

GRO Guidelines: Adding practice research outputs to GRO

Background

[Goldsmiths Research Online \(GRO\)](#) is Goldsmiths' institutional repository, providing open access to research produced at Goldsmiths and acting as a showcase for our researchers work. Along with traditional text publications, it holds a wide range of practice research outputs created by staff and doctoral researchers at Goldsmiths.

The aim of GRO is to capture the diverse nature of research at Goldsmiths and has 28 output types, including a wide range of practice research options, that enable researchers to create an effective digital representation of their practice research outputs. The repository is intended to provide long-term, public, free access to these materials to anyone in the world with an internet connection.

All Goldsmiths staff and doctoral researchers can login to add details of their research. You do not need to sign up. If you are a staff member or PhD researcher, you have default log in access.

Deposit guidelines

1. To upload your work to GRO, log in to <http://research.gold.ac.uk> with your campus username and password. You will see your "**Manage Deposits**" area.
2. In "Manage Deposits" click on "**New Item**".
3. The first section of the record you need to complete is "**Item Type**". There are 28 output types in GRO, including a wide range of practice research options such as art object, artist's book, audio, broadcast, composition, design, digital, exhibition catalogue, film/video, image, performance, project and software.
4. In the "**Upload**" section, add any relevant files that are associated with the item.

This can be the work itself (e.g. an audio file of a composition or the PDF of the full score), an extract of the work itself (e.g. a video file of an extract of a film or its trailer), or documentary/supplementary material (e.g. still photographs of an exhibition, a PDF of a press release or other publicity materials for an exhibition).

One output can be represented by multiple files in different formats (e.g. text, images, audio, video).

5. In the “**Citation**” section, fill in the basic bibliographic details. These are the fields marked with a red star.

6. Although not mandatory, it is very useful to complete extra fields as a way of providing relevant contextual information about the item which can help provide an effective representation of your work on GRO.

We recommend adding details in the following fields:

- **Abstract or Description.** Enter information about the scope of the work and any relevant contextualisation. There is no word limit to the field but typically descriptions are around 300-words.
You may want to include information in the following areas: the research process you went through, the research dimensions and insights of the work, and how and where the work was shown, performed or shared.
- **Contributors.** List the names of any collaborators that you wish to acknowledge.
- **Event location.** The location of an event, performance, screening or exhibition.
- **Dimensions/Duration.** The dimensions or duration of an art object, film/video, installation or sound piece.
- **Date range.** Start and end dates of an exhibition or project.
- **Official URL and Related URLs.** Enter the URL of the official webpage of the work and any relevant URLs related to the project. Links can be provided to gallery web pages, artist’s web pages or reviews.

7. When all the details are in place, click “**Save & Return**” followed by “**Deposit Item**”. Accept the terms and conditions by clicking “**Deposit Item Now**”.

You will see a green banner that says the item is “**Under Review**”. If you don’t see this, please email gro@gold.ac.uk for help as this means your item has not been deposited.

8. The record will then be checked by a GRO editor who will review your record and make it live.

File formats

Files held in GRO are intended to remain available in perpetuity. We therefore recommend that you use the formats below to ensure that your work remains accessible.

- **Text:** PDF (.pdf)
- **Images:** JPEG (.jpeg, .jpg), PNG (.png), GIF (.gif), TIFF (.tiff, .tif)
- **Audio:** MP3 (.mp3), Apple Lossless / M4A (.m4a), WAV (.wav), AIFF (.aiff), FLAC (.flac)
- **Video:** MP4 (.mp4), MPEG (.mpeg), MKV (.mkv), AVI (.avi), Quicktime (.mov), H.264 codec

Other formats may be deposited, but these may not be as widely accessible or remain preserved for as long.

The repository is a web-based service, for audio visual and multi-media digital objects so we recommend that you include a version suitable for web delivery and save an archival quality copy elsewhere.

Copyright

You are able to upload copyright-free full text material to GRO (e.g. text or multimedia material for which you hold the copyright, or which you have cleared permissions from the copyright owner).

Potential copyright holders, apart from yourself who you may need to contact to clear permission, include photographers, museums, archives, galleries, picture agencies or publishers.

We have a [copyright decision-making workflow guide](#) for practice researchers who want to upload text or multimedia content to GRO. The resource guides depositors through the steps we recommend practice researchers take to ensure the content they wish to make available on GRO is suitable for deposit.

Licensing

You can specify a Creative Commons licence on the uploaded file that allows other people to know how to use a work in an appropriate way without infringing copyright. Further information on Creative Commons licensing is available in the 'Licensing and copyright' section of our [Practice Research LibGuide](#).

Embedding a video from another site

It is possible to embed a video in GRO record to stream content from another site, like YouTube and Vimeo as with these examples from [Saskia Olde Wolbers](#) and [Barby Asante](#).

To embed a video from another site, add the URL from the video hosting site to the "Official URL" field in GRO.

Updating records

Practice research outputs are often the result of long-term projects that change and develop over time so the descriptive information in the "Citation" section can be updated during the lifetime of a project.

If you wish to upload new files to a record that is publicly available, please email gro@gold.ac.uk with the files and an editor will add them to GRO on your behalf.

Your Goldsmiths staff profile

Once checked by a GRO editor and made live, your GRO deposits automatically feed into your staff page with the next Goldsmiths site sync (usually within one working day).

To enable or disable GRO deposits to feed into your staff profile, please enter your campus username in the "Author ID" section (e.g. abcd001@gold.ac.uk) on the deposit form and select "Yes" or "No" on the drop-down menu under "Show on staff website?".

There are different options for ordering the research outputs that feed into staff profile pages from GRO. The ordering options available for practice researchers are listed on our [Practice Research LibGuide](#).

If you would like to change the order of your research outputs on your staff profile page, please email gro@gold.ac.uk and we will liaise with the Communications team to update your page.

Further support

Further information on capturing practice research outputs on GRO, along with guidance on a range of open research practices and tools relevant to practice research is available on our Practice Research LibGuide <https://libguides.gold.ac.uk/practiceresearch>

Guidance on creating GRO "project" records for multi-component practice research entries is available at <https://research.gold.ac.uk/id/eprint/29447/>

If you need any help or advice with adding practice research to GRO, please email gro@gold.ac.uk