



The Sainsbury Library

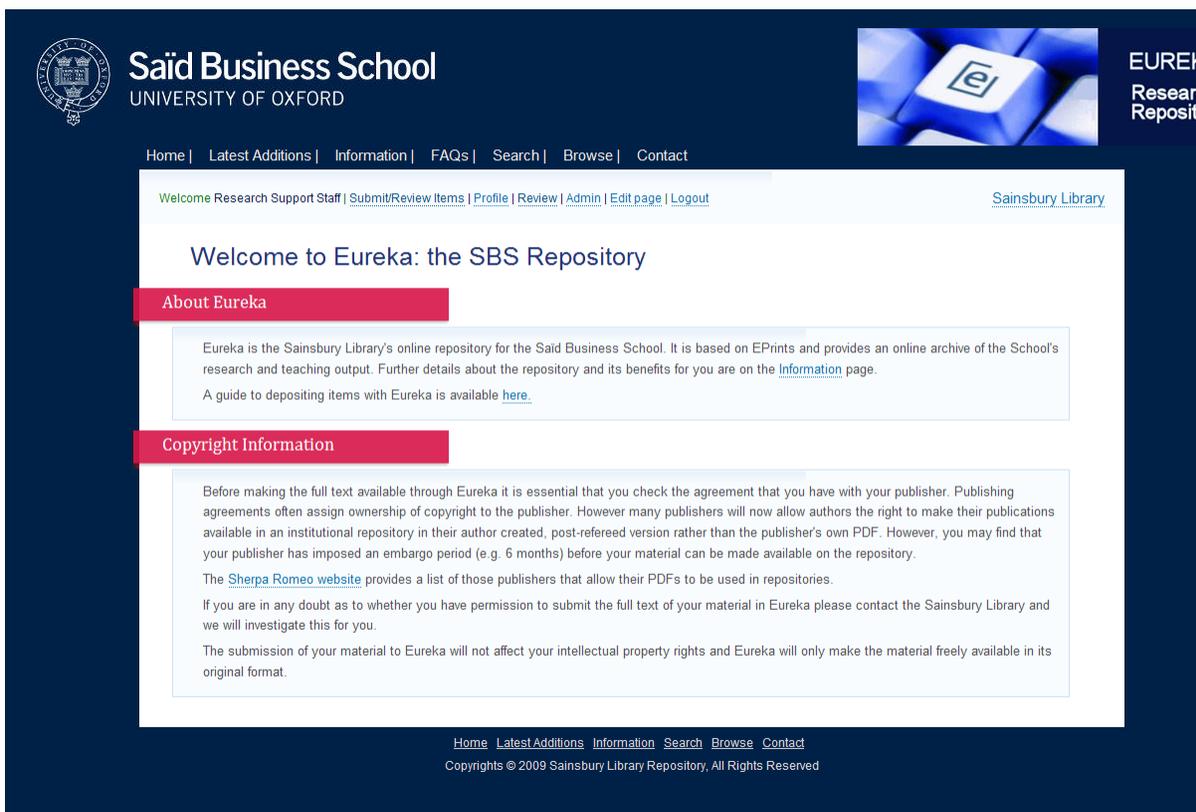
One of the Bodleian Libraries

Eureka

Eureka is an open access digital archive of research output produced by Saïd Business School. It has been established by Sainsbury library staff, and provides an easy and quick deposit service for academics and research staff of Saïd Business School. Wherever possible, *Eureka* provides an electronic copy of full text with each deposit. If an electronic copy cannot be provided (due to copyright or any other reason), an alternative location is provided to access the relevant content

