

SUBMITTING TO DSPACE

DSpace

Cardiff Met's institutional repository is known as DSpace. This can be accessed by visiting <https://repository.cardiffmet.ac.uk> or through the link provided on the [Library Services](#) page. If you have any questions concerning submitting research, please email dspace@cardiffmet.ac.uk

Output (within the scope of HEFCE's open access policy)

- Output is a journal article or a conference proceeding with an ISSN*
- Output was accepted for publication after 1 April 2016

* Conference proceedings that form part of a book series are not included in this type of output

WORKFLOW FOR SUBMITTING



1

LIBRARY CHECKS

Once your work has been deposited in DSpace, the Library will:

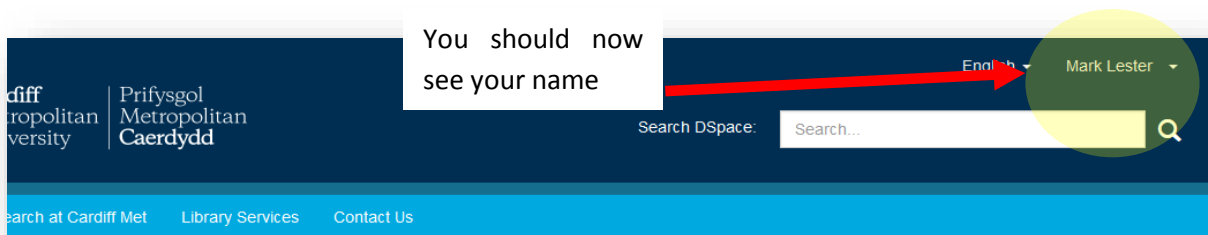
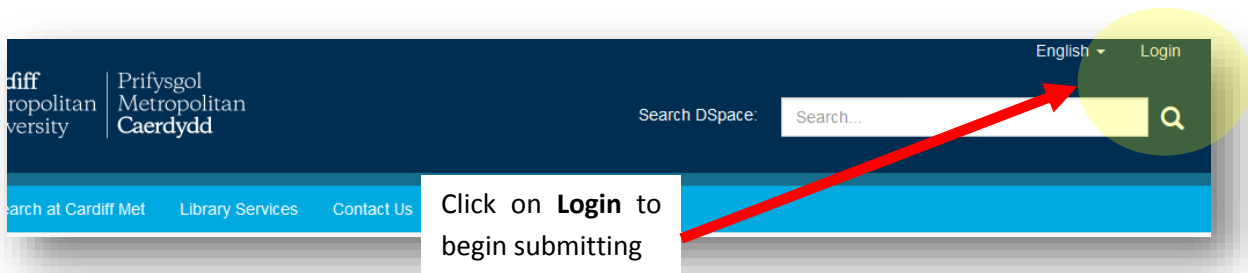
- carry out an initial quality check and ensure the post-print has been uploaded
- request further information from the author/publisher, if necessary
- apply any embargo
- apply copyright information

You will receive an e-mail notification when your item is live in DSpace.

The Library will carry out regular checks and add the publication data to the DSpace item record once your output has been published.

