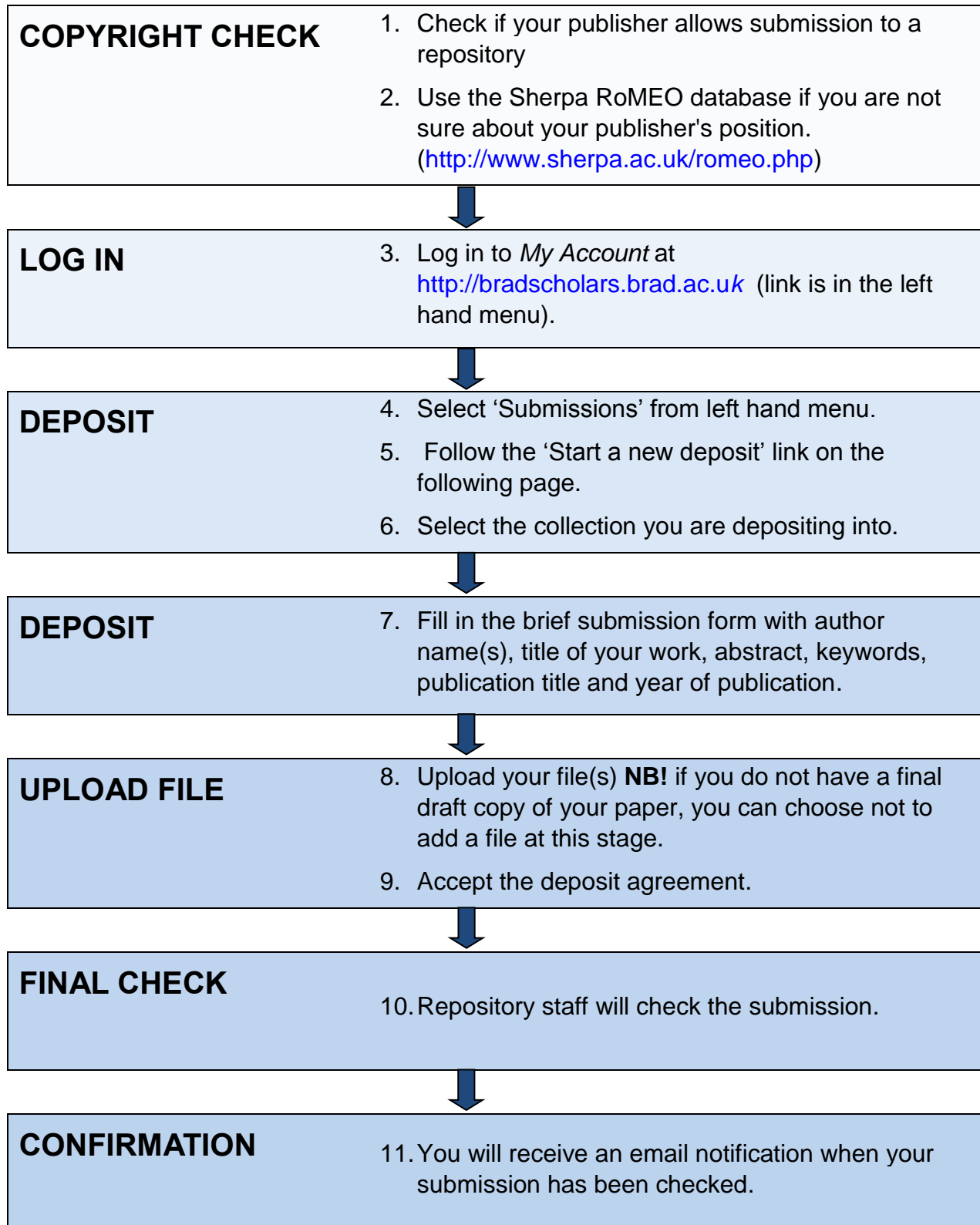


## Bradford Scholars – how to deposit your paper



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## Bradford Scholars

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Bradford Scholars is the University of Bradford online research archive. Access is free to anyone interested in research being conducted at Bradford. In the repository you will find a range of materials from journal articles and conference papers to research reports and theses.

