## 

**Depositing Records of Research Outputs on CLoK**

**A Quick Guide**

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## **Accessing CLoK**

Navigate to the UCLan Intranet homepage, select ‘University Systems’ and locate CLoK in the list displayed, or alternatively type ‘ <http://clok.uclan.ac.uk> ’ in the URL field.

You should automatically be signed into CLoK with your UCLan credentials if linked to UCLan’s network. If not linked to UCLan’s network, you will need to select ‘login’ and enter your UCLan credentials.

## **Pre-deposit checks.**

Ensure you are not depositing a research output which is already on CLoK, select ‘Browse’ on the CLoK homepage and select ‘UCLan Authors’ and locate your name in the alphabetic list. A list of all your publications on CLoK will show.

## **Creating a record on CLoK**

After logging on to CLoK, select ‘Manage Deposits’ in the top menu.

* If you have a Digital Object Identifier’ (DOI) for your research output, ensure ‘Digital Object Identifier (via CrossRef)’ is selected in the ‘Import from’ drop down list and select ‘Import’. Copy the DOI into the field provided and select ‘Test without importing’. If a green tick appears, select ‘Import items’. If you receive an error message return to ‘Manage Deposits’ and select ‘New Item’
* If you do not have a DOI for your output, select ‘New Item’.

## **Item type page**

Select the most appropriate deposit type from the list provided (tick the radar box), then select next.

## **Upload page**

Select ‘Choose file’ to add a document. (Please add only in PDF format where possible). We will fill out the other fields on this page when we check the copyright of any uploaded documents.

## **Details page**

The fields highlighted with a star are compulsory fields, but remember the more fields you can fill in the easier it will be for others to find your work

There is a question mark symbol next to every field which explains what you need to add.

On the ‘Creators’ field Use the lookup field that appears when you start typing a name to enter UCLan authors. This will ensure that CLoK knows they are UCLan staff and adds the publication to their staff profile.

If you do not have an ‘ORCID Identifier’ connected to your CLoK account, the field will be left blank on ‘Auto-Fill’.

Please visit the ‘Manage ORCID Permissions tab on the top homepage menu bar after completing your deposit to link your ORCID.

Select ‘Next’ when you have completed the page.

## **Subjects page**

Choose at least one subject heading from the list – there is a search facility to enter a keyword in to locate the relevant subject.

Select ‘Next’ when you have completed the page.

## **Funding**

If your work has been externally funded, ensure you have ticked the funding box on the ‘Details’ page then enter as much information about the funder and grant as possible. This will help the Scholarly Communications team ensure you are compliant with any funder policies.

Select ‘Next’ when you have completed the page.

## **Deposit page**

The last screen displays the CLoK deposit agreement - if you are happy with the terms of the agreement click ‘Deposit Now’ to complete the process. If you are unhappy with the terms or have any queries or worries, just click ‘Save for later’ and drop us a line at [clok@uclan.ac.uk](mailto:clok@uclan.ac.uk). You can access the record again by going to ‘Manage Deposits’ and selecting the tick box next to ‘User work area’

## **What happens next**

After you have deposited, we will:

* Check the metadata (descriptive information)
* Check all the links are working
* Check Sherpa Romeo for publisher Open Access policies
* Check compliance with funder and Research England open access policies

When we are done you will receive an email confirming your deposit is now live on CLoK.

## **Further support**

For further help and support, contact [clok@uclan.ac.uk](mailto:clok@uclan.ac.uk) or call 01772 892120

UCLan operates an additional repository, UCLanData, for research data. If you would like to deposit the data which underpins your output(s) then please contact [rdmsupport@uclan.ac.uk](mailto:rdmsupport@uclan.ac.uk).

**Open Research Unit is part of the Impact & Outputs Unit situated within the Research & Enterprise Service**

**Queries about records already on CLoK –** [**clok@uclan.ac.uk**](mailto:clok@uclan.ac.uk)

**Queries regarding uploading outputs to CLoK –** [**openaccess@uclan.ac.uk**](mailto:openaccess@uclan.ac.uk)

**Queries regarding Research Data Management and Data Management Plans –** [**rdmsupport@uclan.ac.uk**](mailto:rdmsupport@uclan.ac.uk)

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