



Submitting an item to Open Research Repository

Purpose

This protocol outlines the process to be followed when submitting a new item to the Open Research Repository.

Procedure

Submit an item

Before submitting an item, you must be logged in to ANU Open Research

1. [Log in](#) using your ANU UID and password.

Q Log In ▾

Email address

Password

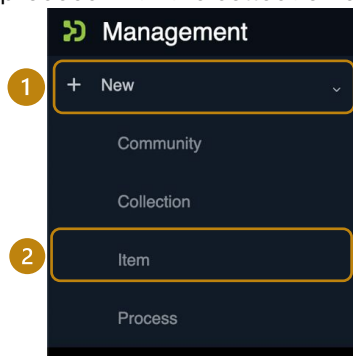
→ Log in

or

New user? Click here to register.

Have you forgotten your password?

2. Roll your mouse over the **Plus (+)** sign in the management menu. Click **New** and click **Item** to proceed with the collection creation process.



3. A pop-up window showing a list of communities will appear. Click on the collection named "ANU Research Publications" to initiate the deposit of your item.

Note: if you are already in a collection, that collection will appear at the top of the search results list

1

2

Create a new item in

research

Scholarly output
ANU Research Publications

Scholarly output
ANU Student Research Conference 2015

Scholarly output
ANU Student Research Conference 2016

Scholarly output
ANU Student Research Work

Scholarly output
ANU Three Minute Thesis (3MT)
ANU Three Minute Thesis Competition

Scholarly output
Conference publications

4. A submission form will open.

a. Upload the attachment(s).

You can **drag and drop** the attachments to the space at the top of the form or click **Browse** and navigate to the location of the attachments on your computer or network drive.

A progress bar showing upload progress will appear. After the upload is completed, a prompt confirming success or failure will appear in the top right side of the screen.

Communities & Collections Browse Open Research Related Links




Home · Edit Submission

Drop files to attach them to the item, or browse

Collection Adelaide Steamship Company Limited Add more +

Note: If uploading fails, you can continue the rest sections and deposit, email repository.admin@anu.edu.au the error and the file you would like to attach.

b. The form has three sections, Describe, Upload Files and Deposit license. Each section will display a symbol to show readiness to submit:

- i.  - Incomplete mandatory fields
- ii.  - incomplete mandatory fields after save
- iii.  - ready to submit

*Note: Metadata fields marked with an *are **mandatory** and need to be completed for submission to continue.*

c. A description of the fields is below:

Describe	
<p>Author</p> <p>Author</p> <p>Enter the author's name (Family name, Given names).</p> <p>+ Add more</p>	1
<p>Author's Email</p> <p>Author's Email</p> <p>Enter the email address of the authors of this item.</p> <p>+ Add more</p>	2
<p>Author's Uni ID</p> <p>Author's Uni ID</p> <p>Enter the author's Uni ID.</p> <p>+ Add more</p>	3
<p>Author's Affiliation</p> <p>Author's Affiliation</p> <p>Enter the author's name and affiliation.</p> <p>+ Add more</p>	4
<p>Editors</p> <p>Editors</p> <p>Enter the names of the editors of this item.</p> <p>+ Add more</p>	5
<p>Provenance (eg link to Sherpa/Romeo entry)</p> <p>Provenance (eg link to Sherpa/Romeo entry)</p> <p>Enter the associated open access rights.</p> <p>+ Add more</p>	6
<p>Copyright</p> <p>Copyright</p> <p>Add copyright owner.</p>	7
<p>Access Rights</p> <p>Access Rights</p> <p>Indicate if the item is Open Access.</p>	8

- 1) Author - Enter the author name/s here. Click **Add more** if there is more than one
- 2) Author's Email- Enter the Author's email address, or repository.admin@anu.edu.au if email is not known
- 3) Author's Uni ID- Add the author's ANU ID with the format *Surname, Firstname, Uni ID*. Click **Add more** if there is more than one author
- 4) Author's Affiliation - Add the University or Department (if ANU) the author is affiliated with. Use the format Surname, Firstname, affiliation. Click **Add more** if there is more than one
- 5) Editors - Enter the editor's name/s here. Click **Add more** if there is more than one
- 6) Provenance (eg link to Sherpa/Romeo entry) - Add provenance statement
- 7) Copyright - Add the copyright statement i.e. © 2023 Australian National University
- 8) Access rights - Add access conditions i.e. Open Access

License	1
License	
Enter the license for use (i.e. Creative Commons License (Attribution 4.0 International))	
Rights or License URL	2
Rights or License URL	
Enter the URL for information about the license (i.e. https://creativecommons.org/licenses/by-nc-nd/4.0/)	
Title *	3
Title	
Enter the title of this item (i.e. journal article title, book chapter title, report title, etc)	
Book Title	4
Book Title	
If the item is a book chapter, enter the title of the book.	
+ Add more	
Electronic access or address of the source document (usually a hyperlink)	5
Electronic access or address of the source document (usually a hyperlink)	
Enter the source URI of this item below	
ISSN	6
ISSN	
If the item has an ISSN please enter the value.	
ISBN	7
ISBN	
If the item has an ISBN please enter the value.	
DOI	8
DOI	
ESSN	9
ESSN	
Series	10
Series	
Submitter's Uni ID *	
Submitter's Uni ID	
Submitter's employee number: u123456789	

