



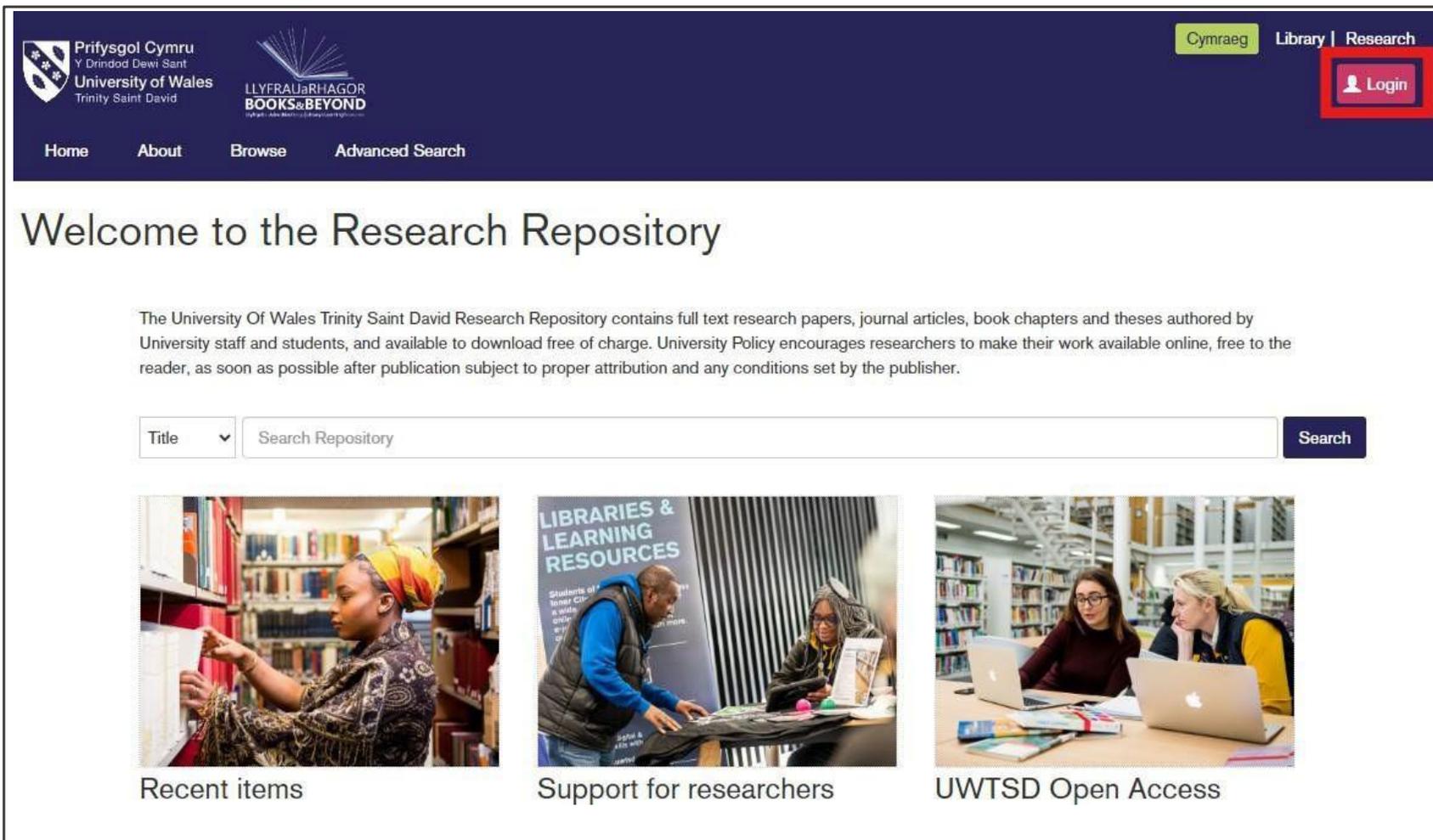
 Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David


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Llyfrgell a Adnoddau Llyfrgell / Library Learning Resources

Open Access Publishing

Deposit your work

1. Login with UWTSD login and password



The screenshot shows the top navigation bar of the UWTSD Research Repository website. The header includes the logos for Prifysgol Cymru (University of Wales Trinity Saint David) and LLYFRAU a RHAGOR BOOKS & BEYOND. The language is set to 'Cymraeg'. The main navigation menu includes 'Home', 'About', 'Browse', and 'Advanced Search'. The 'Library | Research' section is active, and the 'Login' button is highlighted with a red box.

Welcome to the Research Repository

The University Of Wales Trinity Saint David Research Repository contains full text research papers, journal articles, book chapters and theses authored by University staff and students, and available to download free of charge. University Policy encourages researchers to make their work available online, free to the reader, as soon as possible after publication subject to proper attribution and any conditions set by the publisher.

