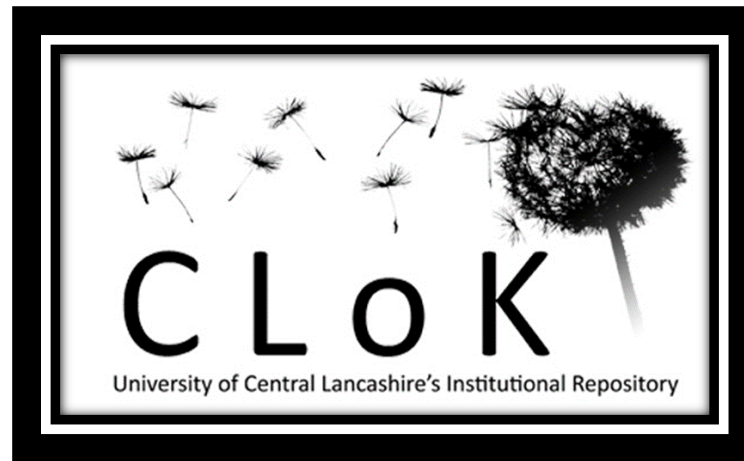


Depositing Research on CLoK



START

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uclan
University of Central Lancashire

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CLoK Depositing Checklist

When depositing research outputs on CLoK you must ensure that you have all the correct information at hand to successfully complete the deposit. Ambiguous or incomplete deposits will be referred to the depositor for more information or amendment which will increase the time it takes for a research output to be published on CLoK.

- Use the search facility on CLoK and check that the publication you wish to deposit is not already live on the repository. If you find a copy of the record already on CLoK please check the record to see if you can add more information to it or upload a full text version. If you can please contact CLoK with the extra details/full text version.
- Ensure you have a correct DOI or PubMed Id (if importing publisher/bibliographic data).
- Ensure you have all the correct publication and bibliographical details before you start your deposit.
- Ensure you identify UCLan authors amongst any co-authors (to enable you to link the deposit to their identities).
- Ensure you have a digital copy of a later version of the work (Authors Accepted Manuscript (Post Print) or the publishers final version) to upload. Check that the copyright holder's policies permit the uploading of the version to an institutional repository. Use [Sherpa/Romeo](#) for journal publisher guidelines on which version they would prefer you to upload, or check the Copyright Transfer Agreement that the publisher has asked you to sign. These sources will also inform you of any Open Access embargo you will need to apply.

If you are unsure please upload any copy of the work you have and the CLoK team will advise as to whether it can be deposited on CLoK.



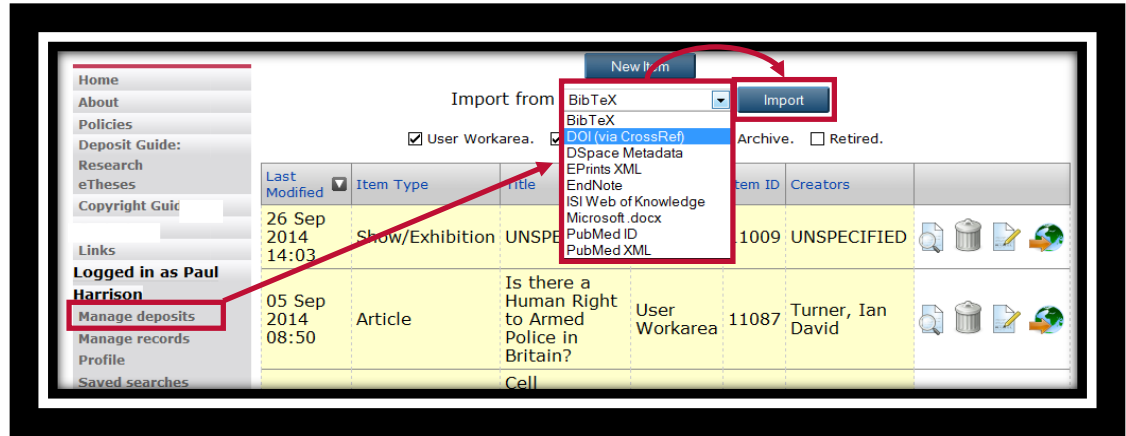
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Depositing a research output using the DOI (Digital Object Identifier)

Ensure you are logged into CLoK (UCLan network username and password)

On the 'manage deposits' page select the dropdown box (Import from) and select 'DOI (via CrossRef)' then proceed to select 'Import'.

