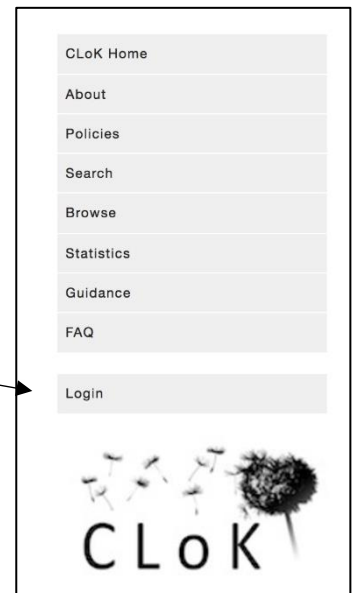


## Depositing your research outputs in CLoK

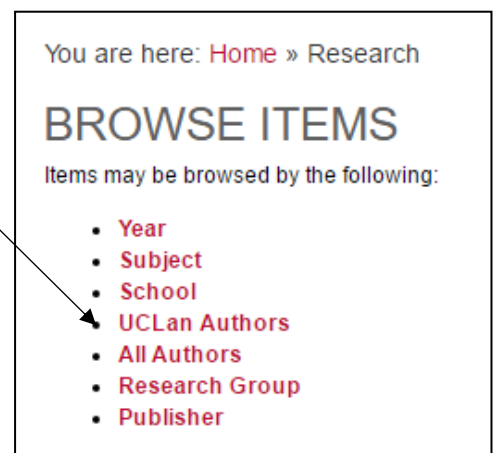
### Accessing CLoK

- Go to: <http://clock.uclan.ac.uk/>
- Click the **Login** link on the right hand side of your screen

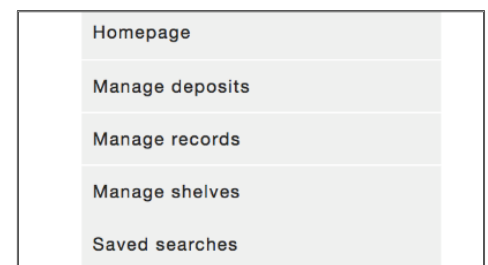
Login in to CLoK using your network **username** and **password**



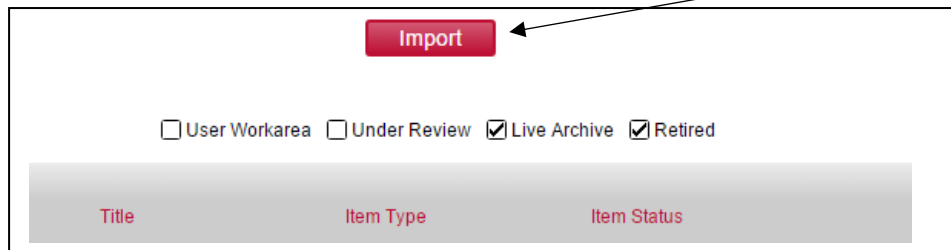
- Check that the work you are recording is not already in CLoK by selecting **Browse** from the right-hand menu, then **UCLan Authors**



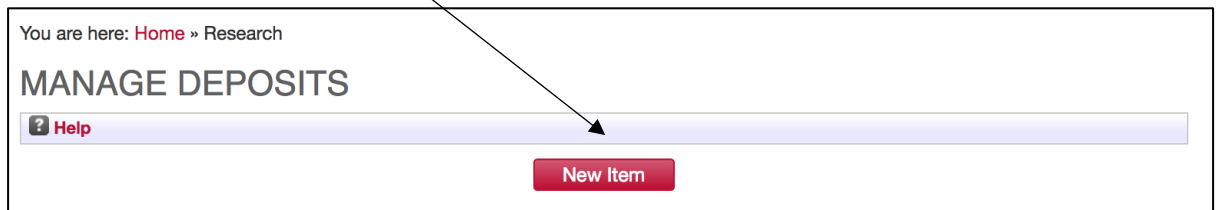
- Return to the home page and click on **Manage deposits** in the right-hand menu




- If you already have a DOI (digital object identifier) for the work, click on the **Import** button (see separate guide)



- Otherwise, select **New Item**



## Item type


- Using the definitions provided, choose the appropriate deposit type from the list of options
-  Choose the appropriate option from the list

 Click on **Next**


## Uploading Material

 Click **Browse** and locate the file on your PC


- Click Open to upload it
- If you want to, you can then add a description of the document and/or a licence. Don't worry about the document visibility or embargo date, the CLoK team will add these if they are required by the publisher

 Add any additional information if you need to, then click **Next**

## Details

-  The starred fields show you the minimum information you need to enter, but remember the more fields you can fill in the easier it will be for others to find your work

 For help on filling in any field, click the '?' icon next to it

 **Creators** Use auto completion to enter UCLan authors - just type the first few letters of their surname and then choose the appropriate person from the list. This will ensure that CLoK knows they are UCLan staff and adds the publication to their staff profile

- If you have an [ORCID](#) (recommended), please email it to [clok@uclan.ac.uk](mailto:clok@uclan.ac.uk) so that it can automatically be added to all your records
- If you need to leave a message for the CLoK team, use the Comments for staff field

 Click on **Next**

## Subjects

Choose at least one subject heading from the list - there is a search facility if you know what you are looking for

 Click on **Next**

## Funding

- If your work was externally funded, enter as much information about the funder as possible as this will help the CLoK team make sure you are compliant with any funder policies

 Click on **Next**

## Depositing Material

The last screen displays the CLoK deposit agreement - if you are happy with the terms of the agreement click **Deposit Now** to complete the process. If you are unhappy with the terms or have any queries or worries, just click **Save for later** and drop us a line at [clok@uclan.ac.uk](mailto:clok@uclan.ac.uk)

Read through the agreement and click on **Deposit Item Now**



You have now completed the deposit process.

## What happens next?

After you've deposited we will:

- Check metadata (descriptive information)
- Check all links are working
- Check [SHERPA RoMEO](#) for publisher open access policies
- Check compliance with funder and HEFCE open access policies

When we're done you'll get an email to let you know your work is now live in CLoK.

For further help and support, contact the CLoK team:

Email: [clok@uclan.ac.uk](mailto:clok@uclan.ac.uk)

Phone: 01772 89 (3936)

UCLan operates an additional repository, [UCLanData](#), for research data. If you would like to deposit the data that underpins your published work contact the Research Data Manager: [rdmsupport@uclan.ac.uk](mailto:rdmsupport@uclan.ac.uk).

*Document last updated: 08/05/2017*