Search options: Title (dropdown), Search Repository (input field), Search (button)



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UWTSD Open Access



2. Click Manage Deposits

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CADWRFA YMCHWIL
RESEARCH REPOSITORY

Cymraeg Library | Research

Manage deposits Connect to ORCID

Manage records Profile Saved searches Review

Reports Admin Edit page phrases Logout

Home About Browse Advanced Search

Title Search Repository Search

Manage deposits

Help

New Item New Dataset

Import from BibTeX Import

Click on **Manage Deposits** and then **Select New Item**.
If you would like to deposit a dataset, please select **New Dataset**.

Edit item: Article #777

Type → Upload → Details → Subjects → rioxx → REF CC → Deposit

Save and Return Cancel Next >

☆ Item Type

Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

Book Section
A chapter or section in a book.

Monograph
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

Conference or Workshop Item
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

Book
A book or a conference volume.

Thesis
A thesis or dissertation.

Choose the type of item to be deposited. In most cases this is likely to be the default setting, "Article".

Change the selection to deposit a Book Chapter, Conference Paper, whole Book or another type of work.



3. Upload your output

Use [Open Policy Finder](#) to check the copyright agreement from your publisher.

Choose and upload your file here in PDF format. For Green route publications this should be the final peer-reviewed manuscript (the final accepted version which is ready for publisher typesetting).

For Gold route, please use the final peer-reviewed manuscript when uploading before publication and replace with the journal's published (i.e. typeset) version once it is published.

Articles should be uploaded to the repository within 3 months of publication, but can be deposited once accepted for publication and repository staff will restrict access until publication. Please allow at least 14 days before the end of the 3 month period for the Open Access team to process your deposit to ensure compliance.

Once you have uploaded your document please expand the **Show Options** tab and complete the output details, as below.



4. Assign a licencing agreement and an embargo date.

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.

File From URL

Choose File No file chosen Upload

Text
Bloggs, Joe (2024) Article name.pdf
Available under License CC-BY Creative Commons Attribution
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Content: UNSPECIFIED

Type: Text

Description:

Visible to: Anyone

License: Creative Commons CC-BY: Attribution 4.0 [UWTSDD Open Access Policy default]

Embargo expiry date: Year: Month: Unspecified Day: ?

Language: English

Update Metadata

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For Green route please select **Accepted version**.

If you are depositing under the Gold route and you have the publisher's formatted version you can select **Published version**.

Please select **Repository Staff only** if there is an embargo on your output. Your work will change automatically to be publicly available once the embargo period has expired. If there is no embargo, leave as **Anyone**. If you are unsure, please check [Open Policy Finder](#) or email openaccess@uwtsd.ac.uk

If your research is funded, you will normally need to select **Creative Commons: Attribution 4.0**. In some cases **Creative Commons: Attribution-Non-commercial 4.0** is acceptable. Please check the terms of your grant or speak to your research officer.

For non-funded research you can use a **Creative Commons: Attribution-Non-commercial –No derivative works 4.0 licence**. If you wish to use a different licence, please speak to your research officer.

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5. Add the details and metadata for your output.

The form contains the following sections:

- Title:** A single text input field.
- Abstract:** A large text area for the article's abstract.
- Creators:** A table with columns: Family Name, Given Name / Initials, ID, and ORCID. It has 4 rows and a 'More input rows' button.
- Corporate Creators:** A table with 3 rows and a 'More input rows' button.
- Contributors:** A table with columns: Contribution (dropdown), Family Name, Given Name / Initials, and ID. It has 2 rows.

Title of the article as it will appear in the journal or publication.

Abstract of article as it will appear in the journal; please provide an abstract for all types of deposit.

Please provide your ORCID number in the ORCID column: please note this is different to your University staff number or IT login. You will need to register for an ORCID ID if you do not have one at

<http://orcid.org/>.

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities, ensuring that your work is recognized. **You can also link your ORCID account to the repository, please see instructions [here](#).**

Please use your full names rather than initials to assist indexing and discovery of your work. **Please also add your UWTSD email address to the ID field.**

Leave blank unless your work has been authored on behalf of an organisation or public body (for example, an official report), in which case please specify the organisation here.

Leave blank unless there are additional contributors that you need to credit here, for example additional researchers who did not contribute to the final paper, or funders who have requested accreditation.



Divisions

- Faculty of Engineering, Science and Mathematics: School of Chemistry
- Faculty of Engineering, Science and Mathematics: School of Civil Engineering and the Environment
- Faculty of Engineering, Science and Mathematics: School of Electronics and Computer Science
- Faculty of Engineering, Science and Mathematics: School of Engineering Sciences
- Faculty of Engineering, Science and Mathematics: School of Geography
- Faculty of Engineering, Science and Mathematics: School of Mathematics
- Faculty of Engineering, Science and Mathematics: School of Physics
- Faculty of Law, Arts and Social Sciences: School of Art
- Faculty of Law, Arts and Social Sciences: School of Education
- Faculty of Law, Arts and Social Sciences: School of Humanities

★ Dates

Date: 1. Year: Month: Unspecified Day: ? Event: UNSPECIFIED

[More input rows](#)

★ Publication Details

★ Referred: Yes, this version has been refereed.
 No, this version has not been refereed.

