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Open Access Publishing

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1. Login with UWTSD login and password



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Welcome to the Research Repository

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Title Search




Recent items



LIBRARIES & LEARNING RESOURCES

Students of Trinity Saint David have access to a wide range of digital resources. Find out more.

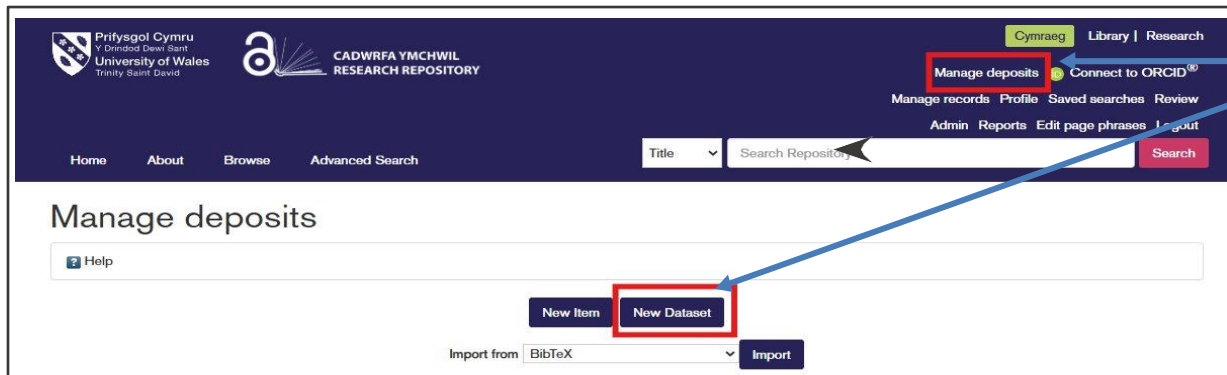
Support for researchers



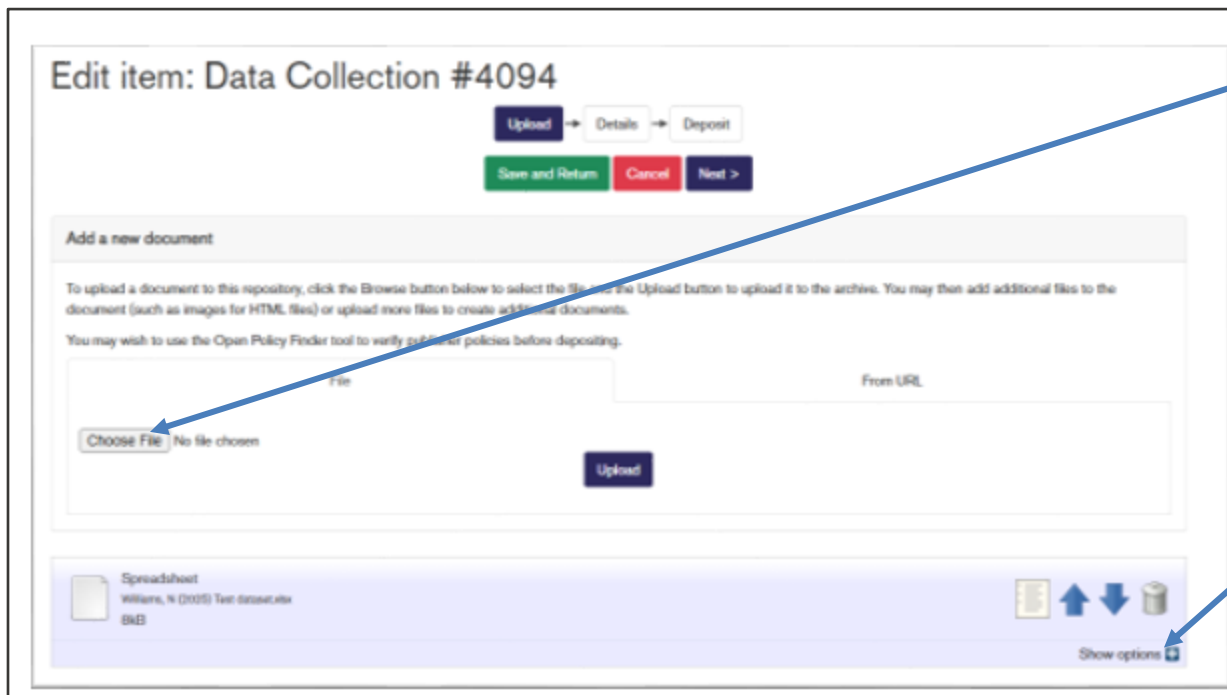
UWTSD Open Access



2. Click Manage Deposits



Click on **Manage Deposits** and then select **New Dataset**.



Make sure that your data has been prepared for sharing. Please follow [our guidance for help](#) on:

- Deciding which data to preserve
- Redacting or anonymising datasets for preservation
- Choosing a sustainable file format
- Describing and documenting your data

Choose and upload your file in the relevant format, e.g. Excel spreadsheet.

If your dataset is larger than 1GB, please contact openaccess@uwtsd.ac.uk for further advice.

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

3. Assign a license and an embargo date.

Upload → Details → Deposit

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 Open Policy Finder tool to verify publisher policies before depositing.

File From URL

Choose File No file chosen Upload

Spreadsheet
Williams, N (2025) Test dataset.xlsx
8kB

Visible to: Anyone

Content: Full Archive

Description:

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

License: Creative Commons CC-BY-ND: Attribution-No Derivative Works 3.0

Update Metadata

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.

Select the content of the document.

Please enter the date on which any embargo period will expire. If your research is funded, it is important to make sure you comply with any research data policy requirements from your funding body:

[Funder requirements](#)

While you can use [Open Policy Finder](#) to check the copyright agreement from your publisher, you should also check with your editor. Library and Learning Resources will also check this before the output is made public. If in doubt, please contact:

