



Bradford Scholars – how to deposit your paper

Overview

Copyright check

- Check if your publisher allows submission to a repository.
- Use the [Sherpa RoMEO database](#) if you are not sure about your publisher's position or email openaccess@bradford.ac.uk.

Sign in

- Sign in to *My Account* at <http://bradscholars.brad.ac.uk> (link is in the left hand menu).

Deposit

- Select 'Submissions' from left hand menu.
- Follow the 'Start a new deposit' link on the following page.
- Select the collection you are depositing into.

Deposit continued

- Fill in the brief submission form with author name(s), title of your work, abstract, keywords, publication title, and the date of acceptance and year of publication.

Upload file

- Upload your file(s) **NB!** If you do not have a final draft copy of your paper, you can choose not to add a file at this stage.
- Accept the deposit agreement.

Final check

- Repository staff will check the submission.

Confirmation

- You will receive an email notification when your submission has been checked.

Step by step walk through

Step 1: Click on 'Sign in' under 'My Account' in the left hand menu.

Tip: Your username and password are the same as your email alias and password.

The screenshot shows the Bradford Scholars website interface. On the left, there is a navigation menu with sections 'BROWSE' and 'MY ACCOUNT'. Under 'BROWSE', there are links for 'All of Bradford Scholars', 'Communities & Collections', 'Author', 'Titles', 'Subject', and 'Publication Date'. Under 'MY ACCOUNT', there is a 'Sign in' link. A blue arrow points from the 'Sign in' link to the 'MY ACCOUNT' header. The main content area features a search bar at the top left, followed by a 'Welcome' message. Below the welcome message, there are three informational boxes: 'Does my publisher allow deposit?' with links to 'Check the ROMEo database for publisher policies' and 'Check the policies by journal title'; 'Research Funders' Open Access Policies' with links to 'Check if your research funders require OA deposit' and 'Check SherpaFACT for journal compliance with funders' OA policies'; and 'More on OA for Bradford authors' with a link to 'More on Open Access for Bradford authors'.

Step 2: Follow the 'Submissions' link in the left hand menu to begin depositing.

MY ACCOUNT

The screenshot shows a vertical menu with three items: 'Logout', 'Profile', and 'Submissions'. The 'Submissions' item is highlighted with a light blue background.

Step 3: Click on the 'start a new Deposit' link on the Submissions & workflow tasks page.

Submissions & workflow tasks

Submissions

You may [start a new Deposit](#)

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

Step 4: Choose the subject area for your work from the drop-down menu. Click on ‘Next’ to move on with your submission.

Tip: Only one subject area can be chosen here by clicking on the heading.

Add details of other subject areas you would like your work to appear in to the ‘notes’ section. This appears on a subsequent page. Bradford Scholars staff will do the rest.

Item submission

Deposit: Choose Collection

Collection:

Select a collection...

Select the collection you wish to deposit an item to (if you are submitting an item to more than one collection, give the names of any additional collections in the NOTES field on a subsequent page).

Next

Step 5: The box for ‘The item has been published...’ needs to be TICKED.

If your work has a subheading or a second title in another language, tick the box for ‘The Item has more than one title...’

Tip: Click on ‘Next’ to move on with your submission. You can ‘Save and Exit’ your deposit at any point during the process and return to it at a later time.

Initial Questions Describe Upload Review License Complete

Initial Questions

Multiple titles:

The item has more than one title, e.g. a translated title

Published:

The item has been published or publicly distributed before

Save & Exit

Next >

Step 6: Complete the online form providing information about your paper.

Boxes with asterisk (*) are mandatory fields. Other fields will provide the repository staff with further useful information to add to your repository contribution.

Step 6.1: Add the author name. Co-authors will be added by the repository team.

Step 6.2: Add the title of your paper.

Step 6.3: Add one or more keywords and/or phrases. Multiple entries in the same box should be separated with a semicolon (;).

The image shows a web form titled "Describe Item" with a navigation bar at the top containing tabs: "Initial Questions", "Describe", "Upload", "Review", "License", and "Complete". The "Describe" tab is active. The form contains several input fields and buttons:

- *Author(s)/Editor(s): *** This section has two input boxes. The first is labeled "Last name, e.g. Smith" and the second is labeled "First name(s) + 'Jr', e.g. Donald Jr". An "Add" button is to the right of the second box. A blue arrow labeled "6.1" points to the first input box.
- Title: *** A single wide input box. A blue arrow labeled "6.2" points to this box.
- Sponsor/Funder:** A single wide input box. Below it is the instruction: "Enter here the name(s) of your research funder(s) e.g. NERC, Wellcome Trust etc."
- *Keywords: *** A single wide input box. An "Add" button is to the right. A blue arrow labeled "6.3" points to this box.