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Shown below is a list of communities and the collections and sub-communities within them. Click on a name to view that community or collection home page.

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- [Life Sciences](#) [696]
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**Useful Links**

- [Bradford Scholars brochure](#)
- [How to Deposit](#)
- [Bradford Scholars FAQs](#)
- [Copyright Fact Sheet](#)
- [Policies Fact Sheet](#)
- [Deposit Terms & Conditions](#)
- [Digital Preservation Policy](#)

**Step 1:** Click on 'Login' under 'My Account' in the left hand menu.

**Tip:** your username and password are the same as your email alias and password.

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**My Account**

- [My Exports](#)
- [Logout](#)
- [Profile](#)
- [Submissions](#)

**Administrative**

- **Access Control**
  - [People](#)
  - [Groups](#)
  - [Authorizations](#)
- **Registries**
  - [Metadata](#)

**Step 2:** Follow the "Submissions" link in the left hand menu to begin depositing.



**Step 3:** Click on the ‘start a new Deposit’ link on the Submissions page.

### Item submission

Deposit: Choose Collection

Collection:

Next

- European Law
- European Media and Film
- Evaluation of Conflict Prevention Pools - Proje...
- Evaluation of Conflict Prevention Tools - Case ...
- Experimental Neurology
- Experimental Neuropathology
- Families and Identity
- Female Reproductive Toxicology and Pathology
- Foreign and Security Policy
- Forensic Chemistry
- Forensics and Taphonomy
- Gastrointestinal Motility and Emesis
- Genetic and Reproductive Toxicology
- Genomics Monitor
- Genomics and Function of Enzymes
- Geo-Technology
- Health Care Studies
- History
- Human Remains
- Human Resource Management (HRM)

You are submitting an item to personal collections in the NOTES

**Step 4:** Choose the subject area for your work.

**Tip:** Only one subject area can be chosen here by clicking on the heading with the mouse.

Add details of other subject areas you would like your work to appear in to the ‘notes’ section. This appears on a subsequent page. Bradford Scholars staff will do the rest.

### Item submission

Initial Questions → Describe → Upload → Review → License → Complete

Initial Questions

Multiple titles:   
The item has more than one title, e.g. a translated title

Published:   
The item has been published or publicly distributed before

Save & Exit Next >

**Step 5:** The box for ‘The Item has been published...’ needs to be TICKED.

If your work has a subheading or a second title in another language, tick the box for ‘The Item has more than one title...’

**Item submission**

Initial Questions → Describe → Upload → Review → License → Complete

**Describe Item**

\*Author(s)/Editor:     
 Last name, e.g. Smith First name(s), e.g. Donald  
  
 Enter the name of the author(s).

\*Title:  ← 6a.  
 Enter the main title of the item.

ID:   
  
 Your staff ID number (the 900 ... number). This information will remain confidential and won't be displayed on the Web.

Sponsor/Funder:   
 Enter here the name(s) of your research funder(s) e.g. NERC, Wellcome Trust etc.

\*Keywords:  ← 6b.  
  
 Please enter keywords here.

Abstract:   
 Enter the abstract of the item.

Language: N/A  
 Select the language of the main content of the item.

\*Date Published: Year  Month  Day   
 Publication Year. You can leave out the day and/or month if they are not applicable.

Information:  ← 6c.  
 Enter bibliographic details, including journal/book/report/series title, publication year, volume, issue and page numbers where appropriate.

Link to original publication:   
 Enter here the web address for your paper or the publisher's web address.

\*Peer-reviewed:  ← 6d.  
 Has the deposited item been peer reviewed?

Type:   
 Article  
 Book  
 Book chapter  
 Briefing Paper  
 Complete journal issue  
 Conference paper  
 Select the type of content you wish to deposit.

Version:   
 Published version  
 Author's final draft  
 Not Applicable  
 Version.

Notes:   
 Add here any notes for Repository staff. Include here the names of any additional collections in which you would like your item to be included.

