

Deposit guide: journal article



A service for researchers

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How the process works

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

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- 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

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

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- 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

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Upload file(s)	<ul style="list-style-type: none"> • 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) • You can check that you have uploaded the correct file by clicking "<i>Download</i>" • 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. • 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. <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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