

Manage My Publications: Quick Guide

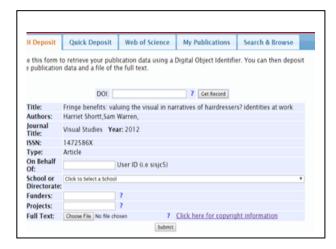
This guide will show you how to add your publications to Cardiff University's institutional repository, **ORCA**. You can find more help and guidance at How to Add Research on the ORCA homepage at http://orca.cf.ac.uk/.

1. Logging in

Login to the staff intranet at https://intranet.cardiff.ac.uk/

Go to the Research Support section, then to Open Access and then Manage My Publications.

2. DOI deposit



Insert the DOI (Digital Object Identifier) into the box provided and click **Get Record**.

If you are only submitting publication data, you can click the **Submit** button now. If you want to add full text, click the **Choose File** button next to Full Text. This will navigate to your computer file space.

When you have successfully uploaded the file, additional fields will appear in the form: **Text version**, **Acceptance date** and **Embargo date**.

The drop down menu for the text version allows you to choose **submitted version**, **accepted version** or **published version**.

When you click in the acceptance date fields and embargo date fields, a calendar will come up in both allowing you to choose the date. You must complete these fields for the record to be submitted. Click the **Submit** button. You will receive a message to say your item was successfully submitted.

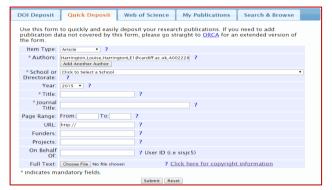
3. Quick deposit

If the publication has no DOI, you can use the Quick Deposit tab to enter manually basic publication details. Mandatory fields are marked *.

Select the item type from the drop-down menu. **Article** is the default option. If **Book**, **Book section** and **Conference** do not adequately describe the publication, select **Other**.

For authors, please add them **Surname/family name first.** Add each author on a separate line. Click the **Add Another Author** button if you have more than one author.





If you are adding details of books or book sections, you have the option to add editor names as well.

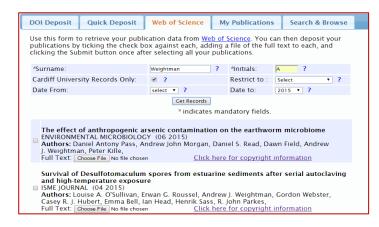
As with DOI deposit you can add a full text file as well. Additional fields to be completed will open up once the file is uploaded. You must complete both date fields for the record to be submitted

When all the fields are completed, press **Submit**.

4. Web of Science Deposit

This is an easy way to deposit large numbers of publications at once if they are indexed by Web of Science. Please note that this is only possible for items from the last two calendar years onwards.

Enter your surname and initials to identify your publications on Web of Science. You can restrict items to only those affiliated to Cardiff University and to specific dates. Click the **Get Records** button.



Use the checkboxes to the left of the title to select publications you wish to deposit.

You can upload full text files by clicking the **Choose File** button underneath each title.

You can see further pages of by clicking on the page numbers at the bottom of the list.

Once you have selected all your titles, press **Submit**.

Further information and help

For help in using Manage My Publications and ORCA, please email <u>orca@cf.ac.uk</u> or call us on (029) 2087 6123.

For queries on gold Open Access, including applying for funding, please email openaccess@cf.ac.uk or call (029) 2087 0965.

There are guides available on using Manage My Publications and on Open Access in the Staff Intranet under Research Support and Open Access.

Your Subject Librarian can also assist you in using Manage My Publications and ORCA. A list of the Subject Librarians for each school is available in the Staff Intranet; please see the Subject Support pages under Library Services for Researchers.

If you need more information on copyright and what full text versions you can upload to ORCA, please check the SHERPA RoMEO site at http://www.sherpa.ac.uk/romeo/.



