

Guidelines for colleagues depositing work in The Lincoln Repository.

The Lincoln Repository is a digital archive where you can deposit your work and make it permanently available. Making your research available in this way has been shown to increase citation rates substantially. Records appear in your profile and in institutional research reports.

Read the Repository Policy at <http://eprints.lincoln.ac.uk/policy.html>
And the University Open Access Policy at <http://lincn.eu/oapolicy>

Log into the repository: <http://eprints.lincoln.ac.uk>
Use your usual university network username and password

Your User work area

Click on "Account" and "Manage deposits". The "New item." button will add a fresh, empty record to your workspace and allow you to start editing it.

If there are papers in your workspace, you will see a list of those papers with some option buttons. The title of each paper you are uploading will be shown in the list, or they will be titled "UNSPECIFIED" if you haven't yet given them a title.

Papers that you are in the process of uploading are in your workspace. If you start uploading a paper, you can decide that you wish to wait until later before completing the upload, and you can start on another paper.

The option buttons:-

View

Displays the record. Items that have been sent for checking will only have this button.

Remove

If you click on this button, that record will be removed from your workspace and discarded completely. You will be asked for confirmation first, so don't worry about accidentally clicking on it.

Edit

If you click this button, you will be able to carry on completing the record.

Deposit

Pushes the item to the repository.

Click the New Item button and choose the appropriate Item **Type**. In this screen, you should select the one option on the list that best described your work, for example "Thesis" or "Article" The option you choose here will affect what bibliographic information the system will collect in later stages.

Click **Next** to go to the **Details** screen.

You are now on the **Details** page. This is where you describe your work as a whole. You must provide information in the fields marked with a red star, but

you are encouraged to provide information in as many fields as possible. If you are not sure what to enter, click the '?' on the right.

Names.

You must enter family name and given name or initials. Authors working for the university must be indexed. Do this by beginning to type the name, when a list of names, with email addresses, appears, select the relevant name. Make sure the author ID appears in the column. After that you may go back and type the name as it appears on the document (even if this is quite different, such as a pseudonym or nickname).

If there are multiple authors enter them all, in the order they appear on the item. You can add more boxes for names by clicking on the "More input rows" button. Choose a role from the drop-down box; this is often author, but may be designer or curator, for example.

To remove names from a list just remove the name from the relevant boxes and leave it empty. Don't worry about leaving a blank box in the middle of the list; the system will "bunch up" the list.

You must select the university division of the author. Select the one most relevant to the work if there is a choice.

Once you've entered the relevant information, click on the "Next" button. If there are any omissions from the data, the system will flag up what is wrong and re-present the form so you can fix the problems.

When you have finished describing your work, click **Next** to go to the **Subjects** screen.

Subjects

In the subjects stage, you should select the subject or subjects from the list that best represent the content of your paper. You can keyword search, or browse by expanding the categories on the left. If your subject is not represented, choose a more general category, or two that cover different facets of the work

Click the **Next** button. This will take you to the **Upload** screen.

Check the policies of publishers for published articles or articles you are submitting for publication at <http://www.sherpa.ac.uk/romeo>

Ensure your work is universally readable by converting it to one of the following formats:

Text RTF, PDF and TXT

Images JPG and TIF

Video MPEG

Audio WAV and MP3

Click Choose file and browse for your item, it will be uploaded immediately. Next, you should describe the files you have uploaded To add these details select the + sign (show options) next to the file you have uploaded. You can place certain access and licensing restrictions on the file at this stage if you wish. If your publisher's policy is to embargo your work for a certain period, you can set an expiry date for the embargo. If you are not certain that you have the right to make the particular version of your work public you must restrict it to "Repository staff only". Click the Update Document button when you have finished describing each document.

Multiple formats of the item may be uploaded, as well as supporting material. Each file may be given a different description.

Click the **Next** button when you have finished describing all your documents.

If you have completed the process, you should click on read the declaration and click on "Deposit item now". Once this has been done your work will be ready for the repository editor to check.

Importing records

Records may be selected from an external source and imported individually or in bulk. The records will need editing before deposit.

On your Manage deposits page is an “Import” button. Select the source of your import and then click on the button.

To import individual records (for example a DOI or Pubmed ID) select that format and paste the information into the box. Click “Import items”. You will find yourself in the edit screen for that record.

To import in bulk from (for example) Scopus, go to www.scopus.com and perform your preferred search; you may need to refine your search, for example between similarly named authors. Go through the results and select each applicable record by ticking the box. Choose “Export” from the buttons near the top of the page. Choose “BibTeX” and “Complete format” or “All available fields” from the outputs available.

Now in the repository choose “Bibtex file” and click “Import” on your homepage. Select the file which will be in your “Downloads” folder, called scopus.bib or similar. Click “Import”.

The records will appear in your workspace. Each one must be linked to its university authors by ensuring their author IDs appear (you may have to re-enter the names to do this). Fields should be completed manually that may have been missed by the system and the records should be checked for accuracy. They may then be deposited in the same way as manually created records.

For assistance, please contact the Library Team or Research Office via e-mail: eprints@lincoln.ac.uk.

March 2014

Research Repository and Information Officer