- 1) License – Add the license details
- 2) Rights or License URL – Add the URL to the Creative Commons or other license.
- 3) Title – Enter the title of the publication. It is a mandatory field and marked with **and asterisk ***. i.e. journal article title, book chapter title, report title, etc
- 4) Book Title – If the publication is a book chapter, add the book title.
- 5) Electronic access or address of the source document (usually a hyperlink) – Add the link to access the published version (if there is no DOI)
- 6) ISSN – Add the ISSN for print serial publications (if applicable)
- 7) ISBN – Add the ISBN for book publications (if applicable)
- 8) DOI – Add the DOI. i.e. 10.1080/07294360.2020.1798886
- 9) ESSN – Add the ESSN for electronic serial publications (if applicable)
- 10) Series – Enter the series (if applicable)
- 11) Submitter's Uni ID – Enter the ANU ID for the submitter. This may also be pre-filled by the system. It is a mandatory field and marked with an **asterisk ***.

Publication Version

The document's publication Version.

Publication date *

year month day 2

Publisher

Enter the name of the publisher of the previously issued instance

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Citation

Enter the standard citation for the previously issued instance of this item.

Source

Enter the journal title.

Volume

Enter the volume of the journal volume.

Issue

If known

Start Page

If known

Last Page

If known

Publisher URL

Publisher URL associated with this item

Physical format

- 1
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10

- 1) Publication Version – Select the publication version from the list.
- 2) Publication Date – Add the published date into the year month and day fields. It is a mandatory field and marked with an **asterisk ***.
- 3) Publisher – Enter the publisher (if applicable)
- 4) Citation – Enter the standard citation for the previously issued instance of this item.
- 5) Source – Enter the journal title (if applicable)
- 6) Volume – Enter the volume of the journal (if known)
- Issue – Enter the journal issue (if known)
- 7) Start Page – Enter the start page (if known)
- 8) Last Page – Enter the last page (if known)
- 9) Publisher URL – Enter the URL for the publisher
- 10) Physical format – Enter the size, page numbers etc. Use a separate entry for each.

The image shows a metadata form with the following fields and callouts:

- 1**: Type (drop-down menu)
- 2**: Date accepted for publication (year, month, day fields)
- 3**: ARIES Document Identifier (text field)
- 4**: Grant ID (text field)
- 5**: Socio-Economic Objective (ABS ANZSRC) (text field)
- 6**: Embargo Date (year, month, day fields)
- 7**: Language (text field, currently showing 'en_AU')

Additional form elements include '+ Add more' buttons and instructions for each field.

- 1) Type – Select the type from the drop down menu. Click **Add more** if there is more than one
- 2) Date accepted for publication – Add the accepted date into the year month and day fields
- 3) ARIES Document Identifier – Add the ARIES Document Identifier number
- 4) Field of Research Code (ABS ANZSRC) – Enter the FOR code. Click **Add more** if there is more than one
- 5) Socio-Economic Objective (ABS ANZSRC) – Enter the SEO code. Click **Add more** if there is more than one
- 6) Embargo Date – Enter the date the item should be restricted until
- 7) Language – Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select N/A.

The screenshot shows a form titled "Describe" with the following sections:

- 1 Subject Keywords:** A text input field with the label "Subject Keywords" and a "+ Add more" button below it. The instruction reads: "Enter appropriate subject keywords or phrases."
- 2 Abstract:** A large text input field with the label "Abstract". The instruction reads: "Enter the abstract of the item."
- 3 Sponsors:** A text input field with the label "Sponsors". The instruction reads: "Enter the names of any sponsors and/or funding codes in the box."
- 4 Description:** A large text input field with the label "Description". The instruction reads: "Enter any other description or comments in this box."
- 5 Mint DOI:** A text input field with the label "Mint DOI". The instruction reads: "Enter any other description or comments in this box."

- 1) Subject Keywords - Enter separate subject keywords or phrases. Click **Add more** if there is more than one.
- 2) Abstract - Add any notes associated with the item
- 3) Sponsors - Add the funding statement, especially details for any ARC or NHMRC funding.
- 4) Description - Add any notes relevant to the item (if applicable)
- 5) Mint DOI - Select "Yes" mint a DOI.

5. Confirm the deposit license

The screenshot shows a form titled "Deposit license" with a green checkmark icon in the top right corner. The main text reads:

I am the author, or I have been authorised by the author, of the work to make this submission and understand that, subject to the data submitted with this form, by submitting the work to the ANU Research repository the author grants to the University or its agents a perpetual, irrevocable, worldwide, non-exclusive and royalty free licence to store and reproduce, and (subject to any publisher's restrictions) publish and disseminate the submission in whole or part in all forms of media, and in any format, now or hereafter known. This submission deals only with copyright and does not deal with other types of intellectual property (such as patent rights). Copyright ownership is not changed by submission and you remain free to publish this submission or any part of it, elsewhere. By making this work available it will be able to be displayed by search engines such as Google.

Below the text is a checked checkbox with the label "I confirm the license above".

6. Click the **Save** button to save the progress or click **Save for later** if you want to save your progress but not finalise the item.
7. Click **+Deposit** to finalise the submission. A success prompt will pop up once the creation is complete, and the **Your submissions** page will open.

If you require any assistance with item submission, contact the repository team on +61 2 612 57928 (x57828) or repository.admin@anu.edu.au

Review date

This guideline will be reviewed four years after authorisation.

Version history

	Updated by	Update date
1.0	eResearch Support Officer	14 Aug 2024

Authorised by Manager, Digital Scholarship