Depositing your research outputs in CLoK using a DOI

We recommend reading the “Depositing your research outputs in CLoK” guide before starting.

**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**

**Import a Single DOI**

Select **Manage deposits**

Click on the **Import** button
Enter the DOI in the text field

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Click on Import Items

Fill in the following additional information:

- Faculty/School
- Publication dates (ensure date of acceptance is correct)
- Funder information
- Any URLs you think are relevant
- Anything else you want to include

Deposit Item Now
Importing multiple DOIs

Select Manage deposits

Click on the Import button

Enter multiple DOIs in the text field, one per line

Click on Import Items
This will import the records into your user work area

Click the edit icon to edit each record

Fill in the following additional information:

- Faculty/School
- Publication dates (ensure date of acceptance is correct)
- Funder information
- Any URLs you think are relevant
- Anything else you want to include

For further help and support, contact the CLoK team:

Email: 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.

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