Submitting an item to the ANU Open Research repository

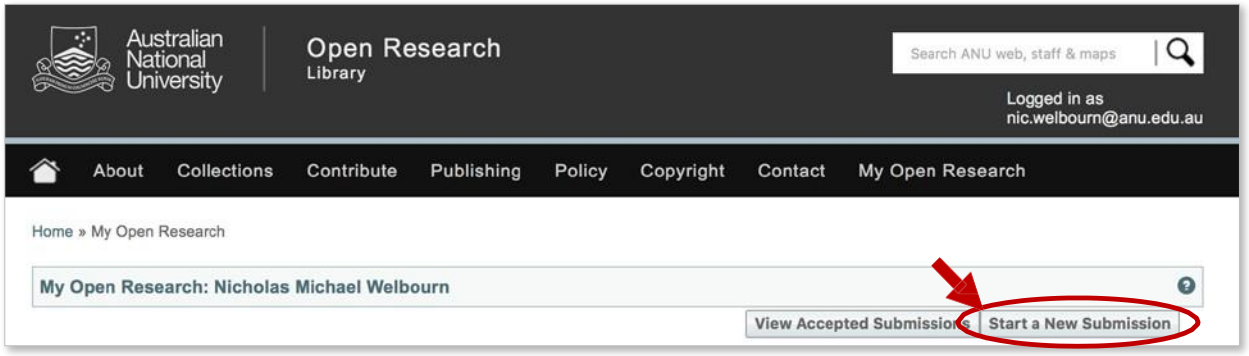
RESPONSIBLE AREA: University Librarian, ANU Library
CONTACT: repository.admin@anu.edu.au
UPDATED: 14 September 2021

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.

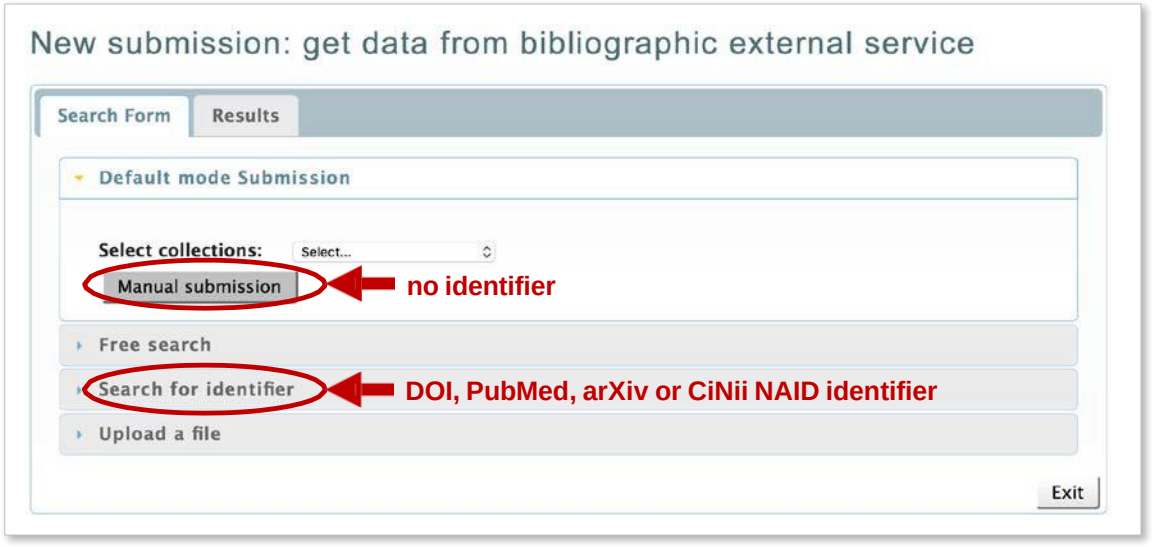


Step 3: enter an identifier

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.