Accessing Eureka

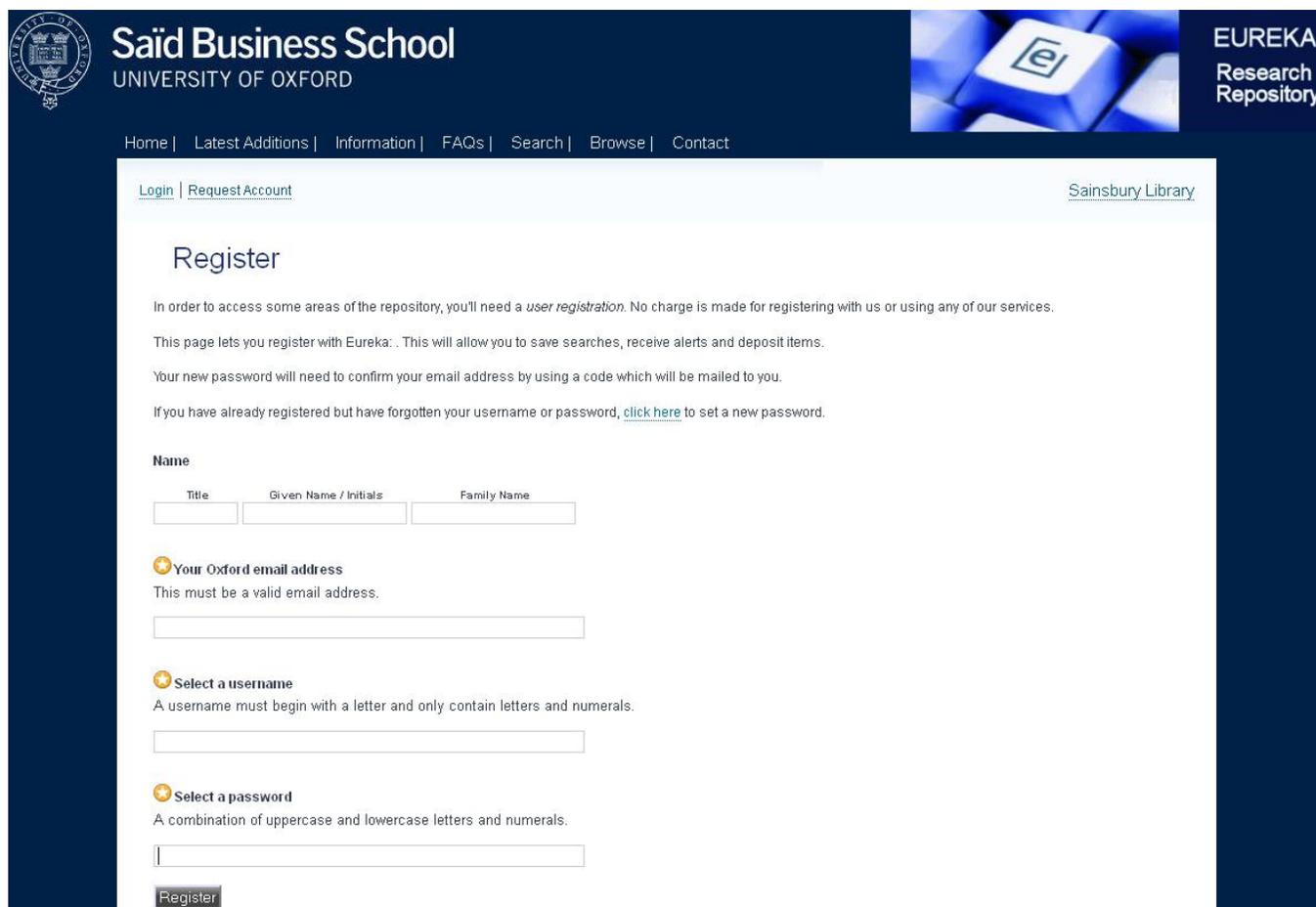
Eureka can be accessed at <http://eureka.sbs.ox.ac.uk>. You will be presented with the main interface of *Eureka*.



