [which can be found here on Portal](https://portal.leeds-art.ac.uk/content/research-repository-submission-labels).
   3. Abstracts must follow our [Guide for Writing Abstracts for the Repository](https://portal.leeds-art.ac.uk/content/guide-abstract-writing) in order to ensure compliance with national policy.
2. The author/creator must be a member of Category A staff who is supported by the University to carry out research.
3. Outputs can be: artefacts, books, book sections, compositions, creative projects, designs, digital videos, journal articles, performances, published conference proceedings, exhibitions, patents, and research reports.
   1. **Artefacts** must be objects, artist books, artworks, or series of artworks in the same media (eg. a series of photographs) which have been exhibited, commissioned or otherwise presented in the public domain. Representation of the artefact(s) (usually as JPGs and a PDF portfolio) must be provided.
   2. **Books** must be authored publications with an ISBN which have been written entirely by a single author or by joint authors who share responsibility for the whole book. A PDF copy of the book must be provided.
   3. **Book sections** must be chapters and contributions to edited books. Book sections must be substantive and typically are 5000-words or over in length and must include bibliographical content. Materials submitted must include a copy of the front cover, title page, copyright page(s), and contents page(s) from the book. A PDF copy of the book section as an AAM must be provided.
   4. **Compositions** must be original scores, first performances, or first recordings of musical compositions. A PDF of the score and/or a video or audio recording must be provided.
   5. **Creative projects** must be creative outputs of multiple parts in different media/formats to form one cohesive output. These can also be substantial creative outputs of many parts where other item classifications are unsuitable. Representation of the project must be provided in an appropriate format, see other output types for clarification.
   6. **Designs** must be creative research/problem-solving outputs in the form of design drawings, books, models, or websites. There must be sufficient materials provided that show the design and research process. This can include fashion design, textile design, graphic design, multimedia design, sound design etc. Representation of the design(s) (usually as JPGs and a PDF portfolio) must be provided.
   7. **Digital videos** must be creative outputs including films, documentaries, computer games and animations. This category does not include recordings of presentations. A digital copy of the video in an mp4 format must be provided.
   8. **Journal articles** must be articles published in academic journals with a DOI and/or ISSN. Journal articles are substantive and are typically 5000-words or over in length and must include bibliographical content. A PDF copy of the AAM or VoR must be provided, whichever is appropriate.
   9. **Published conference proceedings** must be substantial published texts arising from conferences with an ISSN, ISBN, or DOI. A PDF copy of the AAM or VoR must be provided, whichever is appropriate.
   10. **Exhibitions** must be solo exhibitions or curatorial projects. There must be sufficient materials to show the research narrative, including method and insights. Representation of the exhibition (usually as JPGs and a PDF portfolio) must be provided.
   11. **Patents** must be granted patents, copyrights, trademarks, or registered designs on specific products or processes. A PDF copy of the patent must be provided.
   12. **Research reports** must be reports commissioned and/or funded by an external organisation including reports for private companies, government departments and non-governmental organisations. A PDF copy of the report must be provided.
4. Outputs must demonstrate having been through a **rigorous** independent peer review process.
   1. Peer review is the evaluation of work by **one or more** people within the same field as the producer(s) of the work.
   2. Peer review for books and journal articles is a process typically instigated by the **publisher**.
   3. Peer review for book sections is a process typically instigated by the **publisher and/or** **editor**.
   4. Peer review for creative outputs (artefacts, exhibitions, creative projects etc.) is a process typically instigated by the **disseminator**.
   5. Researchers cannot peer review their own work, as there is no independent objective critical distance. This could be seen as contributing to **self-publication**.
5. Outputs should **not** be self-published.
   1. Self-publishing is the publication/dissemination of research without the involvement of/peer review from an established external publisher/disseminator.
   2. Self-publishing applies to all forms of research outputs, including creative outputs such as artefacts, exhibitions and creative projects.
6. All outputs need to demonstrate clear research method, research insights and dissemination.
7. All authors, funders, contributors, collaborators, and acknowledgements should be included in the output’s label.
8. All outputs must have been created in line with the University’s Ethics Policy. The University reserves the right to retire outputs on ethical grounds.
9. Outputs created by former members of staff that meet the above criteria can be retained in the repository in line with the requirements of national and international Open Access policies.
10. If there is a possibility an output could be claimed by another research institution or HEI, this must be stated on the output submission label.

**If further guidance is needed, please email us at** [**research@leeds-art.ac.uk**](mailto:research@leeds-art.ac.uk)