Depositing your research outputs in CLoK

Accessing CLoK

- Go to: [http://clok.uclan.ac.uk/](http://clok.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

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 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

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](https://www.sherpa.ac.uk/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

Phone: 01772 89 (3936)

UCLan operates an additional repository, [UCLanData](https://www.uclan.ac.uk/data), 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.

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