

Adding Individual Publication Records to UEA Digital Repository

Before depositing your record

Please check that the record is not already stored in UEA Digital Repository (<https://ueaeprints.uea.ac.uk>). As some research has contributors from more than one UEA department, it is possible that the citation you want to add is already there. Check for this before logging in and entering the data by doing an **Advanced Search** by selecting 'Search' in the left hand menu and then 'Click here for an advanced search' .

In order to deposit publication data into UEA Digital Repository, select 'log in' from the bottom of the left hand menu. You then need to log in to UEA Digital repository using your UEA IT username and password.

Creating a new record manually

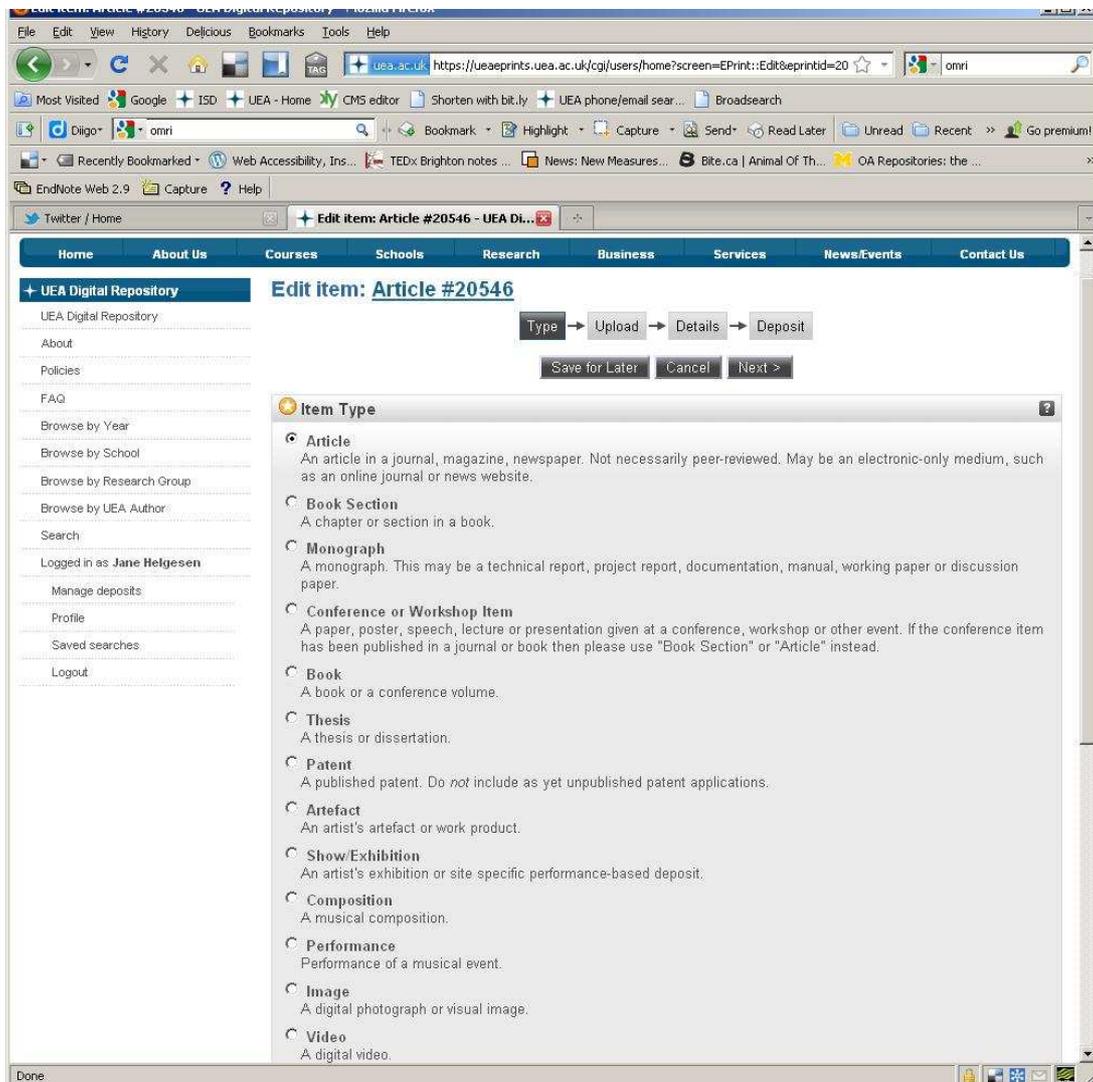
To create a new record from scratch select 'New item'