You can enter as many as 10 DOI's at one time The details will be stored in your 'manage deposits' screen after you have entered them.

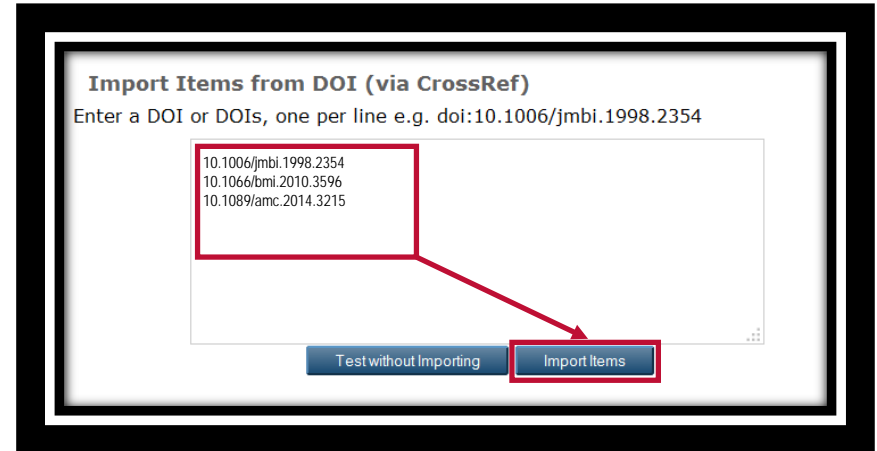


You can then enter the DOI(s) in the field provided using a separate line for each (if depositing more than one). Proceed by 'importing items'.

This will import details about your output that your publisher has registered with the DOI.

Once you have imported the DOI(s) you will be directed to the 'Edit Item' screen where you must check that all the information is correct and where you can upload the relevant full text version of the works.

Click 'Next' to see how to upload a research output without the DOI and how to check if the imported DOI has the correct details.



Depositing a Research Output Without a DOI

Ensure you are logged into CLoK (UCLan username and password)
On the 'Manage deposits' screen select 'New Item'.

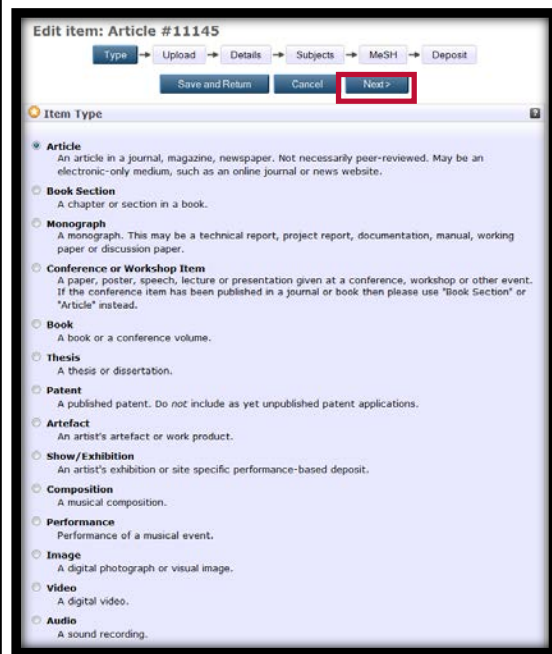
You will then be directed to the 'Edit Item' screen. Here you can choose the type of works you are depositing on CLoK. Select the relevant 'Item type' for your works and select 'Next'.



Each item type requires you to enter differing information in the proceeding screens. Please select your 'Item Type' from the red box to be directed to the relevant section of this guide.

If you are wanting to deposit an 'Item Type' which is not listed below then please contact clok@uclan.ac.uk for instructions.