Below the "Keywords" field is the instruction: "Please enter keywords here."

Step 6.4: Provide the FULL date of acceptance for publication.

Step 6.5: Provide the date of publication. Year will be enough if full date is not known.

Abstract:

Enter the abstract of the item.

Language:

Select the language of the main content of the item.

Date Accepted:

Year

Month

Day

Date of Acceptance for publication.

***Date Published:**

Year

Month

Day

Publication Year. You can leave out the day and/or month if they are not applicable.

Step 6.6: Provide the citation for your paper, including title of the paper; title of publication; author name(s); publication year, volume, and issue; and page numbers where applicable.

***Bibliographic information: ***

Enter bibliographic details, including journal/book/report/series title, publication year, volume, issue and page numbers where appropriate.

6.6

Link to original publication:

Enter here the web address for your paper or the publisher's web address.

Step 6.7: If your paper has been peer-reviewed answer ‘yes’. Answer ‘no’ if it has not or ‘N/A’ when peer-review does not apply.

***Peer-reviewed: ***

Has the deposited item been peer reviewed ?

6.7

Type:

- Article
- Book
- Book chapter
- Briefing Paper
- Complete journal issue
- Conference paper
- ...

Select the type of content you wish to deposit.

Version:

- Published version
- Author's final draft
- Not Applicable

Version.

Notes:

Add here any notes for Repository staff. Include here the names of any additional collections in which you would like your item to be included.

The ‘Notes’ field can be used to leave a message for the repository team. The content will not be displayed to the public. For instance, list any additional collections in ‘Notes’ if your work should appear under more than one heading. The repository team will allocate your paper to the additional collections.

Step 7: Add your document(s).

Step 7.1: Click on ‘Choose file’ to locate the file(s) you wish to add to your deposit. Files are added one at a time.

Step 7.2: Click on ‘Upload a file and add another one’. This will attach the file you chose to your deposit and allow you to add other files.

Step 7.3: Click on ‘Next’ when you have uploaded all your files **OR** if you have no files to add.

Upload File(s)

File: *

7.1

No file chosen

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

7.2

Click on the "Next" button to continue without depositing a full text article or file.

7.3

Step 8: You can now check if your file uploaded correctly if you chose to add any. Use the ‘Edit’ button to change description and other details about your file. You can remove the file by using the ‘Remove selected files’ button.

Tick the radio button next to the file you added. If you added more than one, tick the button for the main file.

Click on the ‘Next’ button to move forward when finished uploading your files.

Files Uploaded

Primary	File	Size	Description	Format	
<input checked="" type="radio"/>	<input type="checkbox"/> upay.docx	654076 bytes	Unknown	application/octet-stream	<input type="button" value="Edit"/>
File checksum: MD5:b946ecda9345103e0bf70bcde9667c9e					
<input type="button" value="Remove selected files"/>					

Step 9: Check through the information you provided. Click on one of the ‘Correct one of these’ buttons if any information needs changing.

Review Submission

Initial Questions

Multiple titles: No
Published: Yes

Describe Item

***Author(s)/Editor(s):** Nieminen, Satu
***Author(s)/Editor(s):** Bloggs, Jonathan
Title: Information skills training in libraries
***Keywords:** information skills
***Keywords:** training
***Keywords:** libraries
***Date Published:** 2012
***Bibliographic information:** Information training in libraries. Bloggs, J. (2012) Library Information Magazine. Vol. 12, No. 3, pp. 23-28.
***Peer-reviewed:** yes

Upload File(s)

upay.docx - Unknown unknown

Step 10: the final step involves accepting the deposit terms and conditions. Tick the box ‘I Grant the License’ and then ‘Complete submission’. We do recommend all contributors read through the terms and conditions carefully prior to depositing files with Bradford Scholars.

The Repository Policies Document is also recommended reading for all contributors. The document is located at

http://www.brad.ac.uk/library/media/library/documents/bs_policies_document.docx.

Step 11: Your submission is complete. The repository team will notify you by email when your paper has been released to Bradford Scholars.

You may continue by depositing another paper from this confirmation page or log out of Bradford Scholars via the left hand navigation panel.

Help

Contact the Bradford Scholars team if you have any questions or need help contributing your files to the repository via email at repository@bradford.ac.uk.

Copyright questions can be sent to copyright@bradford.ac.uk.