The screenshot shows the Eureka website interface. At the top left is the Saïd Business School logo and name. A navigation menu includes Home, Latest Additions, Information, FAQs, Search, Browse, and Contact. Below the menu is a welcome message for Research Support Staff with links for Submit/Review Items, Profile, Review, Admin, Edit page, and Logout. The main heading is "Welcome to Eureka: the SBS Repository". There are two main sections: "About Eureka" and "Copyright Information". The "About Eureka" section states that Eureka is the Sainsbury Library's online repository for the Saïd Business School, based on EPrints, and provides an online archive of the School's research and teaching output. It also mentions a guide to depositing items available here. The "Copyright Information" section discusses the importance of checking publisher agreements before making full text available through Eureka, noting that publishing agreements often assign copyright to the publisher. It mentions the Sherpa Romeo website for a list of publishers that allow their PDFs to be used in repositories. It also states that if there is any doubt about permission to submit full text, users should contact the Sainsbury Library. At the bottom, there is a footer with navigation links and a copyright notice: "Copyrights © 2009 Sainsbury Library Repository, All Rights Reserved".

Registering an Account with Eureka

To register with *Eureka*, you need to request an account from the Sainsbury library staff. This is to keep the memberships restricted only to people related with Saïd Business School. To do this, click on the REQUEST ACCOUNT link on the top left of the screen. This will take you to another screen as shown below.

The screenshot shows the registration page for Eureka at Saïd Business School, University of Oxford. The page has a dark blue header with the school's logo and name on the left, a keyboard key with the 'e' logo in the center, and 'EUREKA Research Repository' on the right. Below the header is a navigation menu with links: Home, Latest Additions, Information, FAQs, Search, Browse, and Contact. The main content area is white and titled 'Register'. It contains introductory text explaining the need for a user registration and providing instructions on how to use the page. There are four compulsory fields marked with a yellow star: 'Your Oxford email address', 'Select a username', and 'Select a password'. The 'Name' section has three optional fields: 'Title', 'Given Name / Initials', and 'Family Name'. A 'Register' button is at the bottom of the form.

Home | Latest Additions | Information | FAQs | Search | Browse | Contact

[Login](#) | [Request Account](#) [Sainsbury Library](#)

Register

In order to access some areas of the repository, you'll need a *user registration*. No charge is made for registering with us or using any of our services.

This page lets you register with Eureka: . This will allow you to save searches, receive alerts and deposit items.

Your new password will need to confirm your email address by using a code which will be mailed to you.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

Name

Title	Given Name / Initials	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

