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### What you need to do:

- Create a record of your work on CLoK (<http://clock.uclan.ac.uk/>) ▪ As a minimum you must include these five pieces of information:
  - The authors' names, at least one must be a UCLan student or staff ○ The title of the work
  - A date - the date of acceptance of a published work; for unpublished or nontexts works, the date of creation or public availability
  - The digital object identifier (DOI), a publisher or journal URL or any page that gives more information about the work if the above are not available
  - Deposit your Author Accepted Manuscript (AAM)
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The more information you add, the more discoverable your research will be.

### What the Open Access Team will do:

- Review the record for University and funder compliance
- Add copyright licence and full-text embargo in line with your publisher's requirements
- Approve/ release the CLoK record (you will be sent an email to notify you when this has happened)

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## Arts, culture, & Heritage

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Follow the links for further information or contact your Open Access Support and Advocacy Officer ([openaccess@uclan.ac.uk](mailto:openaccess@uclan.ac.uk)).

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