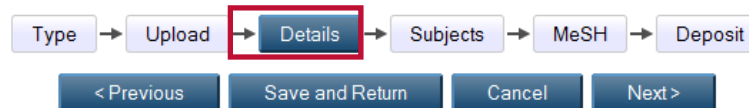
- [Article](#)
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- [Conference/Workshop item](#)
- [Book](#)
- [Artefact](#)
- [Show/Exhibition](#)
- [Performance](#)
- [Image](#)



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Depositing a Book Section

Edit item: Article #11145



After selecting 'Next' on the CLoK deposit screen you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. So, select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

Title-	The published title of the section of works you are depositing.
Abstract-	The published abstract– usually found as part of the publication information.
Creators-	Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
Contributors-	Anyone who has contributed to the works but are not classed as an author.
Schools-	School in which the works was produced.
Research Clusters-	Ignore this as it is being replaced in line with HEFCE Units of Assessment.
Archive-	Not to be selected

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

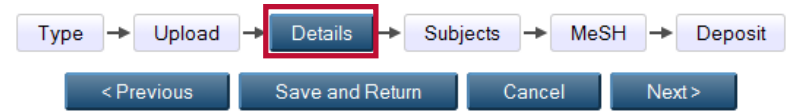
Refereed-	Has the works been through refereed? Yes/No.
Status-	Current status of the works. Accepted, published etc...
Page Range-	Range the works appears in the publication
Title of Book-	That the section of your works was published in.
Volume-	Volume of publication works appeared in.
Place of Publication-	Where the book was printed
Publisher-	Company name in full– no abbreviations
Number of Pages-	Total pages in the book
Identification Number-	Any identification numbers associated with the works
Series Name-	Name of the series the book is in.
Number-	Number of publication the works appeared in.
ISBN-	International Standard Book Number
Date-	Date of last action in the publishing process (always enter a date)
Date Type-	What the last action was

Official URL-	Publishers URL or DOI URL
Related URLs-	Any other URLs linked with works.
Funders-	Funders for the works
Projects-	Projects completed by the works
Contact Email Address-	To be used if an embargo is set on the uploaded attachment
References-	References of the works.
Uncontrolled Keywords-	Listed in the publication details. Used for search criteria.
Additional Information-	Information not completed in any previous boxes. (This shows on the CLoK record)
Comments and Suggestions-	For repository staff (does not show on CLoK record)
Copyright Information-	Any further details or queries with regards copyright. (does not show on the CLoK record)
This work may be considered for the REF-	Ignore
I want this work to show on my webpage-	Ignore




Depositing a Monograph

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

Title-	The published title of the works you are depositing.
Abstract-	The published abstract– usually found as part of the publication information.
Contents-	Contents of the Monograph.
Monograph Type-	Choose one.
Creators-	Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
Corporate Creators-	Any companies/organisations involved in the creation of the works.
Editors-	Editors of the works.
Contributors-	Anyone who has contributed to the works but are not classed as an author.
Schools-	School in which the works was produced by.
Research Clusters-	Ignore this as it is being replaced in line with HEFCE Units of Assessment.
Archive-	Not to be selected.

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

Status- Current status of the works. Accepted, published etc...

Institution- Institution works associated with.

Department- Department within the institution.

Place of Publication- Where the book was printed.

Publisher- Company name in full– **no abbreviations.**

Identification Number- Any identification numbers associated with the works.

Number of Pages- Total pages in the book

Date- Date of last action in the publishing process (always enter a date)

Date Type- What the last action was

Official URL- Publishers URL or DOI URL.

Related URLs- Any other URLs linked with works.

Funders- Funders for the works.

Projects- Projects completed by the works.

Contact Email Address- To be used if an embargo is set on the uploaded attachment.

References- References of the works.

Uncontrolled Keywords- Listed in the publication details. Used for search criteria.

Additional Information- Information not completed in any previous boxes. (This shows on the CLoK record).

Comments and Suggestions- For repository staff (does not show on CLoK record).

Copyright Information- Any further details or queries with regards copyright. (does not show on the CLOK record).

This work may be considered for the REF- Ignore

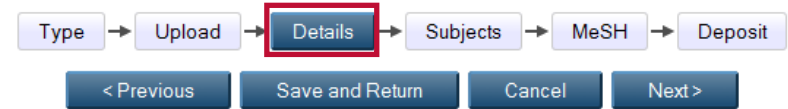
I want this work to show on my webpage- Ignore




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Depositing a Conference/Workshop Item

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process). You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

Title-	The published title of the works you are depositing. Compulsory.
Abstract-	The published abstract– usually found as part of the publication information.
Presentation Type-	Choose one.
Creators-	Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
Corporate Creators-	Any companies/organisations involved in the creation of the works.
Contributors-	Anyone who has contributed to the works but are not classed as an author.
Schools-	School in which the works was produced by.
Research Clusters-	Ignore this as it is being replaced in line with HEFCE Units of Assessment.
Archive-	Not to be selected.