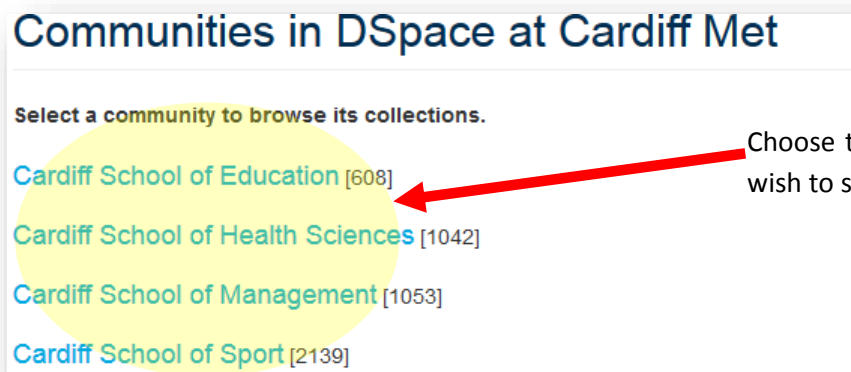
HOW TO SUBMIT TO DSPACE

Login



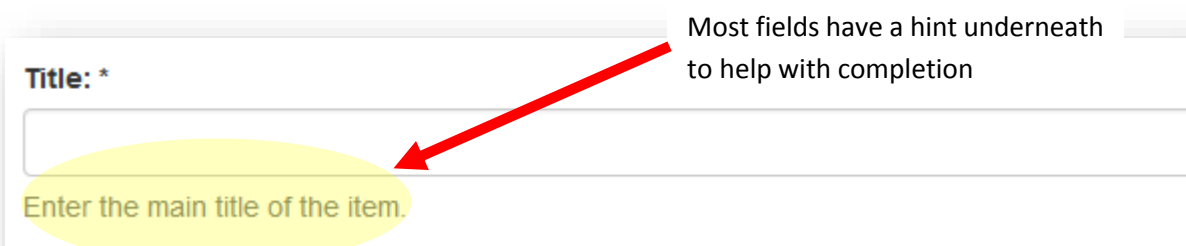
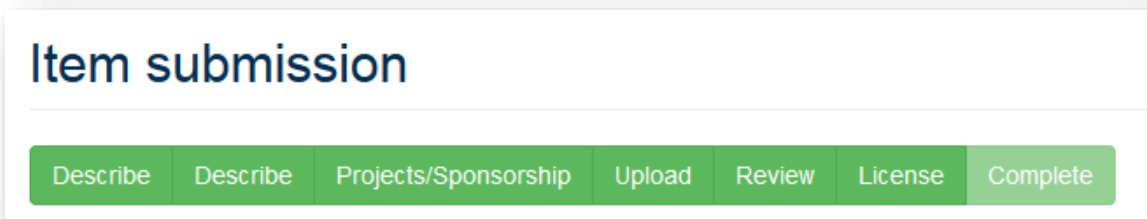
Start a new submission

2



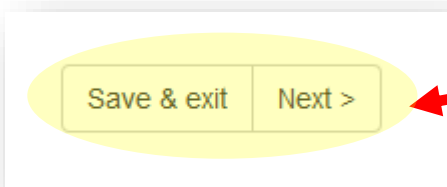
The steps to submission success

Follow each step filling out appropriate fields - any with a * marked next to them are mandatory.



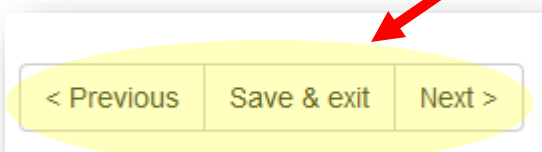
3 This message under a field means that if an item is to be submitted to the REF then the applicable data must be present in the field (if available at the time of submission to DSpace)

Attention: Please fill in this field if you desire your submission to be REF compliant.



You can move about the submission steps using link at the bottom of each page

You can also save and come back to your submission later



Describe

This step is in two parts.

The **first** describe step covers:

Author, Title, Date of issue, Date of acceptance, Publisher, Journal title, Identifiers (e.g. DOI), Type and Version.

Most are self-explanatory but it is necessary to give some context for identifiers and version.

As well as ISSNs – DSpace can also accept DOI links – choose from drop down menu

Identifiers:

DOI

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

doi:http://dx.doi.org/10.1136/heartjnl-2015-308476

issn:1468-201X

Remove

Add

After entering appropriate data – click **Add** and this will then be listed as shown here – you can then add more identifiers from drop down list

Please note – DOIs can just be copied straight into the box – no need to add <http://dx.doi.org/> before any link

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Version: *

Not Applicable (or Unknown)

Select the version of the resource you are describing and for wh...

There are 5 possible entries here:

Of these **Accepted manuscript or version of record** will be the most suitable versions of an item and should be used if possible

Accepted manuscript is another way to describe a 'post-print' article/item and is described as such for REF submission

The **second** describe step covers:

Citation, Subject Keywords, Abstract, Description, License URI (a way to link out to license terms for an item) and License start date.

Most are self-explanatory with field hints underneath each heading. Please note – **library staff will fill out License URI/License start date information** so these can be left blank.