< Previous Save & Exit Next >

**Tip\*:** Click on the “Add More” links to add more boxes, e.g. if you have multiple authors

**Step 6a:** Add author names(s) and title of your work.

**Step 6b:** Add keyword(s) and abstract if available.

**Step 6c:** Add the publication name, volume, issue and publication year where appropriate.

**Step 6d:** Has your work been peer-reviewed? Answer “yes”, “no” or “N/A”.

**Further tips:** Boxes with asterisk (\*) are mandatory fields. Other fields will provide the repository staff with further useful information to add to your repository contribution.

The ‘notes’ field can be used to leave a message for Repository staff. The content will not be displayed to the public.

If your work should appear under more than one subject heading, list the additional headings in the ‘notes’ box. Repository staff will allocate your paper to the additional collections.

## Item submission

Initial Questions → Describe → Upload → Review → License → Complete

**Upload File(s)**

**File:**

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Click on the "Next" button to continue without depositing a full text article or file.

**Step 7:** Click on “browse” to locate the file(s) you wish to add to your deposit. Files are added one at a time.

**NB!** If you do not have the appropriate copy of the document available, you can choose not to attach a file at this stage. Simply click on ‘next’ to move on.

## Item submission

Initial Questions → Describe → Upload → Review → License → Complete

**Upload File(s)**

**File:**

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

**Files Uploaded**

Primary	File	Size	Description	Format	
<input checked="" type="checkbox"/>	<a href="#">nature_and_eye_2012.xls</a>	37376 bytes	article	application/vnd.ms-excel (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:bd74cb5cb5deaa0e8016e9eef68e067e					
<input type="button" value="Remove selected files"/>					

**Step 8:** If you chose to add a file, you can now check if your file uploaded correctly. You can remove the file by using the ‘Remove selected files’ button. Add new files by using the ‘browse’ button or ‘Upload file & add another’ depending on the number of files you have.

Move on to the next screen once you have finished uploading your files by clicking on the ‘next’ button.

Review Submission	
<b>Initial Questions</b>	
Multiple titles:	No
Published:	Yes
<input type="button" value="Correct one of these"/>	
<b>Describe Item</b>	
*Author(s)/Editor:	Blogs, John
*Title:	Academic publications
*Keywords:	Academic
*Keywords:	Publication
Abstract:	This is the summary of the article.
Language:	English
*Date Published:	2011
*Bibliographic information:	Blogs, J. (2011). Academic publications. Scholarly journal title. Vol. 7, No. 4, pp. 1-2.
*Peer-reviewed:	yes
Type:	Article
Version:	Author's final draft
<input type="button" value="Correct one of these"/>	
<b>Upload File(s)</b>	
<a href="#">nature_and_eye_2012.xls</a> - Microsoft Excel (Known)	

**Step 9:** Check through the information you provided. If anything needs changing, click on a 'Correct one of these' button.

**There is one last step:** In order for Bradford Scholars to reproduce, translate and distribute your submission worldwide, you must agree to the following terms. Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

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If you have questions regarding this license please contact the system administrators.

<b>Distribution license:</b>	<input type="checkbox"/> I Grant the License
<input type="button" value=" &lt; Previous"/> <input type="button" value=" Save &amp; Exit"/> <input type="button" value=" Complete submission"/>	

**Step 10:** the final step involves accepting the deposit terms & conditions. Tick the box 'I Grant the License' and then 'Complete submission'. We do recommend all contributors read through the terms & conditions carefully prior to depositing files with Bradford Scholars.

The Repository Policies Document is also recommended reading for all contributors.

The Policies Document is located at

[http://www.bradford.ac.uk/library/documents/bs\\_policies\\_document.pdf](http://www.bradford.ac.uk/library/documents/bs_policies_document.pdf).

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[Bradford Scholars](#) > Submission

### Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

Step 11. Your submission is complete. Repository staff will notify you by email when your paper has been released to the repository.

You may continue by depositing another paper from this confirmation page or log out of Bradford Scholars via the left hand navigation panel.

Contact Bradford Scholars staff if you have any questions or need help contributing your files to the repository.

E-mail: [bradscholars@bradford.ac.uk](mailto:bradscholars@bradford.ac.uk).

Copyright questions can be sent to [copyright@bradford.ac.uk](mailto:copyright@bradford.ac.uk).