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

Refereed- Has the works been through refereed? Yes/No.

Status- Current status of the works. Accepted, published etc...

Date- Date of last action in the publishing process (always enter a date).

Date Type- What the last action was

Page Range- Range the works appears in the publication.

Official URL- Publishers URL or DOI URL.

Related URLs- Any other URLs linked with works.

Funders- Funders for the works.

Projects- Projects completed by the works.

Event Details

Event Title- Title of the event.

Event Type- Choose one.

Event Location- City/Country.

Event Dates- Dates of the event.

References- References of the works.

Uncontrolled Keywords- Listed in the publication details. Used for search criteria.

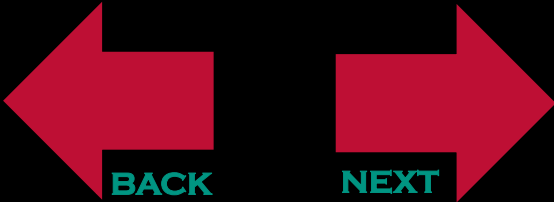
Additional Information- Information not completed in any previous boxes. (This shows on the CLoK record).

Comments and Suggestions- For repository staff (does not show on CLoK record).

Copyright Information- Any further details or queries with regards copyright. (does not show on the CLoK record).

This work may be considered for the REF- Ignore

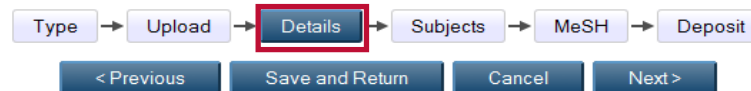
I want this work to show on my webpage- Ignore



Depositing an Article


(Journal, magazine, newspaper article. May not have been 'peer reviewed')

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

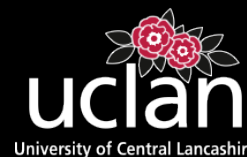
- Title-** The published title of the works you are depositing. Compulsory.
- Abstract-** The published abstract– usually found as part of the publication information.
- Creators-** Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
- Contributors-** Anyone who has contributed to the works but are not classed as an author.
- Schools-** School in which the works was produced by.
- Research Clusters-** Ignore this as it is being replaced in line with HEFCE Units of Assessment.
- Archive-** Not to be selected.

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

Refereed-	Has the works been through refereed? Yes/No.	Funders-	Funders for the works.
Status-	Current status of the works. Accepted, published etc...	Projects-	Projects completed by the works.
Journal or Publication Title-	Title of the publication the works appeared in.	Contact Email Address-	To be used if an embargo is set on the uploaded attachment.
ISSN (Print)-	International Standard Serial Number.	References-	References of the works.
eISSN-	Electronic International Standard Serial Number.	Uncontrolled Keywords-	Listed in the publication details. Used for search criteria.
Publisher-	Company name in full- no abbreviations.	Additional Information-	Information not completed in any previous boxes. (This shows on the CLoK record).
Official URL-	Publishers URL or DOI URL.	Comments and Suggestions-	For repository staff (does not show on CLoK record).
Volume-	Volume of publication works appeared in.	Copyright Information-	Any further details or queries with regards copyright. (does not show on the CLOK record).
Number-	Number of publication the works appeared in.	This work may be considered for the REF-	Ignore
Page Range-	Range the works appears in the publication.	I want this work to show on my webpage-	Ignore
Date-	Date of last action in the publishing process (always enter a date).		
Date Type-	What the last action was		
Identification Number-	Digital Object Identifier.		
Related URLs-	Any other URLs linked with works.		

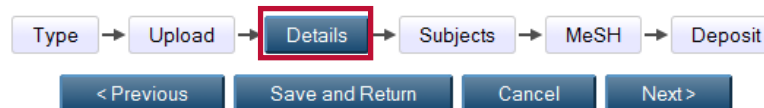


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Depositing a Book

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

Title-	The published title of the works you are depositing.
Abstract-	The published abstract– usually found as part of the publication information.
Contents-	Contents of the book list chapters if you would like them to be searchable.
Creators-	Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name form the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
Corporate Creators-	Any companies/organisations involved in the creation of the works.
Editors-	Editors of the book.
Contributors-	Anyone who has contributed to the works but are not classed as an author.
Schools-	School in which the works was produced by.
Research Clusters-	Ignore this as it is being replaced in line with HEFCE Units of Assessment.
Archive-	Not to be selected.