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.

[Creative Commons Licenses](#)



4. Add the details and metadata for your dataset.

☆ Title ?

☆ Abstract ?

☆ Uncontrolled Keywords ?

☆ Divisions ?

- Alistair Hardy Religious Experience Research Centre
- Alistair Hardy Religious Experience Research Centre: Alistair Hardy Religious Experience Research Centre Conference
- Alistair Hardy Religious Experience Research Centre: Second Series of Occasional Papers
- Alistair Hardy Religious Experience Research Centre: Third Series of Occasional Papers
- Centre for Advanced Welsh and Celtic Studies
- Institutes and Academies: Institute of Education and Humanities: Academic Discipline: Childhood, Youth and Education
- Institutes and Academies: Institute of Education and Humanities: Academic Discipline: Humanities and Social Sciences
- Institutes and Academies: Institute of Education and Humanities: Academic Discipline: Psychology and Counselling
- Institutes and Academies: Institute of Education and Humanities: Academic Discipline: Social Policy, Youth and Communities
- Institutes and Academies: Institute of Education and Humanities: Academic Discipline: Teacher Education

Add the title of the dataset.

Include an abstract or summary of the contents.

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

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



+ Alternative title

☆ Creators

	Family Name	Given Name / Initials	ID	ORCID
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

More input rows

+ Corporate Creators

Identification Number

The unique identification number of this item, or a DOI.

☆ Type of Data

Contributors

	Contribution	Family Name	Given Name / Initials	ID
1.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>

More input rows

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: [ORCID](#)

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.

Add the DOI if available.

We may also be able to create a DOI for you if required, please contact openaccess@uwtsd.ac.uk for more information.

Enter the type of data, e.g. recording, analysis, etc

If applicable add any 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.



