

## **Guide for GRO editors**

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Editors are required to check the following: copyright, accuracy, file formats and completeness.

### ***Copyright***

It is important to verify copyright permissions before making materials publicly available through GRO. Failure to do so may result in legal action.

### **Text-based work**

Please use the SHERPA/RoMEO online resource at <http://www.sherpa.ac.uk/romeo/> to verify publishers' policies. In some cases, it may be useful to check directly with individual publishers through their website. Look out for any special requirements (such as the insertion of particular statements) or embargos.

### **Audio-visual work**

In case of composite material (i.e. involving text, photographs etc.) please ensure that copyright permissions have been obtained for all parts. In cases where deposits contain third party copyright material and no permission is evident, return the deposit to the original depositor and query this.

### ***Accuracy***

Please ensure correct spelling throughout. Also watch out for any special characters (e.g. quote marks, apostrophes, accent grave, è, or aigu, é, etc.) which Eprints sometimes wrongly encodes (you'll see a string of blank spaces, apostrophes and a question mark)

### ***File formats***

In order for users to view material online, certain file formats need to be used that are compatible with web delivery.

### **Text-based work**

If uploading full texts, please ensure that they are in PDF format. In order to turn Word documents into PDFs you will need Acrobat Reader and Acrobat Distiller installed on your PC. To check if these are available on your PC open Word, click on "Print" and look through the list of printer names. One of them should read "Acrobat Distiller". Select this option if you want to convert documents into PDFs.

Please observe the following file naming convention: Files should start with abbreviated department code (e.g. SOC for sociology, MUS for music, POL for politics, PSY for psychology etc.). This is followed by a hyphen (-) and the

depositors last name, year of publication (or creation) and a letter (a, b, c, d and so on):

SOC-Bell2007a  
SOC-Bell2007b etc.

## **Images**

Images should be uploaded in any of the following formats: JPEG (.jpeg, .jpg), JPEG2000 (.jp2, .j2k), PNG (.png), GIF (.gif). If images are provided in any other format, please return the deposit to the author/creator and ask for it to be converted.

Music and sound

Audio files should be uploaded in any of the following formats: MP3 (.mp3), RealAudio (.ram). If audio files are provided in any other format, please return the deposit to the author/creator and ask for it to be converted.

## **Video**

Video files should be uploaded in MPEG (.mpeg), AVI (.avi) or Quicktime (.mov). If video files are provided in any other format, please return the deposit to the author/creator and ask for it to be converted.

NB For large files (>1Gb) please contact [lib-eprints@gold.ac.uk](mailto:lib-eprints@gold.ac.uk).

## **Completeness**

For GRO to be useful and effective resource, we need to supply as much metadata (information about each deposit) as possible. Certain fields (e.g. *title*, *name*, *peer review* etc.) are required in order to move deposits into the live archive. Most fields, however, are optional. Please attempt to input as much information as possible. Particularly useful optional fields are *abstract* and *uncontrolled key words* as well as the item's *official URL* (a link to the published version).

## **Your Preferences**

As an editor, you can chose to receive editorial alerts, that is, GRO will send you email notifications about deposits that have arrived in your user *workarea*. To switch this function on or to amend the frequency of notifications, go to *profile* and click on *modify profile*. At the bottom of the page you can then set your preferences.