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

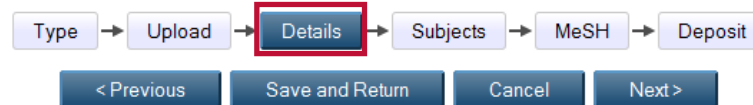
Refereed-	Has the works been through refereed? Yes/No.	Contact Email Address-	To be used if an embargo is set on the uploaded attachment.
Status-	Current status of the works. Accepted, published etc...	References-	References of the works.
Date-	Date of last action in the publishing process (always enter a date)	Uncontrolled Keywords-	Listed in the publication details. Used for search criteria.
Date Type-	What the last action was	Additional Information-	Information not completed in any previous boxes. (This shows on the CLoK record).
Place of Publication-	Where the book was printed	Comments and Suggestions-	For repository staff (does not show on CLoK record).
Publisher-	Company name in full– no abbreviations.	Copyright Information-	Any further details or queries with regards copyright. (does not show on the CLOK record).
Number of Pages-	Total pages in the book.	This work may be considered for the REF-	Ignore
Series Name-	Name of the series the book is in.	I want this work to show on my webpage-	Ignore
Volume-	Volume of publication works appeared in.		
Number-	Number of publication works appeared in.		
ISBN-	International Standard Book Number .		
Official URL-	Publishers URL or DOI URL.		
Related URLs-	Any other URLs linked with works.		



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Depositing an Artefact

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

Title-	The published title of the works you are depositing.
Abstract-	The published abstract– usually found as part of the publication information.
Creators-	Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
Corporate Creators-	Any companies/organisations involved in the creation of the works.
Contributors-	Anyone who has contributed to the works but are not classed as an author.
Schools-	School in which the works was produced by.
Research Clusters-	Ignore this as it is being replaced in line with HEFCE Units of Assessment.
Archive-	Not to be selected.

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

Media of Output- Choose one.

Date- Date of last action in the publishing process (always enter a date)

Date Type- What the last action was

Official URL- Publishers URL or DOI URL.

Related URLs- Any other URLs linked with works.

Funders- Funders for the works.

Projects- Projects completed by the works.

Contact Email Address- To be used if an embargo is set on the uploaded attachment.

References- References of the works.

Uncontrolled Keywords- Listed in the publication details. Used for search criteria.

Additional Information-

Information not completed in any previous boxes. (This shows on the CLoK record).

Comments and Suggestions-

For repository staff (does not show on CLoK record).

Copyright Information-

Any further details or queries with regards copyright. (does not show on the CLoK record).

This work may be considered for the REF-

Ignore

I want this work to show on my webpage-

Ignore

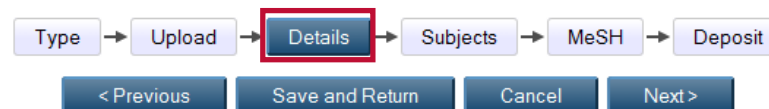


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Depositing a Show/Exhibition

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

Title-	The published title of the works you are depositing.
Abstract-	The published abstract- usually found as part of the publication information.
Creators-	Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
Corporate Creators-	Any companies/organisations involved in the creation of the works.
Contributors-	Anyone who has contributed to the works but are not classed as an author.
Exhibitors-	Exhibitors of the works.
Number of Pieces-	How many pieces in the exhibit/show.
Schools-	School in which the works was produced by.
Research Clusters-	Ignore this as it is being replaced in line with HEFCE Units of Assessment.
Archive-	Not to be selected.

NOTE

All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

Media of Output- Choose one.

ISBN- International Standard Book Number .

Date- Date of last action in the publishing process (always enter a date)

Date Type- What the last action was .

Official URL- Publishers URL or DOI URL.

Related URLs- Any other URLs linked with works.

Funders- Funders for the works.

Projects- Projects completed by the works.

Venue Details- Building name/street name/ any other details.

Event Title- Title of the event the performance was performed in.

Event Location- City/County.

Event Dates- Dates of the event.

Contact Email Address-

To be used if an embargo is set on the uploaded attachment.

References-

References of the works.

Uncontrolled Keywords-

Listed in the publication details. Used for search criteria.

Additional Information-

Information not completed in any previous boxes. (This shows on the CLoK record).

