


## Using the UWL Repository

### Accessing the UWL Repository

If you are a UWL staff member or PhD student, all you need is your regular network login details to access the Repository at <http://repository.uwl.ac.uk>.



After you have logged in, you will be taken to your 'Manage Deposits' user area, which will display any items you have already deposited, and will allow you to add new material.

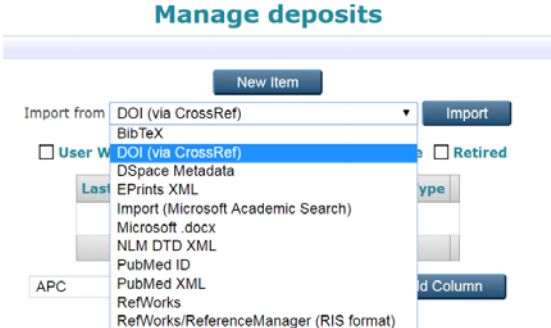
### Adding a New Item

Within the 'Manage Deposits' area, click on the  button to manually create a new record for an item you wish to deposit. Please do not deposit articles, books, chapters or conference papers that have been submitted but not yet accepted for publication.



#### For items already published

Alternatively, if your item has been published and you know the DOI (Digital Object Identifier) you can import the item details by selecting the option 'DOI (via CrossRef)' from the 'Import from' dropdown menu.

Click on the  button, then place your DOI in the box and click on  to obtain the bibliographical details of your item. This will automatically populate some details. However, if your item is in press or you do not know the DOI you will need to populate these fields manually.



The screenshot shows the 'Manage deposits' interface. At the top, there is a 'New Item' button. Below it, the 'Import from' dropdown menu is open, displaying a list of options: DOI (via CrossRef), BibTeX, DOI (via CrossRef) (highlighted), DSpace Metadata, EPrints XML, Import (Microsoft Academic Search), Microsoft .docx, NLM DTD XML, PubMed ID, PubMed XML, RefWorks, and RefWorks/ReferenceManager (RIS format). To the right of the dropdown, there is an 'Import' button. Below the dropdown, there are checkboxes for 'User W' and 'Retired', and a 'Last' button. At the bottom of the dropdown, there is an 'Add Column' button.

Click on the  button, then place your DOI in the box and click on  to obtain bibliographical details of your item, which will automatically

## Adding Item Details

### 1. Type



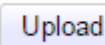
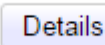
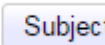
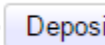
When you create a new record, you will be asked to select the item type. You can add a range of items, from journal articles, conference papers and book chapters to compositions, sound recordings and videos. You need to select a type from the list (descriptions of each item are provided).

The item type you choose determines what information you will need to provide in later steps. In the details below, we use the example of a journal article.

**★ Item Type**

Please select the most appropriate type for your deposit.

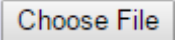
- Article**  
A peer-reviewed article in a journal. May be an electronic-only medium, such as an online journal article.
- Book Section**  
A chapter or section in a book.
- Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If a conference item has been published in a journal or book then please use "Book Section" or "Article".
- Book**  
A book (print or in the electronic format) or a conference volume.
- Thesis**  
A thesis or dissertation.
- Report**  
A report. This may be a technical report, project report, documentation, manual, working paper or conference paper.
- Patent**  
A published patent. Do *not* include as yet unpublished patent applications.
- Artefact**  
An artist's artefact or work product.
- Show/Exhibition**  
An artist's exhibition or site specific performance-based deposit.
- Composition**  
A written record of musical composition.
- Performance**  
Performance of a musical or theatrical event.
- Image**  
A digital photograph or visual image.
- Video**  
A digital video.
- Audio**  
A sound recording.
- Dataset**  
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- Experiment**  
Experimental data with intermediate analyses and summary results.
- Teaching Resource**  
Lecture notes, exercises, exam papers or course syllabuses.
- Other**  
Something within the scope of the repository, but not covered by the other categories.


Click  to move to the next page, or use the navigational tabs along the top of the screen:  →  →  →  → 

## 2. Upload: Adding a Document

On this page you will be asked to upload a file for your item. Make sure to check that you have permission to upload a document. You can refer to SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/index.php>), which is a database of publisher policies for journals, guidance on the UWL Library webpages, or the publisher's website.


For the next REF, you are expected to be able to provide the author's accepted manuscript (i.e. the final refereed draft manuscript) for new journal articles and conference proceedings.

