

# Submitting an item to the ANU Open Research repository

RESPONSIBLE AREA: University Librarian, ANU Library <a href="mailto:repository.admin@anu.edu.au">repository.admin@anu.edu.au</a>

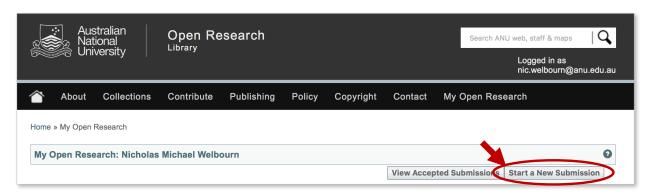
**UPDATED:** 17 May 2016

#### Step 1: login

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

# Step 2: start a new submission

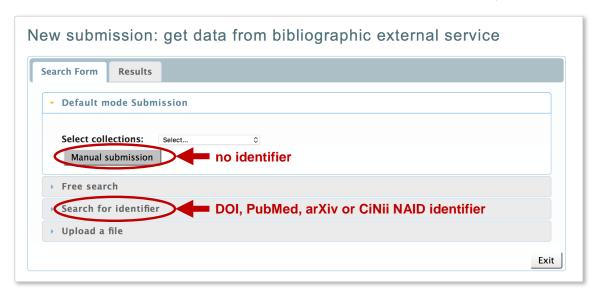
Select the Start a New Submission button.



#### Step 3: enter an identifier

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

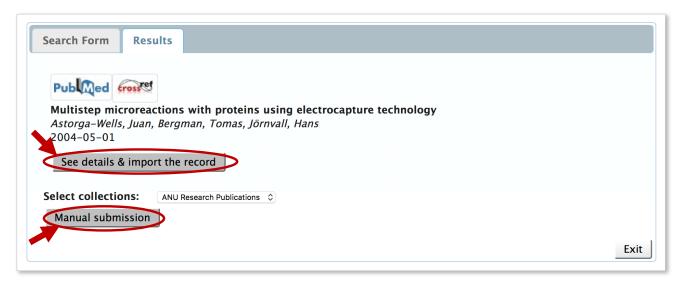
- > If you have a DOI, PubMed, arXiv or CiNii NAID identifier for your publication, select **Search for identifier**. Enter the identifier in the relevant box, then select the **Search** button.
- > If you do not have a DOI, PubMed, arXiv or CiNii NAID identifier for your publication, manual entry of 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.



# Step 4: identifier search results

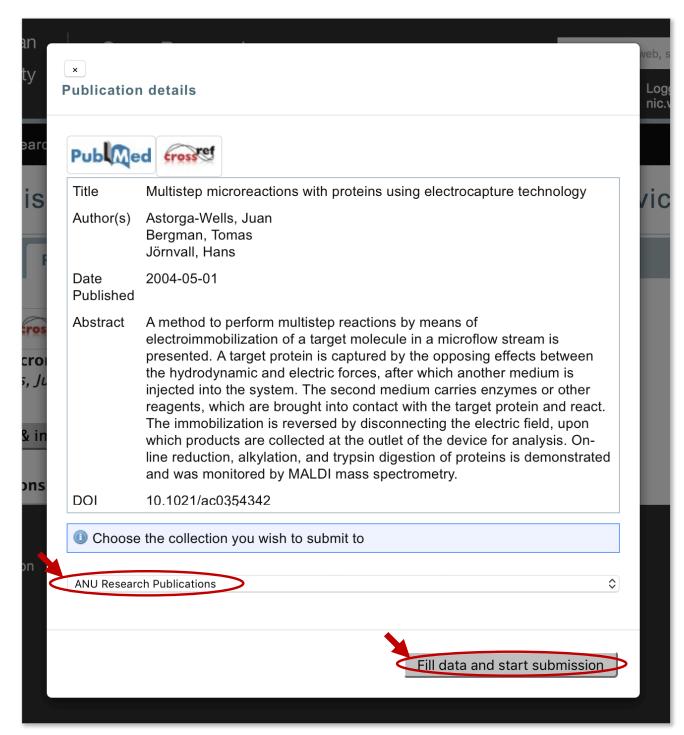
The identifier search lists all matching publications in the Results tab.

- > 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.



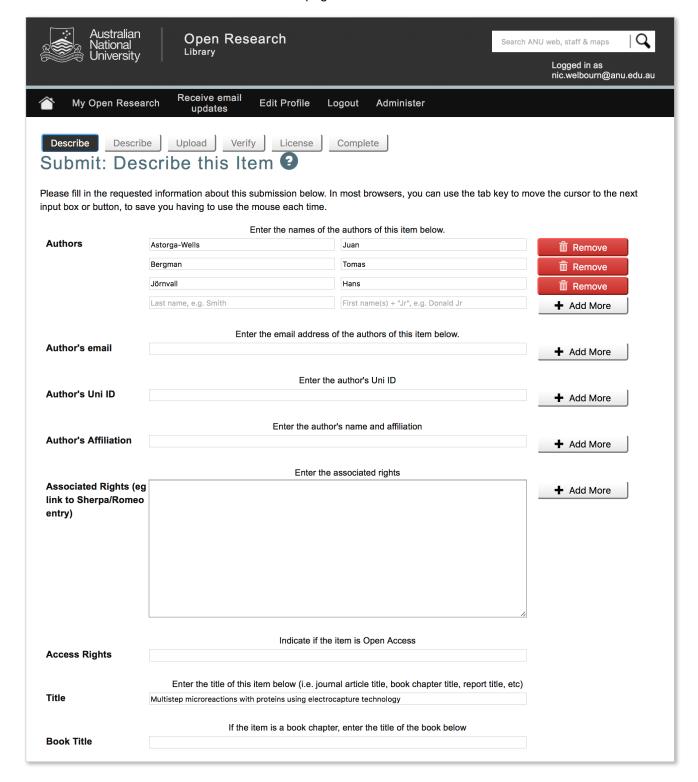
#### **Step 5:** select the collection

- > 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 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.

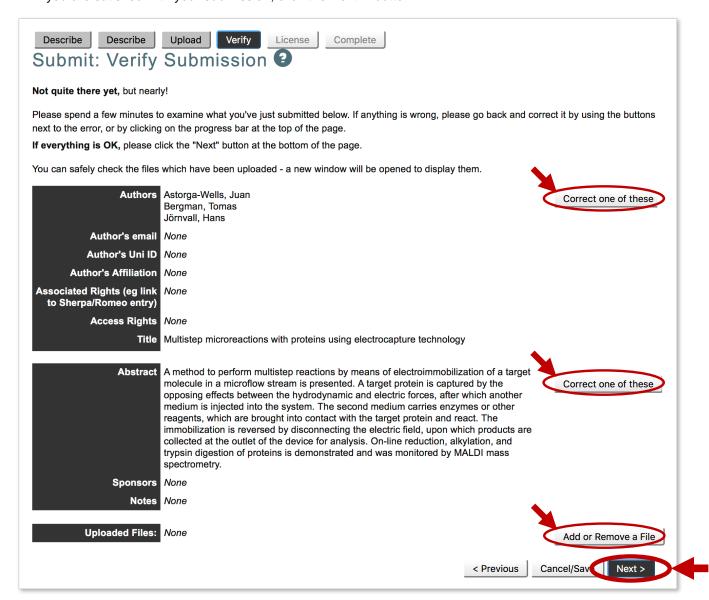


#### **Step 8: verification**

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 <a href="mailto:repository.submission@anu.edu.au">repository.submission@anu.edu.au</a>