

# Submitting an item to the ANU Open Research repository

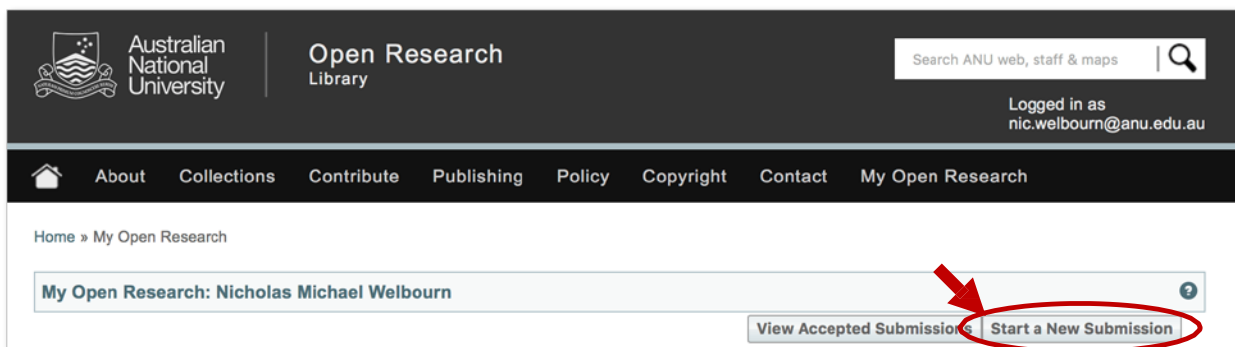
**RESPONSIBLE AREA:** University Librarian, ANU Library  
**CONTACT:** [repository.admin@anu.edu.au](mailto:repository.admin@anu.edu.au)  
**UPDATED:** 3 November 2017

## 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.



The screenshot shows the ANU Open Research Library interface. At the top left is the ANU logo and 'Australian National University'. To the right is 'Open Research Library' and a search bar. Below this is a navigation menu with links: Home, About, Collections, Contribute, Publishing, Policy, Copyright, Contact, and My Open Research. The user is logged in as 'nic.welbourn@anu.edu.au'. The main content area shows 'Home » My Open Research' and a user profile 'My Open Research: Nicholas Michael Welbourn'. At the bottom right of this area are two buttons: 'View Accepted Submissions' and 'Start a New Submission'. The 'Start a New Submission' button is circled in red, and a red arrow points to it from the left.

### Step 3: enter an identifier

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

- > If you have an identifier i.e. DOI, PubMed, arXiv or CiNii NAID for your publication, select **Search for identifier**. Enter the identifier in the relevant box, then select the **Search** button.
- > If you do not have an 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 and continue from Step 6 below.

### 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.

## 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.

The screenshot displays a 'Publication details' modal window. At the top left, there is a close button (x). Below the title, there are logos for PubMed and CrossRef. The main content area contains the following information:

Title	Multistep microreactions with proteins using electrocapture technology
Author(s)	Astorga-Wells, Juan Bergman, Tomas Jörnvall, Hans
Date Published	2004-05-01
Abstract	A method to perform multistep reactions by means of electroimmobilization of a target molecule in a microflow stream is presented. A target protein is captured by the opposing effects between the hydrodynamic and electric forces, after which another medium is injected into the system. The second medium carries enzymes or other reagents, which are brought into contact with the target protein and react. The immobilization is reversed by disconnecting the electric field, upon which products are collected at the outlet of the device for analysis. On-line reduction, alkylation, and trypsin digestion of proteins is demonstrated and was monitored by MALDI mass spectrometry.
DOI	10.1021/ac0354342

Below the details, there is a blue bar with an information icon and the text 'Choose the collection you wish to submit to'. Underneath this is a drop-down menu with 'ANU Research Publications' selected. A red arrow points to this menu. At the bottom right, there is a button labeled 'Fill data and start submission', which is also circled in red with a red arrow pointing to it.

## Step 6: description details

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



**Open Research**  
Library

Logged in as  
elke.dawson@anu.edu.au

My Open Research
Receive email updates
Edit Profile
Logout
Administer

Describe
Describe
Upload
Verify
License
Complete

### Submit: Describe this Item ?

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time.

Enter the names of the authors of this item below. Then, to look up the author name from a controlled list of authors, with or without an ORCID, click the magnifying glass.

**Authors**

Last name, e.g. Smith	First name(s) + "Jr", e.g. Donald Jr
<input style="width: 100%; border: none;" type="text"/>	
<input style="width: 20px; height: 20px; border: 1px solid #ccc;" type="button" value="Q"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="button" value="+ Add More"/>

**Author's email**

Enter the email address of the authors of this item below.