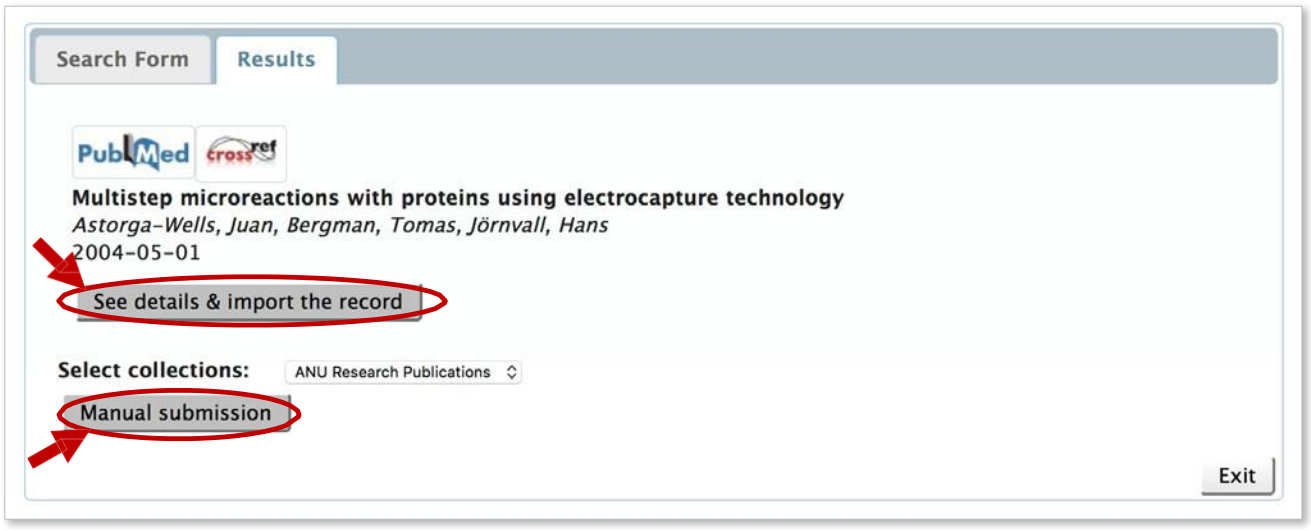


Step 4: identifier search results

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.

