

Deposit guide

Recommendations for depositing diverse research outputs in institutional repositories

An institutional repository (IR) serves as a public archive of your research output. What to deposit depends on your institution's guidelines and your personal preferences. It can act as a showcase for your work and facilitate Open Access if you upload a full-text version.

Your Deposit

DECISIONS

BE DILIGENT, YOU ARE CREATING A PUBLICLY VISIBLE RECORD.

WHAT CAN I DEPOSIT? The IR is a publicly accessible archive for research outputs and facilitates Open Access (OA). It also acts as a showcase for your own and your institution's research. What to deposit depends on your institution's guidelines and your personal preferences.

WHAT DOES A DEPOSIT CONSIST OF? Usually, a deposit has 2 elements: A record, which is assembled through the information you provide, and an **upload**, a digital file you attach to the **record**. This can either be the work itself, e.g. a PDF of a book, or documentary/supplementary material, e.g. a PDF of a press release for an exhibition.

WHAT IF THE WORK HAS DIFFERENT INSTANCES (VARIANTS)? If the same work appears in different locations, forms or variations, you can create separate **items** for each. To retain an overall relationship between these, use the same title and include in square brackets the differentiating feature, e.g. "Beacon [train station]" and "Beacon [gallery]". You can also use title followed by comma and part I, II, III, e.g. Beacon, part I.

WHAT IF THE WORK DOESN'T FIT THE GIVEN ITEM TYPES? If available, select item type "Other" or choose the most relevant existing type and specify the exact type of work in the title using square brackets, e.g. "Beacon" [generative text sculpture].

WHAT IF THE WORK COMPRISES MORE THAN ONE ITEM TYPE? Either choose the most prevalent/appropriate one and identify the others in the description of the item, or create separate deposits, linking them by using the same title and, if possible, include hyperlinks (relationships) to related items.

UPLOAD

MANDATORY IN SOME INSTITUTIONS – You can upload the work itself, e.g. journal article or a film, or related documentation, e.g. film stills. To satisfy Green OA requirements you may be able to upload a **post-print** or published version.

RECOMMENDED FORMATS FOR UPLOAD

Text PDF / Word (.doc)
Image JPEG (.jpg)
Moving image MPEG-4 (.mp4) / MOV (.mov) / Flash video (.flv)
Sound MP3 (.mp3) / wav (.wav)
Check your institutional guidelines for file size restrictions

RIGHTS AND LICENCES

WHAT CAN YOU UPLOAD? You can upload any kind of digital object if you are the copyright holder, or have permission from the copyright holder to do so. Potential copyright holders, apart from yourself, include publishers, photographers, museums and estates, picture agencies. Be aware that some works can have multiple copyright holders.

PERMISSIONS
– You can specify a licence or include instructions that cover re-use of the uploaded file(s)
– Specify proper attribution and rights and/or restrictions for distribution, modifications, commercial uses, derivatives
– Look at Creative Commons licences for details

RESOURCES
Publishers' copyright policies: www.sherpa.ac.uk/romeo
Licences: www.creativecommons.org
Copyright toolkit: www.web2rights.org.uk
Author's rights: www.arl.org/sparc/author

DESCRIPTION AND NAMING

Provide a description of what the upload is, e.g. "installation shot", "publicity material", "screenshot" or "first chapter" in the file name, upload title field and/or description. Name digital files in an explanatory and consistent manner, e.g. title_press_release_april2012.doc.

RECORD

MANDATORY – Information that describes the work and creates the **citation**. The record consists of **core metadata** and **additional metadata**.

YOU ARE CREATING A PUBLIC CITATION OF YOUR WORK, MAKE SURE YOU DESCRIBE IT APPROPRIATELY AND COMPREHENSIVELY.

CORE METADATA

TITLE Title of the work you are depositing. Only use quotation marks/inverted commas to indicate direct speech. Some items may require descriptive data in the title, e.g. musical pieces written for specific instruments, such as "Blue Moon, opera for 6 violins and helicopter".

CREATOR(S) Only deposit work you have (co-)created. For the purpose of IRs, you are the creator of an **item**, such as an exhibition to which you have contributed, even though you are not the primary creator, i.e. the curator.

CONTRIBUTOR(S) Any additional contributor, e.g. set designer, curator, composer.