The screenshot shows the 'Manage deposits' interface in a Mozilla Firefox browser. The page title is 'Manage deposits - UEA Digital Repository'. The browser address bar shows the URL <https://ueaeprints.uea.ac.uk/cgi/users/home>. The page features a navigation menu with links for Home, About Us, Courses, Schools, Research, Business, Services, News/Events, and Contact Us. A sidebar on the left contains a 'UEA Digital Repository' section with links for About, Policies, Browse by Year, Browse by School, Browse by Research Group, Browse by Author, Search, Logged in as Rachel Henderson, Manage deposits, Manage Records, Profile, Saved searches, Review, Admin, Edit page phrases, and Logout. The main content area is titled 'Manage deposits' and includes a 'Help' button, a 'New Item' button, an 'Import from' dropdown menu set to 'BibTeX', and an 'Import' button. Below these are four checked checkboxes: 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table displays a list of records with the following columns: 'Last Modified', 'Title', 'Item Type', and 'Item Status'. The table contains four rows of data:

Last Modified	Title	Item Type	Item Status
21 Dec 2010 09:38	UNSPECIFIED	Article	User Workarea
09 Dec 2010 10:55	The National Occupational Standards and the Assessment of Student Police Officers	Thesis	Live Archive
30 Nov 2010 05:13	Upper rim appended hybrid calixarenes via click chemistry	Article	Live Archive
14 Oct 2010 14:14	UNSPECIFIED	Article	User Workarea

At the bottom of the table, there is a dropdown menu set to 'Abstract' and an 'Add Column' button. The footer of the page contains copyright information: '© UEA 2009. All rights reserved. University of East Anglia, Norwich, NR4 7TJ, UK. Telephone: +44 (0) 1603 456181. Accessibility Statement. Legal Statements'.

The option 'Item Type' will appear. Usually the default is 'Article' but you can also select from a list of other types of research item. If you don't have a research object (i.e. the full text) to upload the next step to depositing your publication data is to click 'Details' at this point.



Adding information about your article (metadata) to a record

The next screen is for 'Details': the information about your article (item) will help to make it searchable and will put it into categories. There is an autocomplete option for some fields (for example, Title, Creators, Project, Journal or publication title).