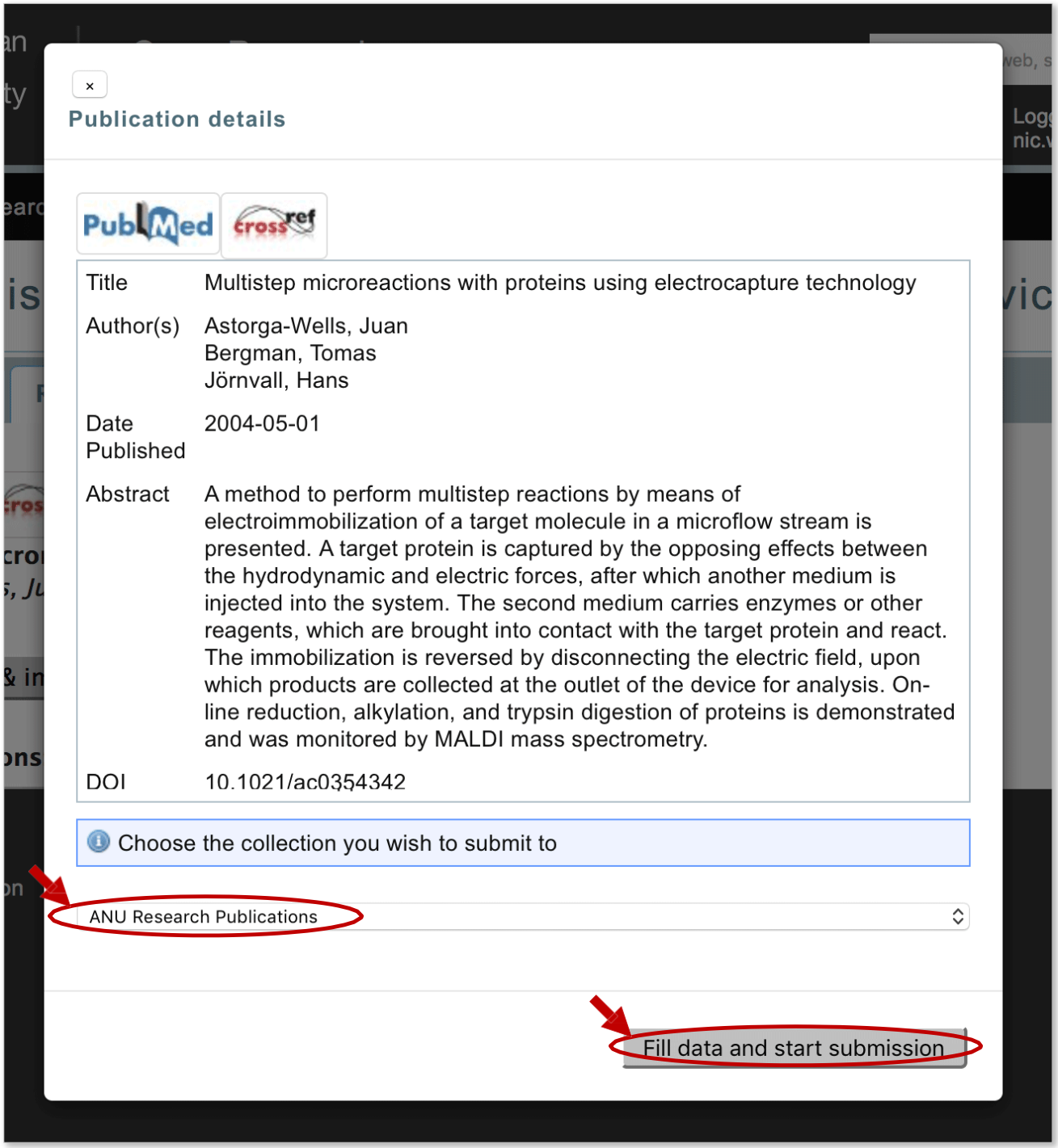


Step 5: select the collection

> Check that the publication details of the item you wish to import are correct.

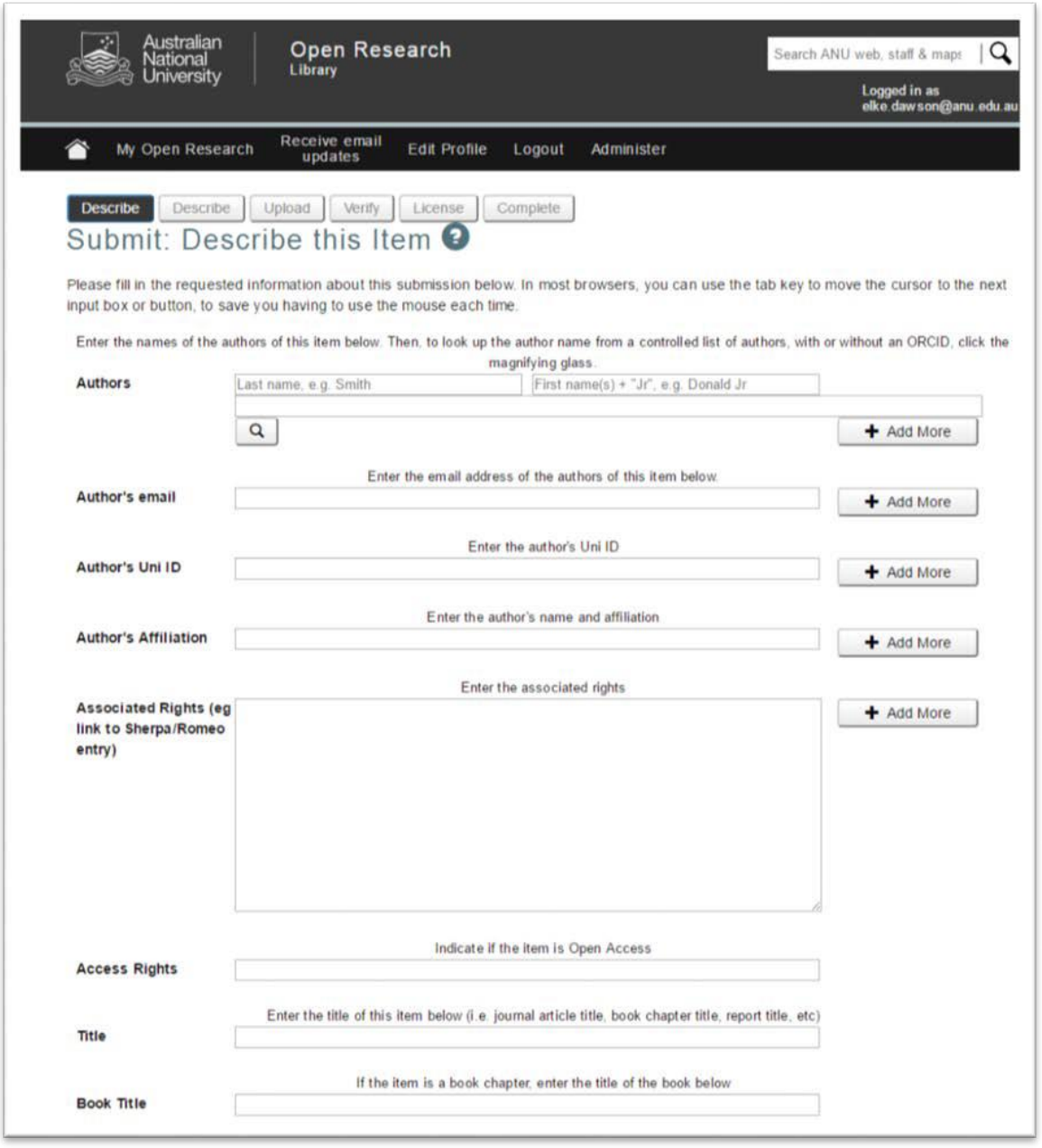
> Use the drop-down box to choose the collection to which you wish to submit (**ANU Research Publications** is normally the only option listed)

> Select the **Fill data and start submission** button.



