



## amber – Advisory Note for Users

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Scope of this document This advisory note elaborates on specific aspects of contributing to and using amber. amber policies can be found in full on the [amber website](#).

### Working with amber

#### Depositing with amber

*Is depositing my research with amber mandatory?*

- Providing information to amber on new publications is voluntary, but strongly encouraged.

*Who should consider depositing with amber?*

- Anyone who works in an NHS ambulance service in England who has published research based material can deposit with amber. Typically this could include: research based journal articles, letters to peer reviewed journals, editorial commentary in peer reviewed journals, preprints, conference papers, conference posters, books and book chapters.
- Anyone who works in an NHS ambulance service in England who is a co-author or has published work as part of a team of researchers should deposit with amber.

#### Submission Process

*How are items added to amber?*

- LKS ASE routinely scans for recent publications and adds the last published version to amber.
- LKS ASE manages the submission process for amber on your behalf. To request publications be included in amber send metadata and any files for inclusion to [library@nwas.nhs.uk](mailto:library@nwas.nhs.uk).
- LKS ASE will not routinely add articles *In Press* or other pre-publication formats until they are fully published. However, we will do this if requested.
- LKS ASE will respond within 21 working days to a request to add material to amber.

#### Data Accuracy

*What do I do if I believe items in amber are inaccurate or data is missing?*

- LKS ASE is committed to delivering and maintaining a high quality of data. If you are aware of inaccuracies or missing data in amber or have other concerns do contact us. We will investigate and take action

or contact you for further clarification within 21 working days. You can contact us by eMailing [library@nwas.nhs.uk](mailto:library@nwas.nhs.uk).

## Using amber

ambers success depends on the active participation of stakeholders. The following are a guide to actions that would support its development.

### Research leaders/managers

Research leaders/managers in each ambulance service trust are requested to:

- include an appropriate reference to amber if/when organisational research policies and guidance are reviewed;
- encourage active researchers in each ambulance service trust to:
  - submit information (metadata) about published work to amber [ [library@nwas.nhs.uk](mailto:library@nwas.nhs.uk) ];
  - review their entries on amber to ensure completeness and accuracy;
  - consider amber as a route to Green Open access (self archiving) publication if appropriate and where publisher copyright policies allow this. See [SherpaROMEEO](#);
  - use amber as a resources discovery tool along with [major databases](#) in preparing for research projects.
- To link to amber where possible when promoting or explaining the trusts research output or the output of individual researchers;
- raise the profile of amber within each ambulance trust and with external research organisations where possible and appropriate.

### Corporate communications

Ambulance service trusts are encouraged to use amber when communicating about research to staff, stakeholders, the public and the media. In particular:

- linking to amber on the trust intranet;
- linking to amber of the trusts public website to showcase research;
- include a link in documents which discuss research such as annual reports and quality reports;

### Students, educators and trainers

amber is a discovery tool that enables students, educators and trainers to find and use ambulance service research. LKS ASE will work to:

- raise awareness of amber with paramedic students, researchers and educators;
- promote amber to the wider education community.

### Knowledge management [KM] and improvement

amber is a knowledge management resource giving easy access to published case studies and examples of best practice. Ambulance service trusts are encouraged to use amber as part of their KM toolkit.

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