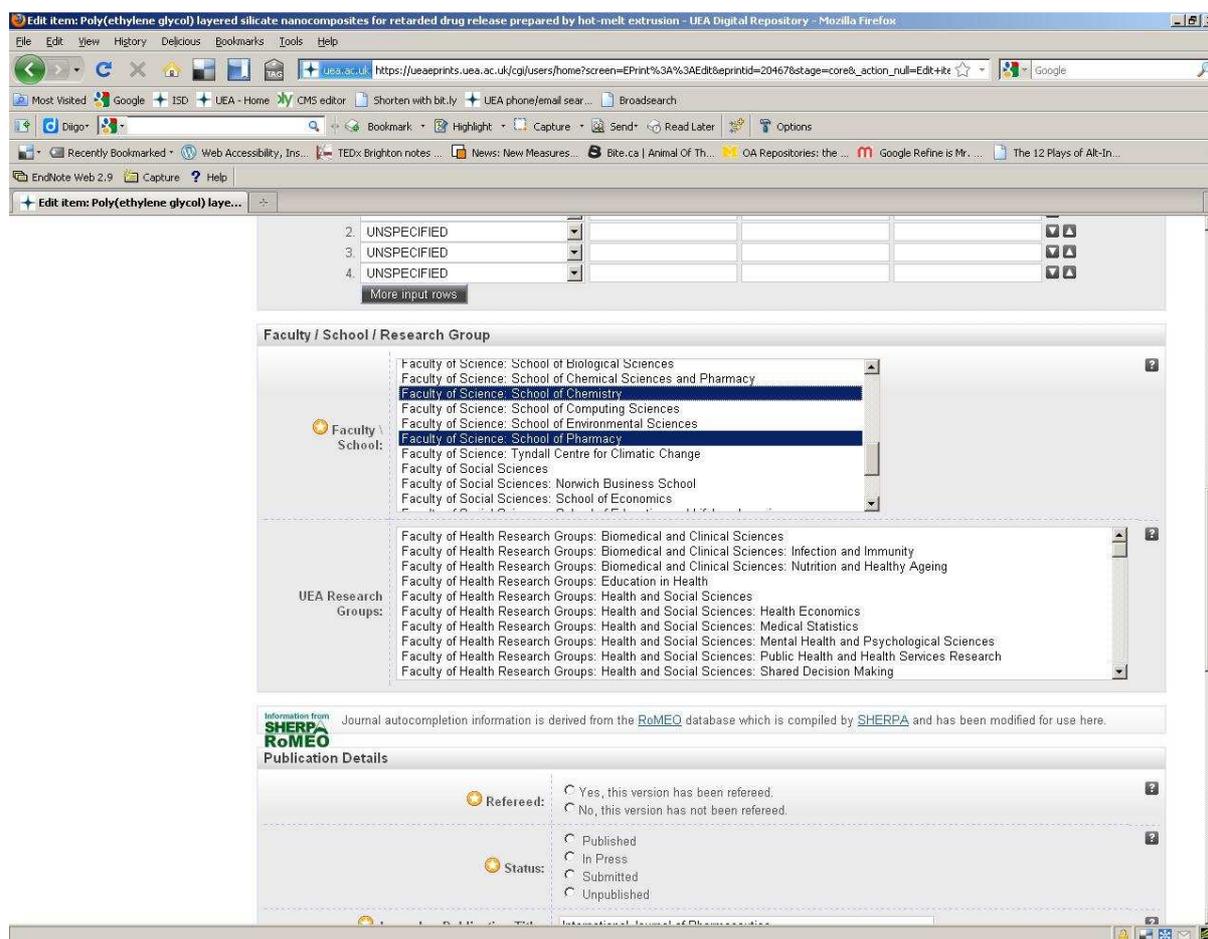
The title search will double-check to check to see if the item has already been added to UEA Digital Repository. Even if you have not added an item, it may already have been added to the repository by somebody else (e.g. if it has cross-department authors or if it deposited as part of the initial transfer of data from school and faculty databases).

The Creator field will suggest staff names from UEA. **In order for an item to appear listed in the 'Browse by author' field you will need to select the author's UEA ID.** This will provide the author name in the format that is stored in the UEA HR and IT database. However you can edit this to display the name as it appears in the article eg initials rather than the full name.

The screenshot shows the 'Edit item: Article #18513' page in the UEA Digital Repository. The page is titled 'Edit item: Article #18513' and has a navigation bar with 'Type', 'Upload', 'Details', and 'Deposit'. The 'Details' step is currently active. The 'Title' field contains 'An altern'. The 'Render Options' section shows a dropdown menu with 'record.' selected. The 'Abstract' field contains two entries: 'Harvey, IM, Flowers, J and Battersby, J (2004) *An alternative approach to quantifying and addressing inequity in healthcare provision: access to surgery for lung cancer in the east of England*. Journal of Epidemiology and Community Health, 58 (7). pp. 623-625.' and 'Haydn, T., Barton, R. and Oliver, A. (2008) *An alternative model of continuing professional development for teachers: giving teachers time*.' The 'Creators' section has a table with columns for Family Name, Given Name / Initials, and UEA Login ID, with four rows for entry.

	Family Name	Given Name / Initials	UEA Login ID
1.			
2.			
3.			
4.			

In the faculty/school field select one or more schools, if the article represents research from across UEA.



Once the details have been completed, the article can be saved. It is not yet publicly visible. The item will be passed to a review for an editor to make live in the repository (the relevant Editor in your faculty will be alerted at this point. If you want to make changes to the record, select Return to Work Area.