Comments and Suggestions-

For repository staff (does not show on CLoK record).

Copyright Information-

Any further details or queries with regards copyright. (does not show on the CLoK record).

This work may be considered for the REF-

Ignore

I want this work to show on my webpage-

Ignore

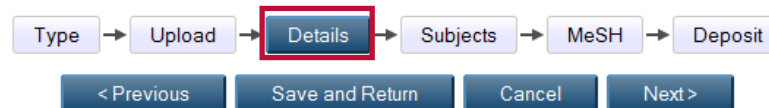


**INNOVATIVE THINKING
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Depositing a Performance

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process).

You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

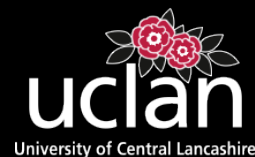
The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

- Title-** The published title of the works you are depositing.
- Abstract-** The published abstract– usually found as part of the publication information.
- Creators-** Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
- Corporate Creators-** Any companies/organisations involved in the creation of the works.
- Contributors-** Anyone who has contributed to the works but are not classed as an author.
- Producers-** Producers of the performance.
- Conductors-** Conductors of the performance.
- Accompaniment-** anyone else involved in the performance. E.g. orchestra/musician.
- Schools-** School in which the works was produced by.
- Research Clusters-** Ignore this as it is being replaced in line with HEFCE Units of Assessment.
- Archive-** Not to be selected.

NOTE
All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Publication Details

Status- Current status of the works. Accepted, published etc...

Media of Output- Choose one.

Publisher- Company name in full– **no abbreviations.**

Date- Date of last action in the publishing process (always enter a date)

Date Type- What the last action was

Official URL- Publishers URL or DOI URL.

Related URLs- Any other URLs linked with works.

Funders- Funders for the works.

Projects- Projects completed by the works.

Venue Details- Building name/street name/ any other details.

Event Title- Title of the event the performance was performed in.

Event Location- City/County.

Event Dates- Dates of the event.

Contact Email Address-

To be used if an embargo is set on the uploaded attachment.

References-

References of the works.

Uncontrolled Keywords-

Listed in the publication details. Used for search criteria.

Additional Information-

Information not completed in any previous boxes. (This shows on the CLoK record).

Comments and Suggestions-

For repository staff (does not show on CLoK record).

Copyright Information-

Any further details or queries with regards copyright. (does not show on the CLOK record).

This work may be considered for the REF-

Ignore

I want this work to show on my webpage-

Ignore




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Depositing an Image

Edit item: Article #11145



After selecting 'Next' you will be directed to the 'Upload' screen. At this time it is best practice to upload documents after completing all the necessary details on the record. Select 'Next' to proceed to the 'Details' Screen. (We will return to the upload screen later in the deposit process). You can stop and save your progress at any time by selecting 'Save and Return'. The record will be stored in your 'Manage Deposits' screen for when you are ready to return and complete the record.

The details screen brings up a form which requires completing. (Please note some fields are compulsory marked with a )

- Title-** The published title of the works you are depositing.
- Abstract-** The published abstract– usually found as part of the publication information.
- Creators-** Enter the author(s) of the works. Ensure that if the author(s) is a member of UCLan that you select their name from the Autofill suggestion that pops up once you start entering their name(s). This ensures that the email address is correct and that duplicate authors are not created on CLoK due to spelling mistakes and different initials being used.
- Corporate Creators-** Any companies/organisations involved in the creation of the works.
- Contributors-** Anyone who has contributed to the works but are not classed as an author.
- Schools-** School in which the works was produced by.
- Research Clusters-** Ignore this as it is being replaced in line with HEFCE Units of Assessment.
- Archive-** Not to be selected.

NOTE
All the information needs to be completed where possible. If any field does not apply to your work or you cannot find the information on the publishers website then you can leave the field blank.



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Official URL- Publishers URL or DOI URL.

Related URLs- Any other URLs linked with works.

Funders- Funders for the works.

Projects- Projects completed by the works.

Contact Email Address- To be used if an embargo is set on the uploaded attachment.

References- References of the works.

Uncontrolled Keywords- Listed in the publication details. Used for search criteria.

Additional Information- Information not completed in any previous boxes. (This shows on the CLoK record).

Comments and Suggestions- For repository staff (does not show on CLoK record).

Copyright Information- Any further details or queries with regards copyright. (does not show on the CLoK record).