<input style="width: 95%; border: none;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="button" value="+ Add More"/>
--	--

**Author's Uni ID**

Enter the author's Uni ID

<input style="width: 95%; border: none;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="button" value="+ Add More"/>
--	--

**Author's Affiliation**

Enter the author's name and affiliation

<input style="width: 95%; border: none;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="button" value="+ Add More"/>
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**Associated Rights (eg link to Sherpa/Romeo entry)**

Enter the associated rights

<input style="width: 95%; height: 100px; border: none;" type="text"/>	<input style="width: 80px; height: 20px; border: 1px solid #ccc;" type="button" value="+ Add More"/>
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**Access Rights**

Indicate if the item is Open Access

<input style="width: 95%; border: none;" type="text"/>
--

**Title**


Enter the title of this item below (i.e. journal article title, book chapter title, report title, etc)

<input style="width: 95%; border: none;" type="text"/>
--

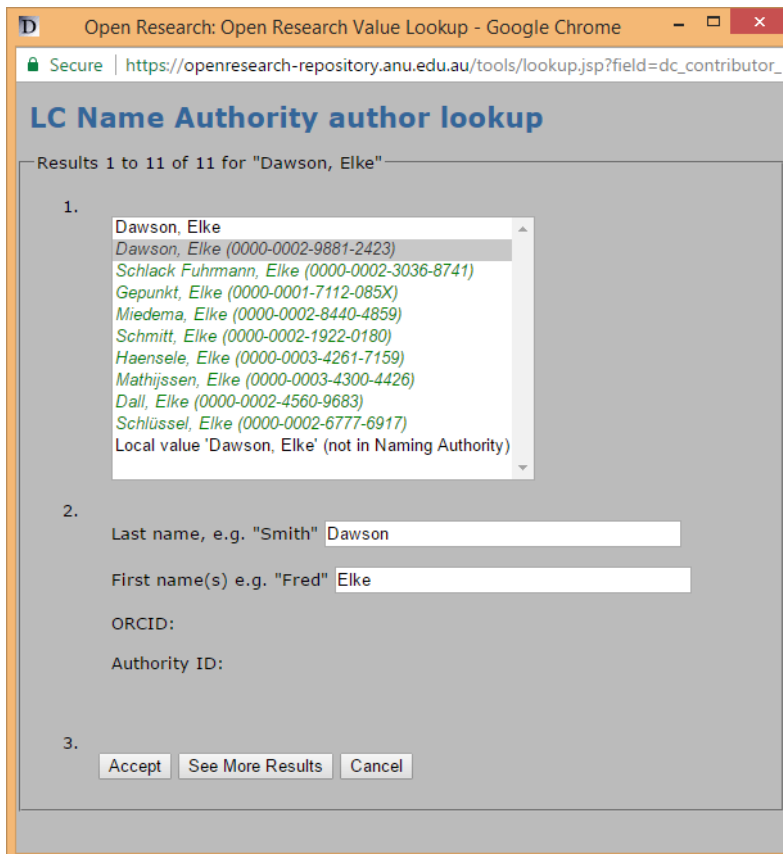
**Book Title**

If the item is a book chapter, enter the title of the book below

<input style="width: 95%; border: none;" type="text"/>
--

> If you have an  ORCID you can add it to your submission by clicking on the magnifying glass under the Author field, after you have entered your name, and select

- the grey option of your name if there is one, as this means we have already verified your ORCID details, or
- the green option, if that is the only match you find and click on **Accept**



> 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 no 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 **not** 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.

Describe Describe Upload **Verify** License Complete

### Submit: Verify Submission ?

**Not quite there yet, but nearly!**

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page.

**If everything is OK**, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

<b>Authors</b>	Astorga-Wells, Juan Bergman, Tomas Jörmvall, Hans	<b>Correct one of these</b>
<b>Author's email</b>	None	
<b>Author's Uni ID</b>	None	
<b>Author's Affiliation</b>	None	
<b>Associated Rights (eg link to Sherpa/Romeo entry)</b>	None	
<b>Access Rights</b>	None	
<b>Title</b>	Multistep microreactions with proteins using electrocapture technology	
<b>Abstract</b>	A method to perform multistep reactions by means of electroimmobilization of a target molecule in a microflow stream is presented. A target protein is captured by the opposing effects between the hydrodynamic and electric forces, after which another medium is injected into the system. The second medium carries enzymes or other reagents, which are brought into contact with the target protein and react. The immobilization is reversed by disconnecting the electric field, upon which products are collected at the outlet of the device for analysis. On-line reduction, alkylation, and trypsin digestion of proteins is demonstrated and was monitored by MALDI mass spectrometry.	<b>Correct one of these</b>
<b>Sponsors</b>	None	
<b>Notes</b>	None	
<b>Uploaded Files:</b>	None	<b>Add or Remove a File</b>

< Previous Cancel/Save **Next >**

## 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!**

Thank you 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](mailto:repository.submission@anu.edu.au)