*** Your Oxford email address**
This must be a valid email address.

*** Select a username**
A username must begin with a letter and only contain letters and numerals.

*** Select a password**
A combination of uppercase and lowercase letters and numerals.

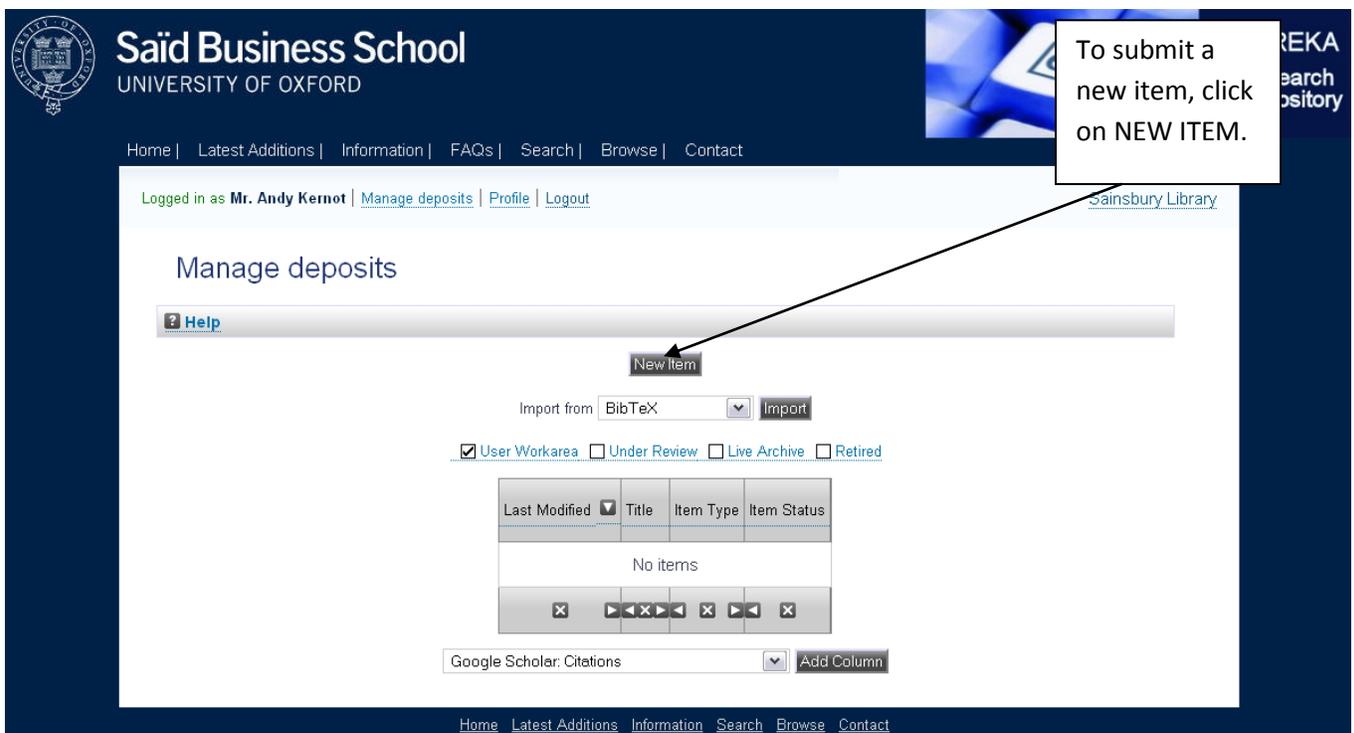
Throughout *Eureka*, you will notice several fields marked with a yellow star. These fields are compulsory and therefore you are required to fill them. All other fields (without a red star) are not compulsory, but if filled, will provide valuable information related to you and your research.

On this screen, please fill in your title, given name, family name, email address, a username and a password. If the username is already in use, the repository will give you an error message. Once you have submitted your request, it will be passed on to the library staff. We aim to authorise all registrations within 24 hours in working days (BST). Once a registration is authorised, you will be sent an email to confirm this.

Logging in to Eureka

Once you have received your confirmation email for account creation, you can login to deposit your work. To login, just click the LOGIN link on the top left of the screen and enter the username and password that you selected when registering with us. Once you have logged in, you will see the screen shown below. You will be taken to a **SUBMIT/REVIEW ITEMS** screen. Notice the small question mark sign  with **Help** written next to it on the left of the screen. You will be presented with this sign many times during the submission process. Click on this for a quick help message related to that particular screen.

You may also notice that there are four check boxes just below the **New Item** and **Import Items** buttons. These refer to the stage of items in your work area. When **User Workarea** is checked, all items that you have uploaded but not submitted will be displayed. When **Under Review** is checked, all items that you have submitted but have not been accepted yet by the library staff will be displayed. Similarly, **Live Archive** and **Retired** checkboxes will display items that are part of live repository and items that have not been accepted by library staff respectively. Please note that library staff will only check an item for consistency of metadata and not the content, and will only decline an item under exceptional cases where the item does not meet the requirements of submission in *Eureka*.



The screenshot displays the 'Manage deposits' interface. At the top, the Saïd Business School logo and name are visible. Below the header, there are navigation links and a user login status: 'Logged in as Mr. Andy Kernot'. The main content area features a 'Manage deposits' title and a 'Help' button with a question mark icon. A 'New Item' button is prominently displayed, with a callout box indicating that clicking it leads to submitting a new item. Below this, there is an 'Import from' dropdown menu set to 'BibTeX' and an 'Import' button. Four checkboxes are present: 'User Workarea' (checked), 'Under Review', 'Live Archive', and 'Retired'. A table with columns 'Last Modified', 'Title', 'Item Type', and 'Item Status' is shown, containing the text 'No items'. At the bottom, there is a 'Google Scholar: Citations' dropdown and an 'Add Column' button. The footer contains navigation links: 'Home', 'Latest Additions', 'Information', 'Search', 'Browse', 'Contact'.

