

## Deposit guide: journal article

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### A service for researchers

Oxford University Research Archive (ORA) is an online store of research materials produced by members of the University of Oxford. It supports the dissemination and preservation of Oxford research materials, and provides high visibility for the items it contains. If you don't find the answers to your questions about deposit here, see the ORA Help and Information website at [www.ouls.ox.ac.uk/ora](http://www.ouls.ox.ac.uk/ora) or contact ORA staff at [ORA@ouls.ox.ac.uk](mailto:ORA@ouls.ox.ac.uk)

### How the process works

- The depositor (the author or their representative) gives details about the item using an online form (available anywhere with internet access)
- The digital item (or items if it comprises a number of separate files) is uploaded – like adding an email attachment
- The depositor submits the details and the file(s) which then go to a holding area to be checked by a member of ORA staff. This member of staff will amend any errors and add additional details if necessary. At this point they may need to contact the depositor for clarification or if there is a problem.
- The item will then be added to the main archive, either open or closed access depending on rights and permissions. If an item has a period of embargo, ORA staff will be alerted one week prior to the end of the embargo period. They will then check the status of the item and act accordingly.

### Before you deposit

#### Are you eligible to deposit your article in ORA?

Members of the University of Oxford are eligible to deposit their thesis in ORA. For full details of eligible depositors and materials see the ORA submission and content policies.

#### Do you have the correct username and password?

To deposit items, you will need to use your WebAuth (aka Oxford Single-Sign-On, Herald, WebLearn) username and password. For details see <https://webauth.ox.ac.uk/>

### Files, Format and Fonts

You should have read the ORA guidance (see ORA website <http://www.ouls.ox.ac.uk/ora>) regarding:

- **Files:** There is a limit to the size and number of files that can be submitted to ORA. You may need to split your thesis into multiple smaller files (this can also help end users accessing your thesis)
- **Format:** Any format may be submitted to ORA. You may want to deposit the same item in more than one format.
- **Fonts:** some fonts cause serious problems for deposit and for end users attempting to read your thesis. Please read the ORA advice carefully

## Rights

- You need to know whether the rights associated with the article allow you to deposit it in ORA. **Please be particularly aware of the rights of third party copyright holders** (ie materials included in the item where the copyright is held by a third party). For help and guidance see ORA copyright advice (in preparation).
- If the item has multiple authors you may deposit on behalf of all authors providing you have the authority to do so

### To deposit an item

You will need:

- details of the article (title, abstract etc)
- to have a digital copy of the item (please retain your own author final post-print following peer review – it is likely this will be the version you will need depending on copyright)
- the right to deposit the item

Go to <http://ora.ouls.ox.ac.uk>

- Click on 'Contribute' then 'Click here to submit a new item'
- Enter your WebAuth username and password when prompted
- Click on "Start new deposit"
- You can resume or edit a previous partially complete submission at a later stage provided it is still in your work area and you haven't clicked the final "Finish editing record" button
- Read the deposit agreement and indicate if you agree or not. If you do not agree the deposit process will terminate here

Deposit steps:

1. Describe the article (title, subject, keywords etc)
2. Author details
3. Rights information
4. Preview the submitted information
5. Attach the file(s) and submit the item

Your submission will be checked before being forwarded to the main archive.

**\* Mandatory fields are marked \* and shaded yellow**

+ Preferred fields marked + are not mandatory but are none-the-less important

**The more information you include, the quicker your item will appear in ORA**

- You may save your deposit at any stage and return to it later (see the 'Actions' buttons at the bottom of each page). You may save the partially completed deposit at any time before submitting the item in stage 5.
- Please note if you choose to save a partially completed deposit that you should close your browser at this point in order to log out completely
- ORA staff may edit and/or add data

## Feedback

ORA is a new service for Oxford University. We aim to make the deposit of items as easy as possible and are working to simplify the process and to add extra features and functionality

- ORA staff are continuing to make improvements and add more functions to ORA
- We welcome input and feedback from depositors
- If you have ideas about refinements or any other comments, please email ORA staff at [ORA@ouls.ox.ac.uk](mailto:ORA@ouls.ox.ac.uk)

1. Describe this item	
* Title of this item	Use the title as it appears on the item. Ideally only the first letter and proper nouns and abbreviations should have capital letters
Subtitle/Alternative title	Complete only if the item has a subtitle or alternative title (eg translation)
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+ Keywords	You may include specialist descriptors. Use <a href="#">MeSH</a> , <a href="#">JEL</a> , <a href="#">Mathematics Subject Classification</a> or other discipline specific terms here if desired. Include as many keywords as you wish: separate terms using a comma.
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<b>Related items</b>	
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Grant number	If funded research give the grant number.