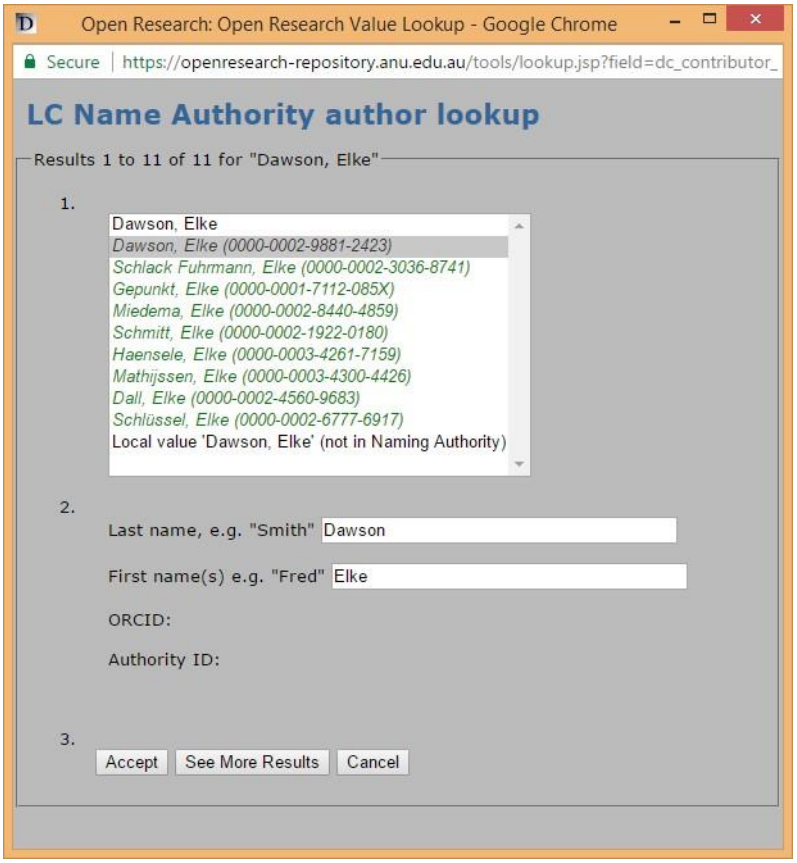
Step 6: description details

> 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**

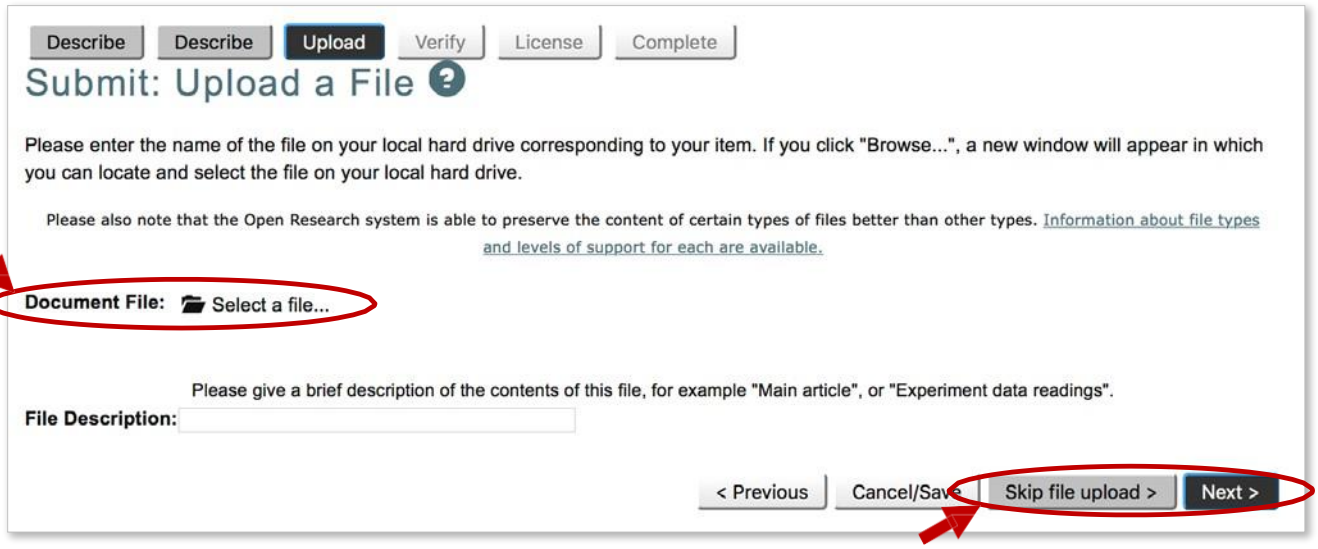


> Use the **Next >** button at the bottom of each page to continue.