This work may be considered for the REF- Ignore

I want this work to show on my webpage- Ignore



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Depositing a Research Output (Subjects Screen)

After selecting 'Next' on the 'Details' screen you will proceed to the Subjects' screen. Here you need to select the relevant subject for the works you have deposited.



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Depositing a Research Output (MeSH screen)

MeSH (Medical Subject Heading). Only complete this section if your works are medical related, by selecting the appropriate heading then clicking **'Next'**.

If your works is not medical related please just click **'Next'**.

Edit item: Show/Exhibition #11145

Type → Upload → Details → Subjects → **MeSH** → Deposit

< Previous Save and Return Cancel Next >

MeSH Subjects

Search for MeSH subject: Search Clear

- + A Anatomy
- + B Organisms
- + C Diseases
- + D Chemicals and Drugs
- + E Analytical, Diagnostic and Therapeutic Techniques and Equipment
- + F Psychiatry and Psychology
 - + Add F01 Behavior and Behavior Mechanisms
 - + Add F02 Psychological Phenomena and Processes
 - + Add F03 Mental Disorders
 - + Add F04 Behavioral Disciplines and Activities
- + G Phenomena and Processes
- + H Disciplines and Occupations
- + I Anthropology, Education, Sociology and Social Phenomena
- + J Technology, Industry, Agriculture
- + K Humanities
- + L Information Science
- + M Named Groups
- + N Health Care
- + V Publication Characteristics
- + Z Geographicals

< Previous Save and Return Cancel **Next >**



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Depositing a Research Output (Upload Screen)

Once you have navigated back to the 'Upload' screen you can now upload a version of the works you have just completed the metadata for.

Possible versions/files to upload *(Please ensure PDF files are uploaded only):*

- Authors Pre-Print (version before the works has been refereed). Usually you allowed to upload this version on to CLoK without any embargos or restrictions. (Check Sherpa/Romeo).
- Authors Post-Print - Also known as Author's Accepted Manuscript (version after it has been refereed, but before it has been typeset by the publisher). *Please upload this copy in every instance and the CLoK administrators will check copyright before making the record live.*
- Published Version/PDF- The copy the publisher has sent you or the downloaded version from the publishers website. Use Sherpa/Romeo to check if copyright permits the upload of this version before doing so.

Click 'Browse' and select the relevant PDF you wish to upload

Once the PDF is uploaded select '**Show Options**' (right of the uploaded PDF) and complete the fields.

Content- Select the version of the PDF you have uploaded.

Type- The file type you have uploaded. This is usually 'PDF' but for some images/graphics/videos this may be different.

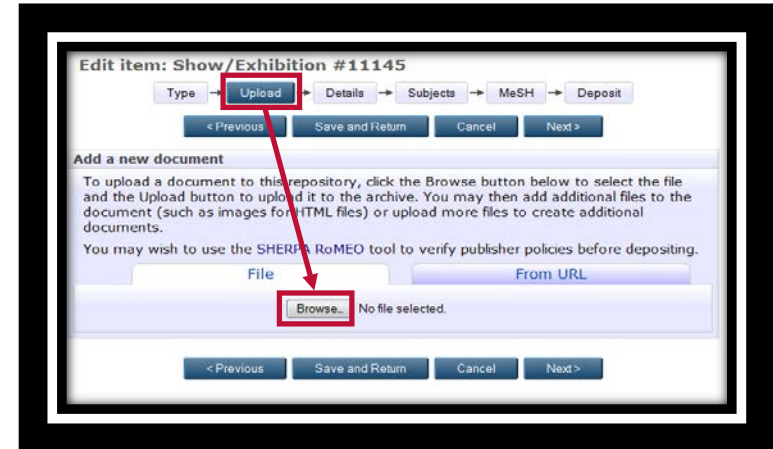
Description- A short brief description of what you have uploaded. For instance '12345_Harrison' (Record number and author surname).

Visible to- Depending on the copyright you can choose for the article to be available to anyone who accesses CLoK (**Anyone**), UCLan staff and students only (**Registered Users**) or **Repository staff** (this option will hide the uploaded file on the website)

License- If the publication comes with a Creative Commons license please choose the relevant one.

Embargo expiry date- If a publication has an embargo with it please select the embargo expiry date then set the '**Visible to**' field to repository staff only.