Projects/Sponsorship

Projects is an option that allows you to associate an item with an existing project ID on DSpace. It will take some time to build up this data in DSpace so you may not be able to use the **Lookup project** option immediately. If you do have a project identifier please enter it in the **Project** field and then associate this with a funder by using the **Lookup funder** option underneath **Funder**. Please note – the above is for formal project IDs usually issued by large funders like RCUK and Wellcome Trust.

If an item has other sponsorship or other sources of funding associated with it then please use the **Sponsorship and other sources of funding** field. This is where Government, charity, business, NGO, University specific and other source of funding and sponsorship information should be entered.

Upload

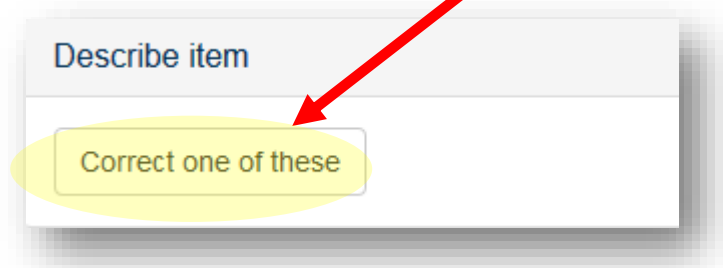
Upload an item under **File** heading and enter description details if appropriate under **File description** – if you wish to upload more than one file (e.g. tables/images) then select **Add another file** link at bottom of upload page.

Please note – **library staff will fill out all Embargo fields.**

Review

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Review all the information you have entered – if you need to correct anything from any of the steps – then choose the **Correct one of these** option.



License

Last step is to read/grant the license. You will then see a message letting you know that your submission is complete.

What happens next?

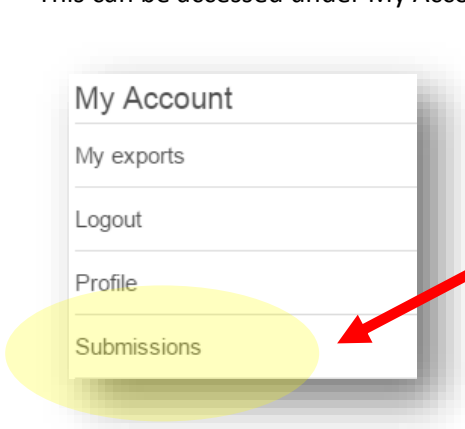
Library staff will add additional data to it as appropriate, review for accuracy, check embargo periods (if applicable) and then make the submission available in DSpace.

You will either receive an automated response letting you know that the submission is now live or a more detailed rejection reason stating what needs to be changed or added to the submission for it to be made live on DSpace.

Your Submissions

You can get a detailed look at your submissions by accessing the submission & workflow tasks page.

This can be accessed under My Account in the left hand menu – My Account > Submissions



Continue with any unfinished submissions you have under **Unfinished submissions**

This is also where any item that is rejected will be available to edit or add additional information

Click on the title to continue with your submission

Submissions & workflow tasks

Unfinished submissions

These are incomplete item submissions. You may also [start another submission](#).

Title	Collection	Submitter
<input type="checkbox"/> Testing DSpace	Sport Research Groups	email: Mark Lester

Remove selected submissions

Archived submissions

These are your completed submissions which have been accepted into DSpace at Cardiff Met.

Date accepted	Title	Collection
2016-06-30	The relationship between interleukin-6 in saliva, ...	Sport Research Groups
2016-06-30	Antibiotic intravenous-to-oral switch guidelines: ...	Un-themed
2016-06-30	Proteomics analysis of vesicles isolated from plas ...	Un-themed
2016-06-30	The Sound of Silence: Can Imagining Music Improve ...	Un-themed
2015-07-28	Monadic, Material and Meaningful: A Phenomenologic ...	Masters Degrees (Sport)

After submitting – view anything awaiting approval in **Submissions being reviewed** at the bottom of the page

Submissions being reviewed

These are your completed submissions which are currently being reviewed by collection curators.

Title	Collection	Status
Testing DSpace	Sport Research Groups	Awaiting editor's attention