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Open Access Publishing

Deposit your work

1. Login with UWTSD login and password



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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.


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Support for researchers



UWTSD Open Access



2. Click Manage Deposits

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Homepage **Manage Deposits** manage records

Saved searches Review Admin Logout

Home About Browse Advanced Search

Title Search Repository Search

Manage deposits

Help

New Item

Import from BibTeX Import

Click on **Manage Deposits** and then **Select New Item**.

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

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

< Previous Save and Return Cancel Next >

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

Use [Sherpa Romeo](#) 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 (uploading within 3 months of acceptance) and replace with the journal's published (i.e. typeset) version when it is published.

Articles, book chapters and conference papers should be in PDF format.

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
Biggs, M. (2000) Article name.pdf
Available under License CC-BY Creative Commons Attribution.
17kB

Show options

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

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

File From URL

No file chosen

Text
Bloggs, Joe (2024) Article name.pdf
Available under License CC-BY Creative Commons Attribution
17kB

Content: UNSPECIFIED ⓘ

Type: Text ⓘ

Description:

Visible to: Anyone ⓘ

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

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

Language: English ⓘ

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 [Sherpa Romeo](#) 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.

Please enter the date on which any embargo period will expire, (respecting the maximum periods specified by your funder if the research was sponsored by a grant). You should also respect the maximum periods specified for the REF. These are detailed below [REF and Funder Open Access Policies | UWTSD Intranet](#)

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5. Add the details and metadata for your output.

The form consists of several sections:

- Title:** A single text input field.
- Abstract:** A larger text input field.
- Creators:** A table with four columns: Family Name, Given Name / Initials, ID, and ORCID. It contains four rows of input fields and a 'More input rows' button.
- Corporate Creators:** A section with three rows of input fields and a 'More input rows' button.
- Contributors:** A section with two rows. Each row has a 'Contribution' dropdown menu (currently set to 'UNSPECIFIED'), followed by input fields for Family Name, Given Name / Initials, and ID.

Blue arrows indicate the following connections:

- From the 'Title' section to the text box: 'Title of the article as it will appear in the journal or publication.'
- From the 'Abstract' section to the text box: 'Abstract of article as it will appear in the journal; please provide an abstract for all types of deposit.'
- From the 'ORCID' column in the 'Creators' table to the text box: '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.'
- From the 'Given Name / Initials' column in the 'Creators' table to the text box: 'Please use your full names rather than initials to assist indexing and discovery of your work.'
- From the 'Corporate Creators' section to the text box: '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.'
- From the 'ID' column in the 'Contributors' section to the text box: '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.'

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.

Please use your full names rather than initials to assist indexing and discovery of your work.

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

Event

1. Year: Month: Day:

UNSPECIFIED

More input rows

★ Publication Details

★ Refereed:

☐ 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:

URL

URL Type

UNSPECIFIED

Related URLs:

Your Faculty and School 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.

In addition, please email a copy or scan of the letter / email of acceptance to openaccess@uwtsd.ac.uk – this provides our audit trail for REF compliance.

Articles must be deposited within 3 months of acceptance.

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. You can include the DOI in the Identification Number, if known, otherwise leave blank.



Funders

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

[More input rows](#)

Projects

1.

[More input rows](#)

Data Access Statement

[Contact Email Address](#)

[References](#)

[Uncontrolled Keywords](#)

[Additional Information](#)

[Comments and Suggestions](#)

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

Complete 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.



7. Deposit your item

Deposit item: Test article



- Not all the documents in this record are available to the general public. We suggest you provide a contact email address which will allow people to request a copy directly from you.

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

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Research Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Research Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

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If you do not enter a contact email address the repository may prompt you to do so, if your submission is not to be made publically available. This is optional and allows users browsing the repository to contact you to request a copy of your work. Requests are made through an online form and your email address will not be made publically visible.

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


Edit Item - Repository Staff Only: Test article

This item is in review. It will not appear in the repository until it has been checked by an editor.

[Move to Repository](#)
[Return item \(with notification\)](#)
[Remove item \(with notification\)](#)

[Preview](#)
[Details](#)
[Actions](#)
[History](#)
[Issues](#)
[Duplicates](#)

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.da.ulcc.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

The screenshot shows the 'Manage deposits' page of the UWTSD repository. The top navigation bar includes links for 'Cymraeg', 'Library', and 'Research'. The 'Manage deposits' link is highlighted with a red box. Below the navigation bar, there is a search bar and a 'Manage deposits' section. The 'Manage deposits' section contains a table of submissions. The table has columns for 'Last Modified', 'Title', 'Item Type', and 'Item Status'. Two items are listed: 'Test article' (Under Review) and 'Test' (User Workarea). The 'Test' item is highlighted in yellow. Arrows point from the 'Test' row to three buttons below: 'Delete the item', 'Edit the item', and 'Deposit the item'.

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

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

