Submitting an item to the ANU Open Research repository

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

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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.
**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.
> 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.
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.

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.admin@anu.edu.au