

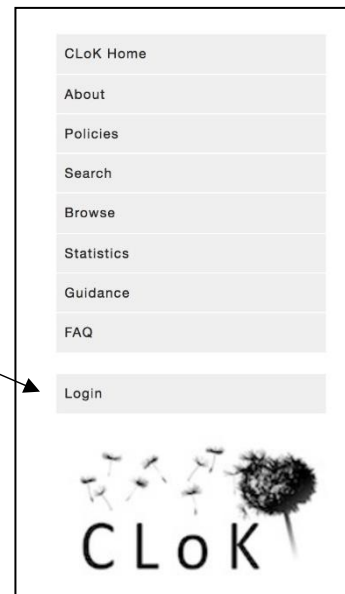
Depositing your research outputs in CLoK using a DOI

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 Import form. At the top is a red button labeled 'New Item'. Below it is a dropdown menu labeled 'Import from' with 'DOI (via CrossRef)' selected. At the bottom is a red button labeled 'Import'.

Click on the **Import** button



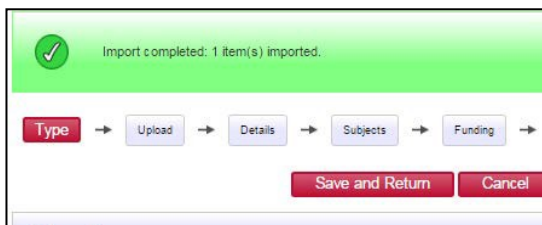
IMPORT ITEMS FROM DOI (VIA CROSSREF)
Enter a DOI or DOIs, one per line e.g. doi:10.1006/jmbi.1998.2354

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

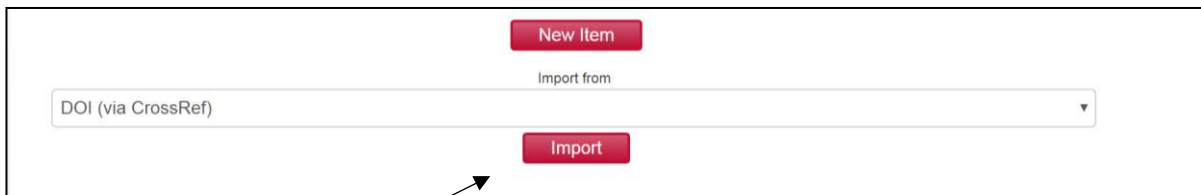
Fill in the following additional information:

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

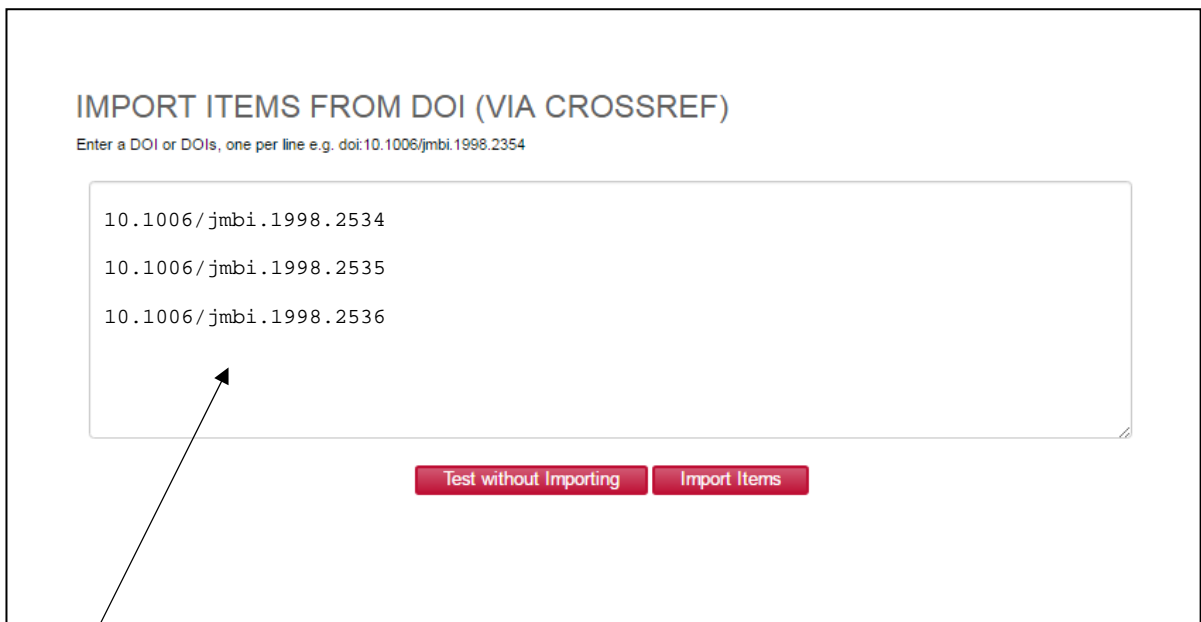
Deposit Item Now

Importing multiple DOIs

Select **Manage deposits**











Click on the **Import** button

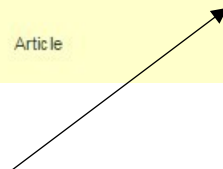


Enter multiple DOIs in the text field, **one per line**



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

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.

Document last updated: 13/12/19

Scholarly Communications Unit | Research Services



UCLanData

Arts, Culture, &
Heritage

Citizenship,
Society, &
Justice

Lifelong Health
and Wellbeing

People, Place,
& Environment

Sustainability,
Business, &
Enterprise

Transformative
Sciences &
Technology

Accessibility updated 26/08/20