

How to Ensure Your Papers are REF-Compliant

Write up first version of manuscript

Send to Journal

Journal asks for extra work, corrections etc

Send revised manuscript to Journal: **It is this version you upload to Elements if the manuscript is accepted**

Journal sends message on **dd/mm/yy** to state paper accepted: This is the date of acceptance to input to Elements. Inform the WHRI Open Access Monitor (Steven Coppen)

You have 3 months from the acceptance date to upload the accepted version

Do NOT wait for the proofs. Do NOT upload the proofs

The WHRI OA Monitor will check the submissions regularly and contact you if they show up as non-compliant