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.

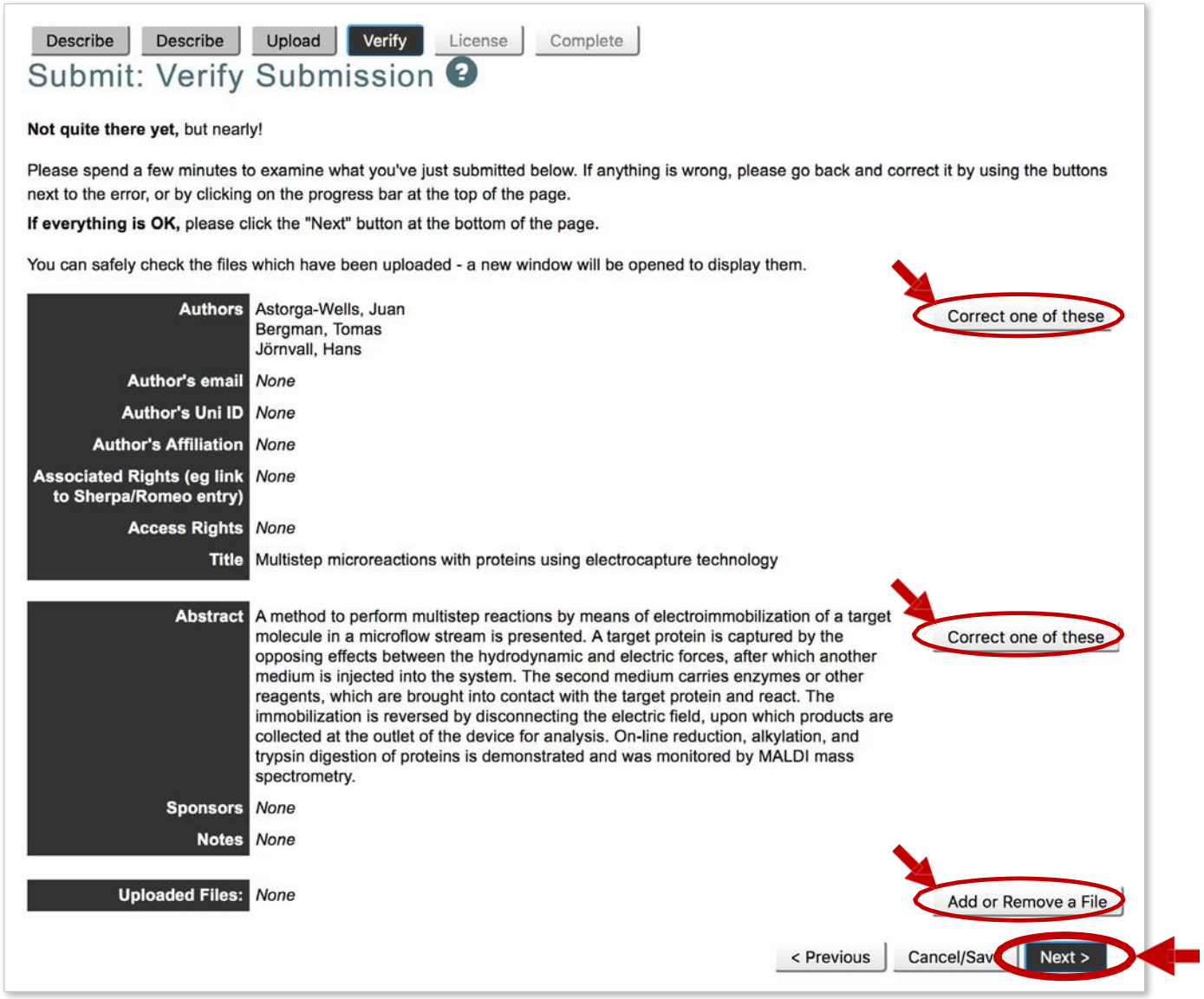


Step 8: verification

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