Once the relevant fields have been completed select '**Update Metadata**' and then navigate to the '**Deposit**' screen.

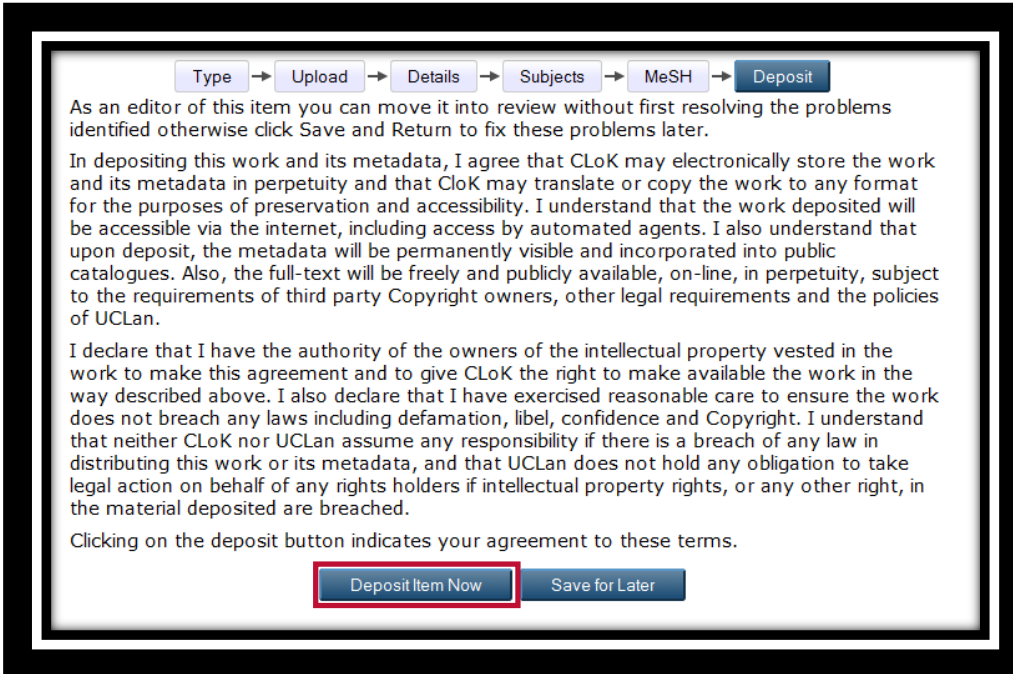


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Depositing a Research Output (Deposit Screen)

Once you are happy with your submission select '**Deposit item now**'.

Your research output will not go live onto the CLoK website until it has been verified by the administrators. If there are any errors the record will be returned to your 'Manage deposits' screen and you will be notified what you need to do via email.



The screenshot shows a progress bar at the top with buttons for 'Type', 'Upload', 'Details', 'Subjects', 'MeSH', and 'Deposit'. Below the progress bar, there is a paragraph of text: 'As an editor of this item you can move it into review without first resolving the problems identified otherwise click Save and Return to fix these problems later.' This is followed by a longer paragraph of terms and conditions: 'In depositing this work and its metadata, I agree that CLoK may electronically store the work and its metadata in perpetuity and that CLoK may translate or copy the work to any format for the purposes of preservation and accessibility. I understand that the work deposited will be accessible via the internet, including access by automated agents. I also understand that upon deposit, the metadata will be permanently visible and incorporated into public catalogues. Also, the full-text will be freely and publicly available, on-line, in perpetuity, subject to the requirements of third party Copyright owners, other legal requirements and the policies of UCLan.' Below this is another paragraph: 'I declare that I have the authority of the owners of the intellectual property vested in the work to make this agreement and to give CLoK the right to make available the work in the way described above. I also declare that I have exercised reasonable care to ensure the work does not breach any laws including defamation, libel, confidence and Copyright. I understand that neither CLoK nor UCLan assume any responsibility if there is a breach of any law in distributing this work or its metadata, and that UCLan does not hold any obligation to take legal action on behalf of any rights holders if intellectual property rights, or any other right, in the material deposited are breached.' At the bottom, there is a sentence: 'Clicking on the deposit button indicates your agreement to these terms.' Finally, there are two buttons: 'Deposit Item Now' (highlighted with a red box) and 'Save for Later'.



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ANY QUESTIONS?

CONTACT CLoK

Press Escape to exit guide