ABSTRACT Description of the work that is comprehensible to those outside your field.

DATE AND/OR DATE RANGE
When the work or instance of the work was first accepted, published, performed or exhibited etc.

LOCATION AND PUBLICATION
Data about where the work is published, performed, shown or located.

FUNDING INFORMATION Details such as awarding body and award name and/or grant number.

KEYWORDS Concepts, actions, genres and proper names that describe the work. Be precise and consistent as keywords enhance **discoverability**.

ADDITIONAL METADATA

See Item Types for concrete suggestions. Where no dedicated metadata fields are provided, include this additional information in the **Abstract** field.

Item Types

ARTICLE

DESCRIPTION: Published journal article (generally peer reviewed), editorial, **book review**, letter

ADDITIONAL METADATA: ISBN, ISSN (print and online), DOI, URL, peer reviewed yes/no, pages, volume and issue number, publisher name and location, PubMed ID

CREATIVE WRITING

DESCRIPTION: Novels and novellas, short stories, poems, plays

ADDITIONAL METADATA: ISBN, URL, peer reviewed yes/no, pages, publisher name and location

OTHER WRITING

DESCRIPTION: Published written work (not necessarily peer-reviewed) such as technical reports, manuals, working papers, discussion papers, **grey literature**, research reports, columns, newspaper and magazine articles, opinion pieces, blog posts

ADDITIONAL METADATA: ISBN, ISSN, URL, peer reviewed yes/no, pages, publisher name and location, commissioning body, DOI

ARTWORK

DESCRIPTION: Work of art, e.g. photograph, painting, drawing, ceramic, textile, installation, sculpture, multimedia

ADDITIONAL METADATA: Material, technique, dimensions, collection name and/or current location, acquisition date, copyright holder(s), media

DESIGN & ARCHITECTURE

DESCRIPTION: Work originating from design or architectural practices, e.g. fashion design, costume, stage design, interior, typeface

ADDITIONAL METADATA: Material, technique, client, location, purpose and application, copyright holder(s), media, manufacturer

PATENT

ADDITIONAL METADATA: Country of publication, patent kind code, patent registration number, application number, patent assignee

BOOK

DESCRIPTION: Published monograph, edited book, scholarly edition, **translation**

ADDITIONAL METADATA: ISBN, URL, peer reviewed yes/no, pages, publisher name and location, PubMed ID

DIGITAL OBJECT

DESCRIPTION: Work that is born digital such as software, website, simulation, blog, podcast, game, application, algorithm

ADDITIONAL METADATA: Format, version, type/genre, publisher, purpose and application, platform

PERFORMANCE

DESCRIPTION: A realisation of your work such as an art performance, reading, staged play

ADDITIONAL METADATA: Type/genre, event name, event location, event date, duration, media

BOOK CHAPTER

DESCRIPTION: Book chapter or section. Can also include grouped substantial dictionary or encyclopaedia entries

ADDITIONAL METADATA: ISBN, URL, peer reviewed yes/no, page range, publisher name and location, PubMed ID

EXHIBITION

DESCRIPTION: An exhibition featuring your work, or one that you have curated

ADDITIONAL METADATA: Date range, location (venue name, city and country), group/solo, exhibition catalogue, media

SOUND & MUSIC

DESCRIPTION: A work of music or sound, e.g. composition, score, song, opera, recording, audio realisation, radio show

ADDITIONAL METADATA: Sound recording details (format, publisher/label name and location, series, catalogue number, release date), duration, performers, genre, style, copyright holder(s), media

CONFERENCE ITEM

DESCRIPTION: Work related to a conference, e.g. paper, proceedings, presentations, posters

ADDITIONAL METADATA: ISBN, ISSN (print and online), DOI, URL, peer reviewed yes/no, pages, volume and issue number, publisher (name and location), PubMed ID, conference name, location and date range

MOVING IMAGE

DESCRIPTION: Feature film, documentary, animation, artists film and video, programme series

ADDITIONAL METADATA: Format, technique, publisher, duration, collection, screenings and broadcasts (event name, location, date), copyright holder(s)

TECHNOLOGY, TECHNIQUE & DEVICE

DESCRIPTION: Physical artefacts and processes developed from medical, biological and physical sciences, e.g. cell line, virtual patient, DNA model

ADDITIONAL METADATA: Genre, materials, dimensions, purpose and application, copyright holder(s), location, manufacturer, media

Defiant Objects

BOOK REVIEW

If no specific item type is given, the title should read "Title of review [Review of Moby-Dick; or, The Whale by Herman Melville]" or, if the review does not have a separate title, "Moby-Dick [Review of Moby-Dick; or, The Whale by Herman Melville]".

