

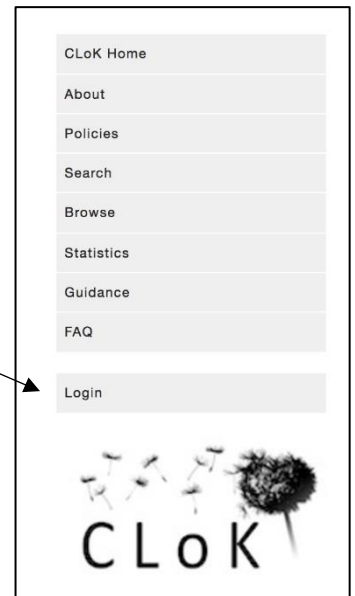
## Depositing your research outputs in CLoK using a DOI

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

### Accessing CLoK

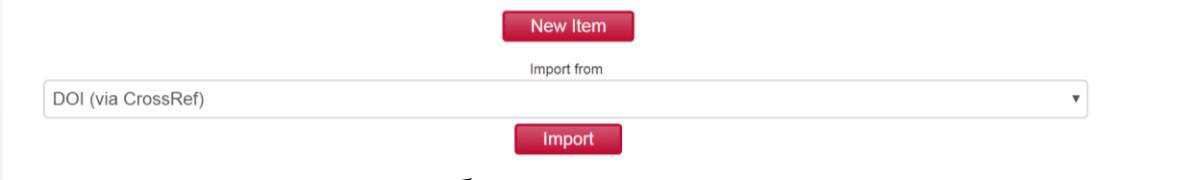
- Go to: <http://clock.uclan.ac.uk/>
- Click the **Login** link on the right hand side of your screen

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



### Import a Single DOI

Select **Manage deposits**



A screenshot of the CLoK website's 'Import from' form. The form contains a red 'New Item' button at the top, followed by a dropdown menu labeled 'Import from' with 'DOI (via CrossRef)' selected. Below the dropdown is a red 'Import' button.

Click on the **Import** button

You are here: [Home](#) » [Research](#)

## IMPORT ITEMS FROM DOI (VIA CROSSREF)

Enter a DOI or DOIs, one per line e.g. doi:10.1006/jmbi.1998.2354

[Test without Importing](#) [Import Items](#)

Enter the DOI in the text field

[Import Items](#) Click on **Import Items**

Import completed: 1 item(s) imported.

[Type](#) → [Upload](#) → [Details](#) → [Subjects](#) → [Funding](#) →

[Save and Return](#) [Cancel](#)

**Item Type**

- Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed 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
- Conference or Workshop Item**

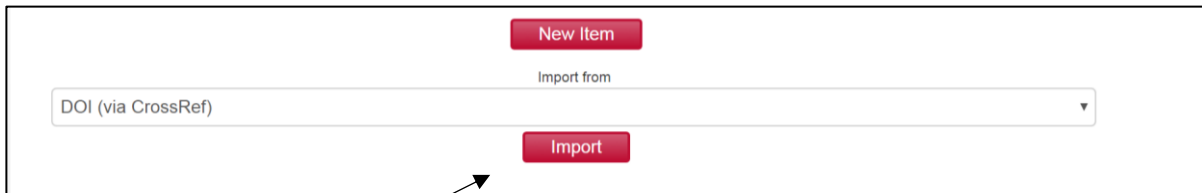
Fill in the following additional information:

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

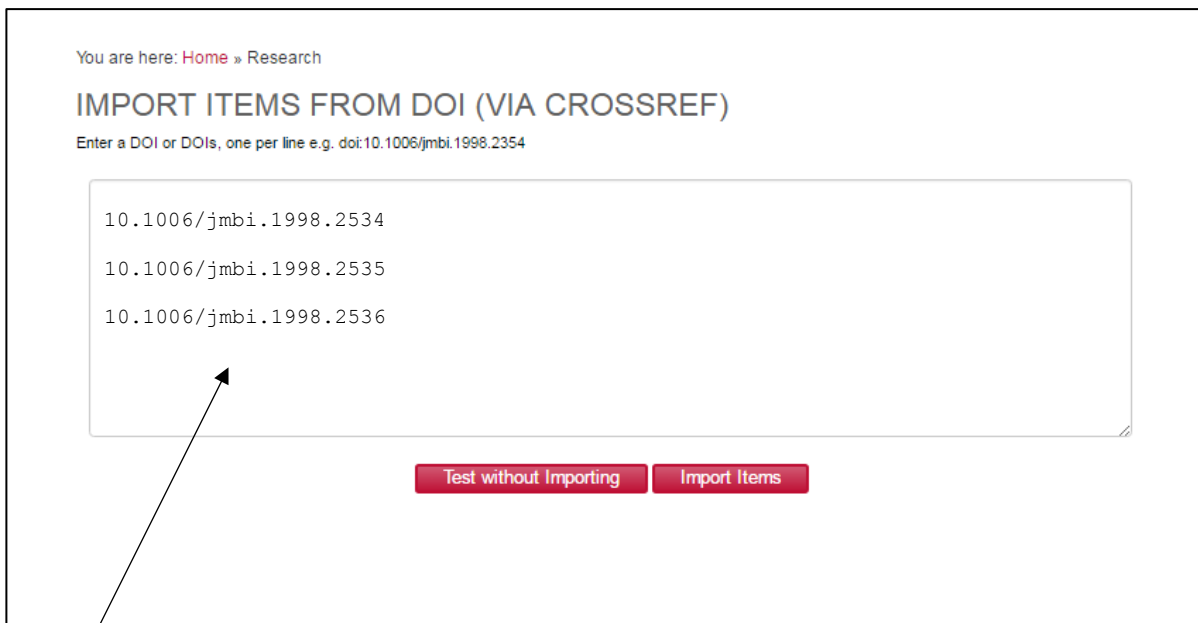
[Deposit Item Now](#)

## Importing multiple DOIs

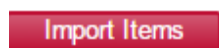
Select **Manage deposits**



Click on the **Import** button

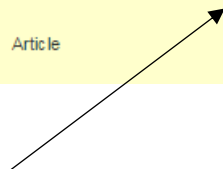


Enter multiple DOIs in the text field, **one per line**



Click on **Import Items**

Last Modified	Title	Item Type	Item Status	
08 May 2017 16:56	Structural biology of HIV	Article	User Workarea	
08 May 2017 16:55	Structural biology of HIV	Article	User Workarea	



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

[Deposit Item Now](#)

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 Officer: [rdmsupport@uclan.ac.uk](mailto:rdmsupport@uclan.ac.uk).

*Document last updated: 13/12/19*

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UCLanData

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