Submitting a New Item

To keep it simple, let us start by submitting a new item. To do this, we click on the NEW ITEM button as shown above. You will see a workflow of your submission process starting with **Type** followed by **Upload** followed by **Details** and finally ending on **Deposit**. For each article you deposit, you only have to go through these four stages. We will select **Article** in this instance. You will also see two other buttons entitled SAVE FOR LATER and NEXT. You can use the former option if you want to continue depositing the item at another time. If you use the latter

option, the workflow will move forward to the **Upload** stage. Don't worry about the item number shown on the screen as they are randomly assigned by the system.

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Home | Latest Additions | Information | FAQs | Search | Browse | Contact

Logged in as **Mr. Andy Kernot** | [Manage deposits](#) | [Profile](#) | [Logout](#) [Sainsbury Library](#)

Edit item: [Article #3198](#)

Type → Upload → Details → Deposit

[Save for Later](#) [Cancel](#) [Next >](#)

Item Type

Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.

Book Section
A chapter or section in a book.

Monograph
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

Conference or Workshop Item
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

Book
A book or a conference volume.

Thesis
A thesis or dissertation.

Patent
A published patent. Do *not* include as yet unpublished patent applications.

Once you are in the **Upload** stage, you will be given the option to choose a file and upload it. We recommend uploading a **File** but you can also upload a **Zip File**, **tar.gz File** or a file directly from a web address by selecting the option **From URL**. You can also upload more than one file for an item if you wish.

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Home | Latest Additions | Information | FAQs | Search | Browse | Contact

Logged in as **Mr. Andy Kernot** | [Manage deposits](#) | [Profile](#) | [Logout](#) [Sainsbury Library](#)

Edit item: [Article #3198](#)

Type → Upload → Details → Deposit

< Previous [Save for Later](#) [Cancel](#) Next >

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL From OpenXML tar.gz File Zip File

New document: [Browse](#) [Upload](#)

< Previous [Save for Later](#) [Cancel](#) Next >

To upload a file, click on **BROWSE**, select the file, and then click **UPLOAD**.

As an example, we will upload a *Microsoft Word* document. Once you have uploaded a file, you will be presented with the following screen.

The screenshot shows the 'Add a new document' interface. At the top, there are navigation buttons: 'Type' → 'Upload' → 'Details' → 'Deposit', and a secondary row: '< Previous', 'Save for Later', 'Cancel', 'Next >'. Below this is a section titled 'Add a new document' with instructions: 'To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents. You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.' There are five tabs: 'File', 'From URL', 'From OpenXML', '.tar.gz File', and 'Zip File'. The 'File' tab is active, showing a 'New document:' field, a 'Browse...' button, and an 'Upload' button. Below this, a file icon for 'Microsoft Word 23Kb' is shown. The 'Metadata' section is expanded, showing fields for 'Content' (UNSPECIFIED), 'Format' (Microsoft Word), 'Description' (empty), 'Visible to' (Anyone), 'License' (UNSPECIFIED), and 'Embargo expiry date' (Year: empty, Month: Unspecified, Day: ?). An 'Update Metadata' button is at the bottom of the metadata section. Four callout boxes provide additional information: 1. 'You can specify the version of content here (e.g. draft, submitted, published, etc).' points to the 'Content' dropdown. 2. 'Most formats are picked automatically but you can specify a format if you want to.' points to the 'Format' dropdown. 3. 'Use this option to embargo your item.' points to the 'Embargo expiry date' fields. 4. 'Please make sure that you select the right visibility option. If you want the item to be open access (preferred), select **Anyone**.' points to the 'Visible to' dropdown.