Upload a document by clicking , and selecting the relevant file to upload from your computer.

After uploading a file, you will need to edit a few details. Click on the  button which appears just below the file you have uploaded. This reveals the following fields: content, type, description, visible to, and embargo expiry date. You are only required to edit the following fields:

- **Content:** the default is 'draft version'. Make sure to select the content as 'accepted version' if you are uploading the author's accepted manuscript. Only select 'published version' if you are uploading the final publisher's version and have permission to do so.
- **Embargo Expiry Date:** most publishers will stipulate an embargo period (i.e. a time following publication during which the uploaded file should be locked for public access). This is usually stated as a number of months from the date of first online publication. Embargo periods may be found on SHERPA/RoMEO for journal articles, or on the publisher's website for other types of publications.

Calculate the embargo expiry date from the date of **first online publication** if this is available. For articles in press, calculate the embargo expiry date from **the date of acceptance** (this will be amended by the Repository Team later when the date of publication is known). For articles with no embargo period, leave this section blank.

Click  to move to the next page.

## 3. Details: Adding Bibliographic Information

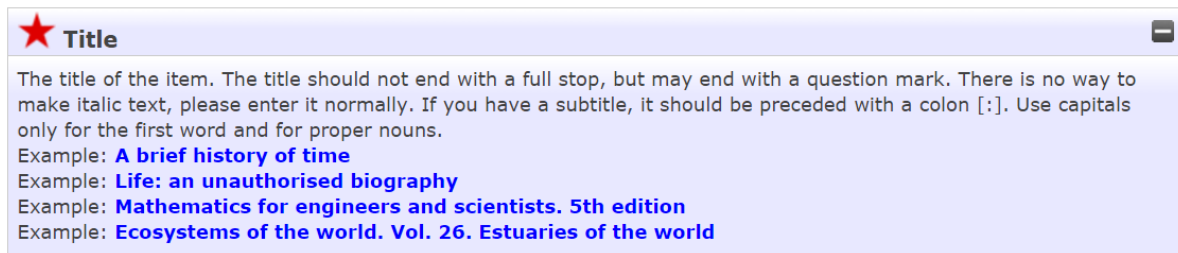
The information you will need to provide will differ depending on the item type you are depositing, but the page will clearly tell you what details are required. Mandatory fields are starred but try to provide as much bibliographic information as possible when filling in the record.

If you used a DOI in the first step of depositing, part of the bibliographic details will have been automatically populated.

Additional guidance: you may open an additional information box to see guidance and examples whenever you are not sure what kind of information to enter or in what format. This information is placed in nearly every section on the right-hand side, and is marked by ‘?’.



For example, to see more information for the ‘title’ field click on ‘?’:



### Entering titles

Please make sure that you use sentence case in titles of articles, conference papers, books, book sections and artefacts: only capitalise the first letter of the first word, any proper names and acronyms.

### Abstracts

Abstracts are very useful to provide, especially for items under embargo. It helps a visitor to the Repository know what the item they are looking at is about, and helps improve the ranking of your item on search engine results.

### Creators

These are the authors of the work. List all co-authors in order. If you are providing the name of a UWL author, begin writing a surname and the other fields will automatically populate. Provide the author’s ORCID number wherever possible.

### Division and REF Unit of Assessment

Select the relevant division (i.e. the school you work within) and the probable REF Unit of Assessment to which your work will be submitted (compulsory for all research outputs). The Unit of Assessment selected at this stage may be changed at a later date.

### Dates

In this section you are asked to give the date of first publication date (online or in print – whichever is earlier) and indicate what type of date it is, if known. From the 1 April 2016 you are obliged to provide the date of acceptance for journal articles and conference proceedings, and also send your evidence of acceptance to the UWL Repository team to assist with REF audit procedures.

All dates should be as complete as possible, including the year, month and day (although year and month are also sufficient if the day is not known).

Types of dates:

- Published – the first print publication date
- Published Online – the first online publication date
- Accepted – the date of acceptance for publication
- Submitted – the date when an item was submitted to the publisher (not currently used)
- Completed – the date of completion or presentation of an unpublished paper at a conference

### Publication Details

These fields are largely self-explanatory. Please fill in as many details as you know.

### Funders/Projects

The funders and projects fields are used when you received resources from a funding body for your project.

