

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.



DOI Deposit Quick Deposit Web of Science My Publications Search & Browse

Use this form to quickly and easily deposit your research publications. If you need to add publication data not covered by this form, please go straight to [ORCA](#) for an extended version of the form.

Item Type: Article ?

* Authors: Harrington,Louise.HarringtonLE1@cardiff.ac.uk,A002228 ?
Add Another Author

* School of Directorate: Click to Select a School

Year: 2015 ?

* Title: ?

* Journal Title: ?

Page Range: From: To: ?

URL: http:// ?

Funders: ?

Projects: ?

On Behalf Of: ? User ID (i.e sisjc5)

Full Text: Choose File No file chosen ? Click here for copyright information

* Indicates mandatory fields.

Submit Reset

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.

DOI Deposit Quick Deposit Web of Science My Publications Search & Browse

Use this form to retrieve your publication data from [Web of Science](#). You can then deposit your publications by ticking the check box against each, adding a file of the full text to each, and clicking the Submit button once after selecting all your publications.

*Surname: Weightman ? *Initials: A ?

Cardiff University Records Only: ? Restrict to: Select ?

Date From: select ? Date to: 2015 ?

Get Records

* indicates mandatory fields.

The effect of anthropogenic arsenic contamination on the earthworm microbiome ENVIRONMENTAL MICROBIOLOGY (06 2015)
Authors: Daniel Antony Pass, Andrew John Morgan, Daniel S. Read, Dawn Field, Andrew J. Weightman, Peter Kille,
Full Text: Choose File No file chosen Click here for copyright information

Survival of Desulfotomaculum spores from estuarine sediments after serial autoclaving and high-temperature exposure ISME JOURNAL (04 2015)
Authors: Louise A. O'Sullivan, Erwan G. Roussel, Andrew J. Weightman, Gordon Webster, Casey R. J. Hubert, Emma Bell, Ian Head, Henrik Sass, R. John Parkes,
Full Text: Choose File No file chosen Click here for copyright information

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 orca@cf.ac.uk 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/>.