<b>3a. Bibliographic details</b> Journal article: post print (after peer review)	Post-print: after review or referee process and incorporating changes. Might be author's final copy or publisher's PDF depending on copyright permissions
+ Journal title	Give the title of the journal where this item is (or is to be) published. In future it will be possible to select most titles from a list.
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ISSN	ISSN (International Standard Serial Number). Every journal title has a unique number in the form 1234 – 5678. Please give the ISSN for the journal where the item is (or is to be) published
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<b>3b. Bibliographic details</b> Journal article: pre-print (before peer review)	Pre-print: before review or referee process
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Note	Add any additional notes you wish here.
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Link to related item	Insert the URL or other link or identifier to the related item
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<b>4. Rights Information</b>	For help and advice about copyright please see the ORA copyright guidance available at the copyright link on ORA. The SHERPA/Romeo website gives details of many publishers' permissions <a href="http://www.sherpa.ac.uk/romeo.php">http://www.sherpa.ac.uk/romeo.php</a>
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Date full content available	Please indicate when any embargo on access comes to an end or when the status is to be reviewed. The publisher might stipulate that the item can be made open access after a set period following publication. ORA staff will be alerted one week before the end of the embargo and will take appropriate action. If you require an embargo, when you upload the file(s) you can indicate if the embargo applies to one or more files (if you upload multiple files). Uploading files below.
Use of this item	Specify the use that may be made of this item by end users (eg distribution, non-commercial).
Date metadata available	Metadata is the data which describes the item (ie the record) In a tiny minority of cases it may be necessary to hide not only the full text, but also the record of the item. If the record is to be hidden from public view please indicate here when the record should be released or its status reviewed. ORA staff will be alerted one week before the end of the embargo and will take appropriate action.
<b>5. Preview Submission and Submit/Save</b>	
Preview	Please check the submitted information carefully. If you are unhappy with any of the data, use the button at the bottom of this page (" <i>re-edit deposit data</i> ") to go back and edit the field you wish. When you are happy with the data entered, click on "Attach files" to take you to the next stage

<b>6. Attach the file(s) &amp; any additional information</b>	
Description of the file	Add information about the file which you think might be useful to ORA staff
Browse for the file(s) or type in the file name(s)	Use the <i>Browse ...</i> button to choose a file from your computer. Include all the files that make up this item. For each file you will need to attach it using the button below. You may deposit any file type. Please note that older, obsolete or very obscure digital files may be problematic. ORA staff will contact you if there are any problems affecting inclusion of your file(s) in ORA. Please see ORA guidance on files at <a href="http://www.ouls.ox.ac.uk/ora/ora_guidance">http://www.ouls.ox.ac.uk/ora/ora_guidance</a>
Upload file(s)	<ul style="list-style-type: none"> <li>• Press the '<i>Upload and add the file above to this record</i>' button to attach your file(s) (full text or equivalent). You can do this as many times as needed for multiple files which belong to the same record (eg separate diagrams, additional text etc)</li> <li>• You can check that you have uploaded the correct file by clicking "<i>Download</i>"</li> <li>• If you need to modify an uploaded file, or if you entered information about your file incorrectly, it is suggested that you "<i>Remove</i>" the uploaded file and re-add the file.</li> <li>• You can change the embargo on any files by using the 'toggle embargo' link. Any embargo you indicated in the rights section will be applied to files which are labelled 'Under embargo.' Those files labelled 'No embargo applied' will be made freely available.</li> </ul> <p>NOTE: The maximum single file size you can upload is 10Mb. You may also only upload a maximum of 10 files. Please contact ORA staff if this presents problems</p>
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Comments and suggestions	Please enter any comments or suggestions. This information <b>will not</b> be displayed. It will be viewed by ORA administrators
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' <i>Finish editing record</i> ' button	Clicking this sends the details and attached file(s) to the review area, accessible only by ORA staff. There, the deposit will be checked and if necessary, edited before being added to the main archive and made available to end users. Neither the details nor file(s) will be available to other users until it has been reviewed by ORA staff. ORA staff will contact you if they have any queries about the item.

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