Importing a new record via a DOI (Digital Object Identifier) or via Endnote

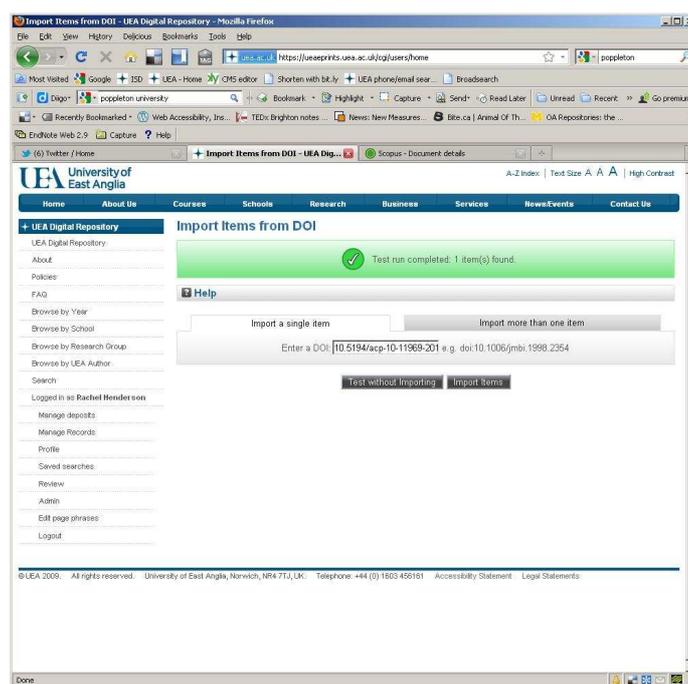
If you don't want to spend time adding each item manually (as above), you have an option to import a record via a DOI or Endnote citation for example, which will autocomplete some of the article details.

Importing a DOI:

Select 'Manage deposits' from the left hand menu. From the 'Import from:' drop-down menu, choose DOI (Crossref) and click the 'Import' button. Enter the DOI.

You can also import multiple DOIs/citations in bulk by this method by choosing the 'Import more than one DOI' tab. By selecting to test without importing, you can check for errors in DOIs before the import. Otherwise, simply select to import without testing.

Once the item(s) has been imported, proceed to the Details screen in order to edit the information relating to the record such as the School, UEA user ID (for the item(s) to appear in the 'browse UEA authors' view) etc.



(NOTE: If you have imported via DOI or a file, you will not be alerted immediately if there is already a similar record in Eprints so it is helpful to have done an initial check of the repository before you start using the Advanced Search option. Each evening ISD will check for duplicates, which will be listed as 'issues'. Any duplicates will be resolved by ISD staff in liaison with research managers.)

Once the details have been completed, the article can be saved. It is not yet publicly visible. The item will be passed to a review for an editor to make live in the repository. If at any time after entering the record, you want to make changes to the record, select Return to Work Area.

Importing an Endnote file:

Select 'Manage deposits' from the left hand menu. From the 'Import from:' drop-down menu, choose EndNote and click the 'Import' button. Click on the 'Import more than one item' tab and then click on the Browse button to find the EndNote file which contains the records you wish to upload (make sure this EndNote file ONLY contains records you wish to upload). Once the file has loaded, click on the 'Import Items' button.

By selecting to test without importing, you can check for errors before the import. Otherwise, simply select to import without testing.

Once the items have been imported, proceed to the Details screen in order to edit the information relating to the record such as the School, UEA user ID (for the item(s) to appear in the 'browse UEA authors' view) etc.

Once the details have been completed, the article can be saved. It is not yet publicly visible. The item will be passed to a review for an editor to make live in the repository. If at any time after entering the record, you want to make changes to the record, select Return to Work Area.

(NOTE: If you have imported via DOI or a file, you will not be alerted immediately if there is already a similar record in Eprints so it is helpful to have done an initial check of the repository before you start using the Advanced Search option. Each evening ISD will check for duplicates, which will be listed as 'issues'. Any duplicates will be resolved by ISD staff in liaison with research managers.)

Once the details have been completed, the article can be saved. It is not yet publicly visible. The item will be passed to a review for an editor to make live in the repository. If at any time after entering the record, you want to make changes to the record, select Return to Work Area.

If you have any queries or concerns about any aspect of this deposit process, please liaise with your research manager in the first instance.