PROJECT

Where different research outputs are related, create a record for the overall project, using item type "Project" if it is available in your IR, as well as individual records for each output, using their appropriate item type. Indicate relationships by placing the project name and date range in square brackets in the title, e.g. "Arboreal Etudes [Living Sounds, 2010-11]". Include a standard description of the project alongside each item's abstract. This should contain project title, date range, funding/commissioning body and, if available, location and URL.

COMPOSITE WORKS

Outputs may be formed of multiple item types, such as a sound installation that comprises devices and projections. Choose the item type most relevant for the work, e.g. Sound & Music, but describe the different elements in the abstract field.

Where an element might constitute an individual output, e.g. composition, film etc., create separate records. Indicate relationships in the Abstract and/or title, e.g. "Arboreal Variations II, composition [part of Arboreal Etudes]".

Use the Related URL field to connect related records. The date should always refer to the first showing or performance of the work.

MULTIMEDIA UPLOADS

Try and keep a clear relation between uploads and the research output being recorded.

Permissions and licences for any uploaded file need to be clear. Metadata for uploaded files should be added during deposit, including roles: e.g director or photographer.

Check that files play/view correctly; use preferred formats and encoding where possible.

DIGITAL OBJECT

Software versions or game platforms should be noted in the title, e.g. "Monkey Island [version 2.3 for Sega]".

For complex digital objects such as computer games, specify your role (e.g. programmer, designer) in the **abstract**.

If contributing a text to a website (e.g. Huffington Post) or blog (e.g. EvolutionBlog), record as item type Article or Other Writing, but if you have created your own website or blog, record as Digital Object.

SCREENINGS & BROADCASTS

Record details of screenings and broadcasts within the record created for the object (e.g. moving image, composition).

Include date of screening or broadcast, medium (e.g. TV, radio, podcast), broadcast details (e.g. BBC2), screening event and location (e.g. Locarno International Film Festival), dates.

Glossary

ABSTRACT Brief summary or description of your work

CITATION Condensed description used for referencing your work and derived from the record you create

DEPOSIT An item consisting of record (**citation**) and **upload** entered into the repository

DIGITAL OBJECT IDENTIFIER (DOI) Character string that uniquely identifies a digital object e.g. journal article or book

DISCOVERABILITY The quality of being easily findable and visible. Institutional repositories enhance this for their contents by providing well-structured data

FULL-TEXT Entire work, or **version** of work, **uploaded** as a digital file to the repository

GREEN OPEN ACCESS (GREEN OA) Deposit (self-archiving) of your work in a publicly accessible archive such as an **institutional repository**

GREY LITERATURE Written material not commercially published, e.g. reports, white papers

ITEM A record in the **institutional repository** identified by a unique and stable web address (called 'URI'), e.g. <http://yourrepository.ac.uk/1234>

INSTITUTIONAL REPOSITORY (IR) Online public archive of research outputs managed by your institution

METADATA Data that describes your work, e.g. title and date, and forms the record

OPEN ACCESS (OA) Free availability of research outputs online

POST-PRINT Final draft author's manuscript including revisions after peer review but prior to proof correction and type-setting. Please note that not all publishers use the same terminology

PRE-PRINT Author's manuscript prior to peer review

RELATED DOCUMENTATION Additional material accompanying your work or parts of your work that can be uploaded, e.g. press release, photographs, trailer

RESEARCH OUTPUT Work produced through your research, e.g. articles, exhibitions, performances, film

UPLOAD Associated digital file that you append to your deposit. This can be the **full-text** and/or related documentation

VARIANTS Related research outputs that differ to such an extent as to warrant separate **deposits**, e.g. installations in different locations

VERSIONS Closely related instances of research output for which one deposit may suffice, e.g. draft and published version