Once you have selected the right options for the document, click on UPDATE METADATA for the changes to take place. Click NEXT to go to the **Detail** stage.

We have tried to keep the **Details** stage as simple as possible. There are only a limited number of options that are compulsory to be filled, thus making it easier and quicker for you to deposit. Since it is a slightly lengthy stage, we have divided into multiple screenshots, following which a bullet pointed text description will explain the various options encountered.

Edit item: [Article #3198](#)

Type → Upload → **Details** → Deposit
 < Previous Save for Later Cancel Next >

★ Title
?

Abstract
?

★ Creators
?

	Family Name	Given Name / Initials	Email
1.	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼
2.	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼ ▲
3.	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼ ▲
4.	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼ ▲

[More input rows](#)

- Please enter the title of the item being deposited in the required **Title** field.
- You can add an abstract for the item if you wish to in the **Abstract** field.
- Please enter the author/creator of the item being deposited in the required **Creators** field. There can be one or multiple creators for an item. By default, the screen shows you four fields. You don't have to fill all of them in. If there are more than four creators, click on the button MORE INPUT ROWS for more fields.

Corporate Creators ?

1. ▼

2. ▼ ▲

3. ▼ ▲

[More input rows](#)

Faculty or Centre ?

CABDiN Complexity Centre
 Institute for Science, Innovation and Society
 Novak Druce Centre for Professional Firms
 Oxford Centre for Entrepreneurship and Innovation
 Oxford Institute of Retail Management
 Oxford Private Equity Institute
 Oxford University Centre for Business Taxation
 Oxford University Centre for Business Taxation: CBT Working Papers
 Oxford University Centre for Corporate Reputation
 Skoll Centre for Social Entrepreneurship

Publication Details

★ **Refereed:** Yes, this version has been refereed. ?
 No, this version has not been refereed.

★ **Status:** Published ?
 In Press
 Submitted
 Unpublished

★ **Journal or Publication Title:** ?

ISSN: ?

Publisher: ?

Official URL: ?

Volume: ?

Number: ?

Page Range: to ?

★ **Date:** Year: Month: Day: ?

★ **Date Type:** Publication ?
 Submission
 Completion

- Please enter any corporate creators in the **Corporate Creators** field.
- Please select the faculty or centre which the item being deposited associates with in the **Faculty or Centre** field. You can also select multiple options in this field by holding the *Ctrl* key and selecting multiple values.
- Please select the refereed status in the required **Refereed** field.
- Please enter the journal or publication title in the required **Journal or Publication Title** field. When you start typing, a list of prominent business journals pops out for you to select if appropriate.
- Please select the publication status in the required **Date Type** field.
- You can also fill in the optional **ISSN, Publisher, Official URL, Volume, Number, Page Range** and **Date** fields. These are not required fields but we strongly encourage you to fill as much information as possible.

Identification Number:

Related URLs:

URL	URL Type
<input type="text"/>	UNSPECIFIED

[More input rows](#)

ORA Submission

Yes, please submit this to ORA as well.
 No, I only want this to be in Eureka.

Copyright Check

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Eureka the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Eureka does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Eureka is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

I declare that I agree with the above copyright declaration and I have checked my publisher permissions to deposit this item in Eureka.
 I am not sure about the copyright for this particular item and I would like the Sainsbury Library staff to help me with copyright for this item.

