Submitting an item to the ANU Open Research repository

RESPONSIBLE AREA: University Librarian, ANU Library
CONTACT: repository.admin@anu.edu.au
UPDATED: 17 May 2016

Step 1: login

Login to the Open Research repository using your ANU ID and password.

Step 2: start a new submission

Select the **Start a New Submission** button.

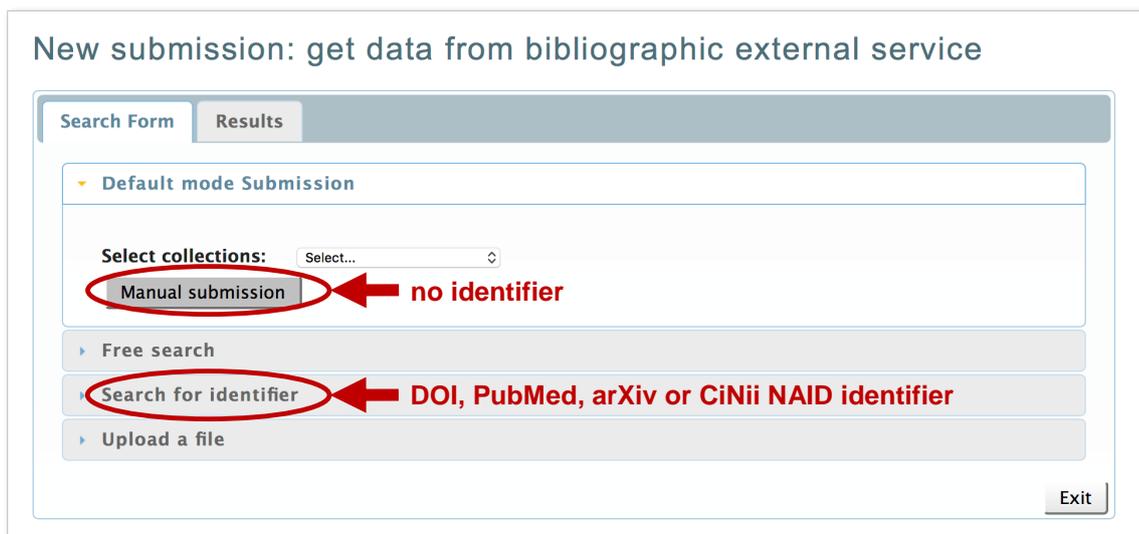# Step 3: enter an identifier

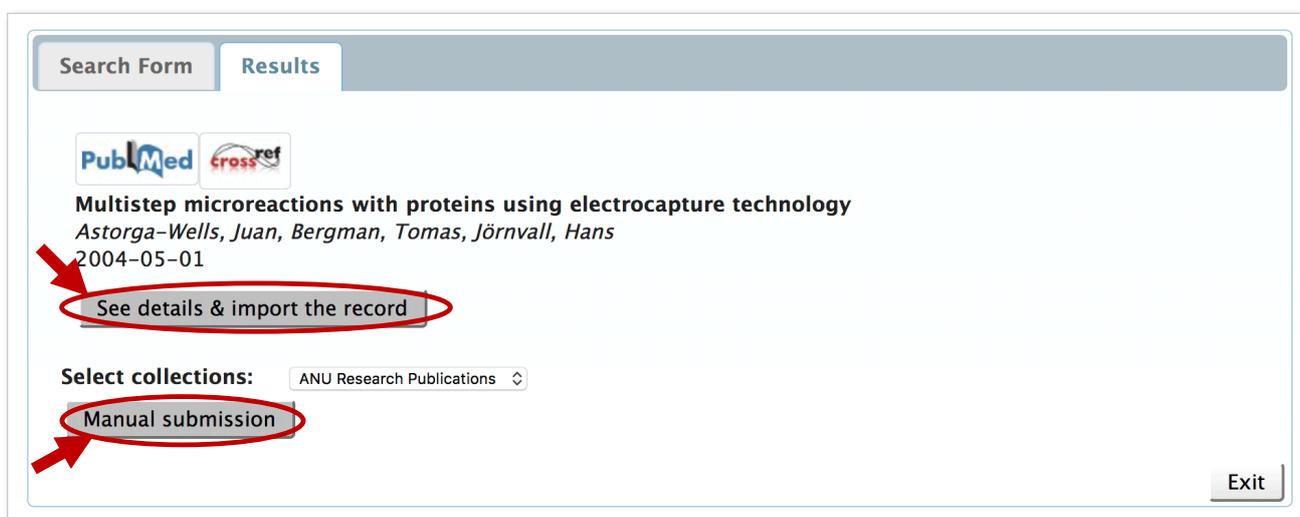The **New submission: get data from bibliographic external service** screen appears.

> If you have a DOI, PubMed, arXiv or CiNii NAID identifier for your publication, select **Search for identifier**. Enter the identifier in the relevant box, then select the **Search** button.

> If you <u>do not</u> have a DOI, PubMed, arXiv or CiNii NAID identifier for your publication, manual entry of publication details is required. Use the drop-down box to select the **ANU Research Publications** collection, then select the **Manual submission** button. Then continue from Step 6 below.

New submission: get data from bibliographic external service

Search Form | Results

- Default mode Submission

Select collections: Select...

Manual submission ⟵ **no identifier**

- Free search

- Search for identifier ⟵ **DOI, PubMed, arXiv or CiNii NAID identifier**

- Upload a file

Exit

Step 4: identifier search results

The identifier search lists all matching publications in the **Results** tab.

> Select your publication to proceed with the submission process, then select the **See details and import the record** button.

> If no results are returned, select the **Search Form** tab and either search again, or complete the manual submission process by selecting the **Manual submission** button.

Search Form | Results

PubMed crossref

Multistep microreactions with proteins using electrocapture technology
Astorga-Wells, Juan, Bergman, Tomas, Jörnvall, Hans
2004-05-01

See details & import the record

Select collections: ANU Research Publications

Manual submission

Exit

Step 5: select the collection

> Check that the publication details of the item you wish to import are correct.

> Use the drop-down box to choose the collection to which you wish to submit (**ANU Research Publications** is normally the only option listed)

> Select the **Fill data and start submission** button.

Step 6: description details

> Fill in as many details as possible on the submission form. Some of the details have been pre-filled for you as a result of the DOI search.

> Use the **Next >** button at the bottom of each page to continue.

Step 7: file upload

> If you have a file to upload with your submission, select **Select a file**. Then select the **Next >** button.

> If there is <u>no</u> file to upload, click the **Skip file upload >** button.

| Describe | Describe | Upload | Verify | License | Complete |

Submit: Upload a File ❓

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive.

Please also note that the Open Research system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.

Document File: 📂 Select a file...

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

File Description: [   ]

[< Previous] [Cancel/Save] [Skip file upload >] [Next >]

Step 8: verification

The **Verify Submission** screen appears.

If you are <u>not</u> satisfied with your submission, select the relevant **Correct one of these** button to update or enter new information.

> If you are satisfied with your submission, click the **Next >** button.

Step 9: license

The **Open Research Distribution License** screen appears. If you are satisfied with your submission, you will be asked to grant a license to allow the ANU Open Research repository to display your work. To grant a license, select the **I grant the license** button.

Your submission is complete!
Thankyou for submitting your publication to the ANU Open Research repository.

If you require any assistance with item submission, contact the repository team on +61 2 612 59729 (x59729) or repository.submission@anu.edu.au