### Contact Email Address

If an email address is provided here, it will enable the 'request a copy' feature. When your record goes live in the Repository, it will allow members of the public to email you to ask for a copy of your work. This is useful if your work is likely to be under a long embargo period.

### Uncontrolled Keywords


Providing keywords related to your item will help to improve the ranking of your item on search engines.

### Additional Information

This field is reserved for Library staff to add copyright information about the publication.



### Comments and Suggestions

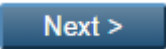
If you would like to provide a private note to the Repository team you can use this field.

Click  to move to the next page.


## **4. Subjects**

On this page you should select at least one and a maximum of three subjects that relate to your item. It is recommended to select as specific subjects as possible.

Use the  symbol to expand the subject trees and click  to add the subject to your item.


Click  to move to the next page.

## 5. Deposit

On this page you will agree to the terms of the University of West London deposit license. Select  to complete the record.

You will be returned to a 'View item' page, which shows you a summary of the item you wish to deposit.

### Final Steps

To complete the deposit of the record into the Repository, you should click . This moves the item into the live Repository.

If you are depositing a journal article or conference paper, you should email the Repository Team evidence of acceptance for publication (e.g. an email from the journal editor accepting the article for publication). These emails can be forwarded to [library@uwl.ac.uk](mailto:library@uwl.ac.uk)

## What Happens Next?

A final confirmation that deposit has been made and your item is live in the UWL Repository will look like this:



The item is made immediately available in the Repository. The item's bibliographic information will be publicly visible, but any files uploaded will not be publicly accessible until any applicable embargo period expires.

The Repository Team will check all deposited items and email you if any issues are found.

If you have deposited an in press/accepted item, the Repository Team will update the bibliographic details and embargo expiry date (if applicable) upon the item's publication.

## Checking Existing Items in the Repository

### Checking Your Deposits

When you log-in to the Repository you will be automatically directed to the 'Manage Deposits' area. Here, you will see all the deposits you have completed or have in-progress.

## Manage deposits

















[? Help](#)

[New Item](#)

Import from  [Import](#)

Displaying results 11 to 15 of 15. Show **10**, **25** or **100** results per page.  
[Previous](#) | [1](#) | [2](#)


**User Workarea**  **Under Review**  **Live Archive**  **Retired**

Last Modified	Title	Item Type	Item Status	Date Deposited	
23 Jan 2017 09:51	Towards a beneficial World Heritage: community involvement in the Blaenavon Industrial Landscape	Article	Live Archive	23 Jan 2017 09:43	  
27 Jan 2017 13:55	Formalizing homogeneous language embeddings	Article	Live Archive	27 Jan 2017 13:08	  
30 Jan 2017 10:29	Paul Hamlyn Library: an integral part of UWL campus	Other	Live Archive	30 Jan 2017 10:29	  
06 Feb 2017 11:32	An overview of digital media in Latin America	Book	Live Archive	06 Feb 2017 11:06	  
08 Feb 2017 10:31	An introduction	Article	User Workarea	UNSPECIFIED	   

Displaying results 11 to 15 of 15. Show **10**, **25** or **100** results per page.  
[Previous](#) | [1](#) | [2](#)

The records highlighted in green are complete and are publicly accessible in the Repository. These will display the item status 'Live Archive'.

The records highlighted in yellow have not yet been completed. You can continue working on

the deposit by clicking the edit icon:  .

### Checking Co-Authors' Deposits

If you would like to check whether or not a UWL co-author has already deposited a paper, you can use the search function. This is accessible on the Repository home page or the right-hand side menu. Just search by the title or author.

Alternatively, you can use the browse function. This can be found on the right-hand side menu. Hover over 'Browse Items' and then select 'Authors'.

You will be presented with a list of all the names of authors associated with deposits in the Repository. Just navigate by surname and click the appropriate person to check their list of deposits.

You cannot edit the deposits of your co-authors, so please contact the Repository Team if you require any changes to be made.

**Menu**

- ▶ [Home](#)
- ▶ [About](#)
- ▶ [Help](#)
- ▶ [Search](#)
- ▶ [Browse Items](#)
  - [Year](#)
  - [Subject](#)
  - [School](#)
  - [Authors](#)
  - [Type](#)
- ▶ [Author Guidance](#)
- ▶ [Library Catalogue](#)
- ▶ [Statistics](#)

## Further Help

For further help and advice in depositing and information about the UWL Repository please contact [library@uwl.ac.uk](mailto:library@uwl.ac.uk).

*Last updated March 2017*