

# CENTAUR DEPOSIT GUIDE

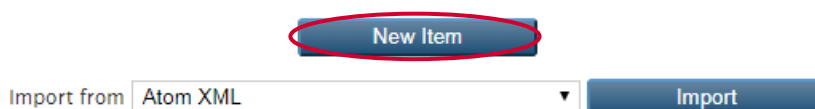
## Getting started

1. Access the repository at [www.reading.ac.uk/centaur](http://www.reading.ac.uk/centaur) on or off campus.
2. Log in with your University of Reading username and password.
3. This takes you to your **manage deposits** page. Here you can create a new item or resume work on one that you started earlier.

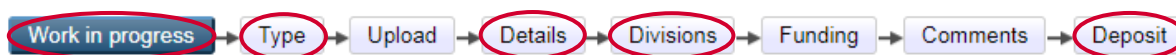
## Adding a new item

NB: it is not necessary to enter duplicate items.

4. On the **manage deposits** page select **new item**. (See page 3 below for **import**).



5. Complete the following deposit screens. Those circled are mandatory.



### Hints:

Use the **next** and **previous** buttons to move between the deposit screens. **Warning:** you may lose unsaved data if you use the browser back button.

Click **save and return** to exit the deposit screen at any point in the process.



Fields marked with an asterisk are mandatory.



Open on-screen help by clicking the question mark.

## The deposit screens:

### Work in progress

This page is for adding work in progress (WIP) outputs for your ROSS report. If this is not relevant for you click **next** to move on to the next screen.

### Type

Click the radio button to indicate the type of item (e.g. article) that you are depositing. Click **next** to move to the next deposit screen.

### Upload

Upload the relevant document via the **browse** facility and then complete the metadata fields about the document. It is University policy for staff to provide a full text for all journal articles and conference proceedings that have an acceptance date of 1<sup>st</sup> April 2016 or later. Full texts for other publications are optional but encouraged.

### Details

Complete all the fields marked with an asterisk and as many others as possible. The inclusion of abstracts, keywords and references increases the discoverability of your publication or output. Most fields allow copying and pasting and may offer auto-completion. If you start to add an item already in the repository you will receive a warning as you begin to enter the data into the **title box**. Duplicates are not required. If you would like to update an item that is already in the repository please request a correction.

### Divisions

Add all the divisions relevant to the item that you are depositing e.g. these could be divisions from your Faculty and from Interdisciplinary Centres and Themes. Always select the most specific divisions that are appropriate in the hierarchy. If you are unable to find a relevant division please save your deposit for later and contact [centaur@reading.ac.uk](mailto:centaur@reading.ac.uk).

### Funding

Add the funder and project title. An auto-complete suggestion list appears as you begin to type. Accept the matching suggestion or type a new entry. This information shows which research outputs have resulted from funded projects. Repository staff will not add this information.

### Comments

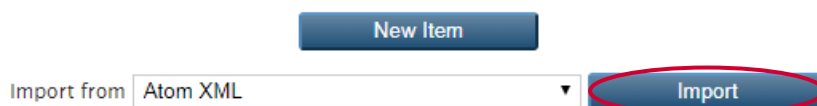
Use this field for any extra information or queries about your deposited item that you would like to pass on to the repository staff. This will not be publicly visible. Use the **additional information** field on the **details** page for extra information that you would like to be made public.

### Deposit

Click **deposit item now** at the bottom of the screen. This moves the deposit into a review area. Here repository staff ('editors') check the accuracy of the reference and the publisher's copyright (if publicly available) before moving the record into the live area of the repository. Your deposit will not be publicly visible until this process has been completed. You will receive an automatic email confirmation once your item is available in the live archive.

- To review your items in the repository select **manage deposits** from the menu. This will only show you what you have personally added to CentAUR - publications added by co-authors or administrators will not be visible.
- Click **log out** on the menu.

## Importing items



You can import metadata (bibliographic details) into the repository, rather than creating a record from scratch.

On the **manage deposits** page, the import option allows you to browse and upload a file of metadata (e.g. an EndNote library) or to paste the item for import (e.g. DOIs or PubMed IDs) into the text box.

Single or multiple metadata records can be imported from a variety of sources to save you completing a number of the main metadata fields, such as author and title. You will then need to add specific information to the item, such as department, funder, and project title.

For help with importing go to **how to import items** in CentAUR's Help menu.

## Using a template

If you are using an item that is very similar to one that you previously added, you can copy and amend the metadata of the original record to save you beginning from scratch. For example, this might be appropriate for a two-part journal article.

Search the original version in **manage deposits**. Click on the **view item** (spy glass) icon, then click **actions** and select **use as template**. The items will not be linked or associated with each other in the repository.

Do not use this function to update a live record (see below).

## Amending an existing deposit

You cannot make changes to live items yourself

To request changes to a 'live' item, such as corrections to metadata, updating the publication status from 'in press' to 'published', or adding a full text, email [centaur@reading.ac.uk](mailto:centaur@reading.ac.uk) or click the **request a correction** button at the bottom of the **item summary page**.

You can change items under review

You can make changes yourself to an item while it is under review before it has been moved to the live archive by an editor. In your **manage deposits** area click on the **view item** (spy glass) icon next to the item, click **actions**, click **return to work area**, click **edit**. Open up the relevant deposit pages, make changes, and deposit the item again.

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	CentAUR	01/05/2012	CentAUR manager	01/05/2012
1.1	CentAUR	01/11/2018	CentAUR manager	14/11/2018