★ Status: Published
 In Press
 Submitted
 Unpublished

★ Journal or Publication Title:

ISSN:

Publisher:

Official URL:

Volume:

Number:

Page Range: from to

Identification Number:

Related URLs: URL Type: UNSPECIFIED

Your Institute should appear here. Scroll down to select the appropriate category.

Please add rows as required.

You **must provide the 'Accepted' date** – i.e. the date on which you were sent confirmation that your work will be published.

Articles must be deposited within 3 months of publication.

Please also provide the 'Published' date if your work has been published or if you know the date it is due to be published. If not, please leave blank and email openaccess@uwtsd.ac.uk with confirmation of the date once available or the article has been published. Repository staff will then update the record.

Please also email details, and evidence of any other exceptions if your work does not meet the REF Deposit requirements, to openaccess@uwtsd.ac.uk

Select the status – this will be "In Press" if you have received confirmation of acceptance and are awaiting publication. If you are submitting retrospectively and your work has been published, selected "Published". You can also choose "Unpublished" if you are submitting unpublished work for review, outside of REF requirements.

Please complete the Journal or Publication Title, ISSN, Publisher and other details if known. Official URL should be the URL of the journal in which you are publishing your work. Please include the DOI in the Identification Number, if known, otherwise leave blank.



Funders

	Funder Name	Funder ID	
1.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
2.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
3.	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

[More input rows](#)

Projects

1.

[More input rows](#)

Data Access Statement

Contact Email Address

References

Uncontrolled Keywords

Additional Information

Comments and Suggestions

Complete Funder details as appropriate. If your work has not been funded please leave blank.

Enter Project information as appropriate

Please add keywords relating to the subject of your submission. These may be amended by repository staff to assist discovery of your work.



6. Complete the subject field

☆ Subjects

Search for subject:

- + A General Works
- + B Philosophy, Psychology, Religion
- + C Auxiliary Sciences of History
- + D History General and Old World
- + E History America
- + F History United States, Canada, Latin America
- + G Geography, Anthropology, Recreation
- + H Social Sciences
- + J Political Science
- + K Law
- + L Education
- + M Music and Books on Music
- + N Fine Arts
- + P Language and Literature
- + Q Science
- + R Medicine
- + S Agriculture
- + T Technology
- + U Military Science
- + V Naval Science
- + Z Bibliography, Library Science, Information Resources

This is a standard classification system. It may be easier to search for your field here.

The subject classification will be reviewed by Repository staff and may be amended for consistency.



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IMPORTANT

Click **Deposit Item Now** when you are happy with your submission. If you do not click this, your work will not be sent to repository staff for open access publication. **Done!**

You can also **Save for Later** if you wish to make further edits before your item is submitted for publication.



8. Check and deposit for review and publication

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Move to Repository
Return item (with notification)
Remove item (with notification)

Preview
Details
Actions
History
Issues
Duplicates
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REF CC

Briggs, Matt (2009) *Test article*. Media, Culture & Society. ISSN 0163-4437

Text
 Briggs, M. (2009) Article name.pdf - Accepted Version
 Restricted to Repository staff only
 Available under License CC-BY Creative Commons Attribution.
 Download (17kB)

Abstract

Text.....

Item Type: Article

Uncontrolled Keywords: Children, television, BBC

Subjects: L Education > LB Theory and practice of education > LB1501 Primary Education

Divisions: Faculty of Law, Arts and Social Sciences > School of Education

Depositing User: Natalie Williams

Last Modified: 15 Jul 2024 10:47

URI: <https://w01.uwtsdprtest.l.da.uloc.ac.uk/id/eprint/777>

Your output has been successfully submitted. You can review the information here.

Library and Learning Resources will review your deposit and make the full-text freely available at the end of the embargo period.

If there is a problem with the deposit which needs revision you will be notified by email.

Thank you for using the Open Access Repository!

9. Retrieving your saved submissions

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New Item

Import from Atom XML Import

User Workarea. Under Review. Live Archive. Retired.

Last Modified	Title	Item Type	Item Status
15 Jul 2024 10:47	Test article	Article	Under Review
24 Jun 2024 14:37	Test	Article	User Workarea

Select Column APC Add Column

To review previous submissions, when logged in to the repository click on Manage Deposits from the menu.

Items not yet submitted appear in yellow and will need to be completed before they become live in the repository. Items that have been submitted and are under review display in grey. Items that are live in the repository are highlighted in green.

Delete the item

Edit the item

Deposit the item