

Depositing in CentAUR

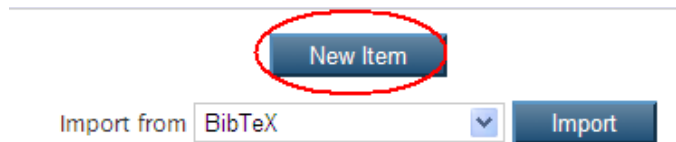
Getting started

1. Access the repository at www.reading.ac.uk/centaur
2. Log in (from the left hand menu).
3. This takes you to your 'Manage deposits' page. Here you can create a new item or resume work on one that you started earlier. You also have 'read only access' to items that you created which are in the 'Live Archive'.

Adding a new item

NB It is not necessary to enter duplicate items

4. On the 'Manage deposits' page, select 'New Item'. (See page 3 below for 'Import')



5. Complete the following deposit screens. Those circled are mandatory.



Hints:

Use the **Next** and **Previous** buttons to move between the deposit screens. Warning: you may lose unsaved data if you use the browser back button.

Click **Save and Return** to exit the deposit screen at any point in the process

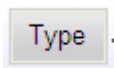


Fields marked with an asterisk are mandatory.

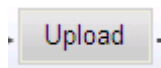


Open on-screen help by clicking the question mark.

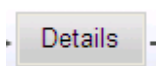
The deposit screens:



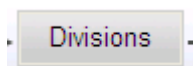
Click the radio button to indicate the type of item (e.g. 'article') that you are depositing. Click **Next** to move to the next deposit screen.



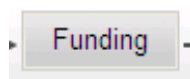
Upload the relevant document (if available) via the **Browse** facility and then complete the metadata fields about the document.



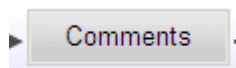
Complete all fields marked with an asterisk and as many others as possible. The inclusion of abstracts, keywords and references increases the discoverability of your publication or output. Most fields allow copying and pasting and may offer auto-completion. If you start to add an item already in the repository, you will receive a warning as you begin to enter data in the Title box. Duplicates are not required.



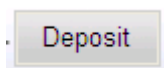
Add all divisions relevant to the item that you are depositing e.g. these could be divisions from your Faculty and from Interdisciplinary Centres and Themes. (Always select the most specific divisions that are appropriate in the hierarchy). If you are unable to find a relevant division, please save your deposit for later and contact centaur@reading.ac.uk



Add the funder and project title. An auto-complete suggestion list appears as you begin to type. Accept the matching suggestion or type a new entry. This information shows which research outputs have resulted from funded projects. Repository staff will not add this information.

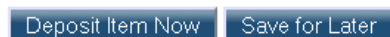


Use this field for any extra information or queries about your deposited item that you would like to pass on to the repository staff. This will not be publicly visible. (Use the Additional Information field on the Details page for extra information that you would like to be made public.)

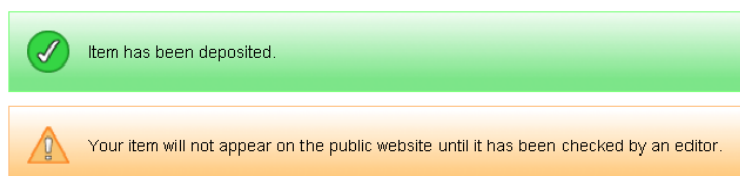


Click **Deposit item now** at bottom of the screen.

accept full responsibility for any breach of copyright.
Clicking on the **Deposit** button indicates your

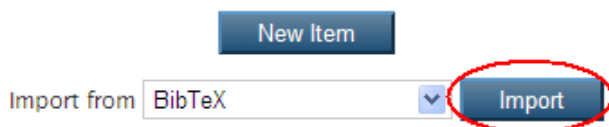


This moves the deposit into a review area. Here repository staff ('editors') check the accuracy of the reference and the publisher's copyright policy (if publicly available) before moving it to the live area of the repository. Your deposit will not be publicly visible until this process has been completed.



6. To review your items in the repository, select **Manage Deposits**, from the left hand menu. This will only show you what you have added to CentAUR, not a publication added by a co-author.
7. Click **Log out** on the left hand menu

Importing items



On the '**Manage deposits**' page, the import option allows you to browse and upload a file of metadata, e.g. an EndNote library, or to paste the item(s) for import e.g. DOIs or PubMed IDs into the text box.

Single or multiple metadata records can be imported from a variety of sources to save you completing a number of the main metadata fields such as author and title. You will then need to add specific information to the item(s), such as department, funder and project title.

For help with importing, go to 'How to import items' in CentAUR's Help menu.

Using a template

If you are depositing an item that is very similar to another one that you previously added, you can copy and amend the metadata of the original record to save you beginning from scratch. For example, this could be appropriate for part 1 and part 2 of a journal article.

Search the original version in '**Manage deposits**'. Click on the 'View item' (spy glass) icon, then click **Actions** and select **Use as template**.

The items will not be linked or associated with each other in the repository.

Amending an existing deposit

You cannot make changes to live items yourself

To **request** changes to a 'live' item, such as corrections to the metadata, updating the publication status from 'in press' to 'published' or adding a full text, contact centaur@reading.ac.uk

You can change items in Review

You can make changes yourself to an item that you have deposited only whilst it is 'Under Review', before it has been moved to the 'Live Archive' by an editor. In your Manage Deposits area: click on the View item (spyglass) next to the item, click Actions, click Return to Work Area, click Edit. Open up the relevant deposit pages (Type, Upload, Details, Divisions, Comments), make changes and deposit it again.