Funders

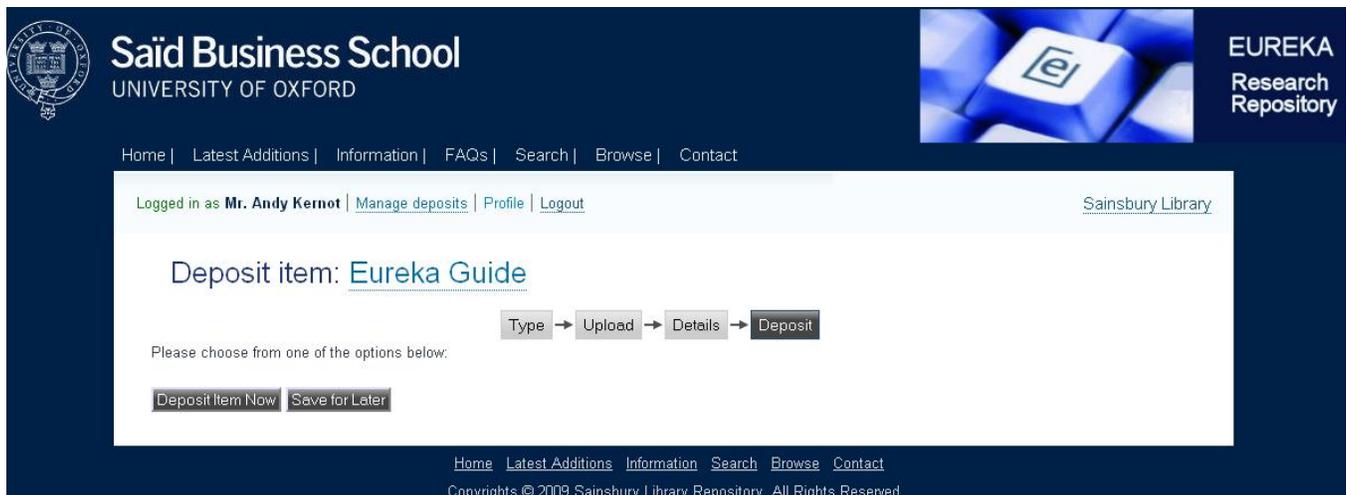
1. [More input rows](#)

Projects

1. [More input rows](#)

- You can also fill in the optional **Identification Number** and **Related URLs** fields. Once again, these are not required fields but we strongly encourage you to fill as much information as possible.
- Please fill in whether you would like your item to be deposited in [Oxford University Research Archive \(ORA\)](#). By submitting in *ORA*, you are enhancing open access to your publication through multiple resources. This can have an increased impact on the citation count for your publication. Please select one of the options in the required **ORA Submission** field. Please note that you will only see this field for items that match submission policy for *ORA*. E.g. if you are submitting an image, you will not see this field as *ORA* does not accept images at this time.
- Please select one of the options specified in the required **Copyright Check** field. If you are sure about the copyright and know that your publisher permits you to submit the item in an open access institutional repository, please select the first option. If you are unsure about the copyright policy of your publisher, please select the second option and the Sainsbury library staff will help to find out the copyright policy for you.
- You can also fill in the optional **Funders** and **Projects** fields.

- A further five optional fields are available – **Contact Email Address, References, Uncontrolled Keywords, Additional Information** and **Comments and Suggestions**. Use the + symbol to open these and add to them as required.



The screenshot displays the Eureka Research Repository interface. At the top left is the Saïd Business School logo and name, with 'UNIVERSITY OF OXFORD' below it. To the right is the 'EUREKA Research Repository' logo. A navigation bar includes links for Home, Latest Additions, Information, FAQs, Search, Browse, and Contact. Below this, a user is logged in as 'Mr. Andy Kernot', with links for Manage deposits, Profile, and Logout. A link for Sainsbury Library is also present. The main content area shows 'Deposit item: Eureka Guide' and a workflow: Type → Upload → Details → Deposit. Below this, it says 'Please choose from one of the options below:' and provides two buttons: 'Deposit Item Now' and 'Save for Later'. At the bottom, there is a footer with navigation links and a copyright notice: 'Copyrights © 2009 Sainsbury Library Repository. All Rights Reserved'.

- Finally, to submit your item click on the DEPOSIT button and then DEPOSIT ITEM NOW. The item will then be checked by a member of the library staff before being made live in the repository. Whilst it is undergoing this process of checking it will show as **Under Review** when you log in to your account. If there is a query on your submission the library staff will contact you otherwise it will be made live in a short space of time.