Research Funders

	Funder Name	Funder ID
Funders:	1. University of Wales Trinity	https://doi.org/10.13039
	2. <input type="text"/>	<input type="text"/>
	3. <input type="text"/>	<input type="text"/>

[More input rows](#)

Projects:	1. UWTSD
	2. <input type="text"/>
	3. <input type="text"/>

[More input rows](#)

Grant number:

☆ Time period

☆ Collection period: From Year: Month: Day: To Year: Month: Day:

Temporal coverage: From Year: Month: Day: To Year: Month: Day:

[+ Geographic coverage](#)

[+ Geographic location](#)

[+ Data collection method](#)

[+ Statement on legal, ethical and access issues](#)

[+ Data processing and preparation activities](#)

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

Enter Project information as appropriate.

Add the dates for the time period over which the data was collected.

Enter geographic coverage and location as applicable.

Describe the methodology used to create your data collection, including information on the studied population, studied entities and sampling procedures.

Enter a description of any legal, ethical issues encountered in generating the data, and how these have been dealt with in order to allow sharing, including access restrictions in place.

Add any data processing and preparation activities.



☆ Language

☆ Resource language:

☆ Metadata language:

+ Additional Information

Related Publications

	Publication Title	Publication URL
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

[More input rows](#)

Related resources

URL	Type
<input type="text"/>	UNSPECIFIED

[More input rows](#)

Original Publication Details

Publisher:

Status: UNSPECIFIED
 Published
 In Press
 Submitted
 Unpublished

Official URL:

Date: Year: Month: Day:

Enter the language of any written material in the dataset and the language of the metadata in the record.

Add a link to publications related to this dataset. The title field can be used to search for publications in the UWTSd repository.

Include any links to any external resources or publications that relate to this dataset.

If applicable, enter the original publication details, including the URL.



☆ Copyright Holders

1.

More input rows

☆ Contact Email Address

Comments and Suggestions

Retention Information

Retention date: Year: Month: Unspecified ▼ Day: ? ▼

Retention action:

Retention comment:

Enter the details of the copyright holder/s.

Include a contact email address.

If applicable add details of any retention information.

5. Deposit your dataset.

Deposit item: Test Dataset

Upload → Details → 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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Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now
Save for Later

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.

6. Check and deposit for review and publication

Edit Item - Repository Staff Only: Test Dataset

This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Preview
Details
Actions
History
Issues
Duplicates

Upload
Edit item

Document: Spreadsheet **Type:** Spreadsheet. **Language:** English. **Visible to:** Anyone. **License:** Creative Commons CC-BY-NC: Attribution-Noncommercial 4.0.
 • Williams, N (2025) Test dataset.xlsx

Unspecified fields: Hidden Documents

Details
Edit item

Creators:	Creators	ID	ORCID	ORCID Put Code
	Williams, Natalie	natalie.williams@uwtsd.ac.uk	UNSPECIFIED	UNSPECIFIED

Title: Test Dataset

Status: Unpublished

Divisions: Library and Learning Resources

Uncontrolled Keywords: Education, Artificial Intelligence

Abstract: Data collected for test project.

Date: 12 January 2026

Publisher: University of Wales Trinity Saint David

Projects: UWTSD

Type of Data: Transcripts

Copyright Holders: UWTSD

Funders:	Funder Name	Funder ID
	University of Wales Trinity Saint David	https://doi.org/10.13039/100010038

Resource language: English

Metadata language: English

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!



7. Retrieving your saved submissions

The screenshot displays the 'Manage deposits' page. At the top, there is a navigation bar with 'Manage deposits' highlighted in a red box. Below the navigation bar, there is a search bar and a 'Help' button. The main content area features a 'New Item' button, an 'Import' section with a dropdown menu set to 'Atom XML', and several checkboxes: 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table lists the following items:

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

Below the table, there are three callout boxes with arrows pointing to specific icons: 'Delete the item' points to a trash can icon, 'Edit the item' points to a pencil icon, and 'Deposit the item' points to a document with a checkmark icon. There is also an 'Add Column' button and a 'Select Column' dropdown set to 'APC'.

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.