

FALMOUTH UNIVERSITY RESEARCH REPOSITORY – HOW TO DEPOSIT YOUR WORK

Repository

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FALMOUTH UNIVERSITY

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Welcome to Falmouth University Repository

Falmouth University Repository is a digital archive of research and enterprise output produced by Falmouth University staff.

Montag, Daro (2009) *Leafcutter Ant Drawing*. In: Expeditions. CW Graduate School, London. ISBN 978-1-908339-03-4

Latest Additions

1. Pethybridge, Ruth (2008) *Un Abrazo Sin Tiempo*. Animated, Autumn. ISSN 0969-7225
2. Pethybridge, Ruth (2010) *Dance and Age Inclusive Practice*. Foundation for Community Dance, unknown. ISBN 978-1-898409-09-0
3. Pethybridge, Ruth (2011) *Eye Songs: more than a metaphor*. Animated, Winter. ISSN 0969-7225

More..

Falmouth University Repository supports QAL2.0 with a base URL of <http://repository.falmouth.ac.uk/cgi/oa12>

<http://repository.falmouth.ac.uk/6557>

Only Falmouth University staff members are allowed to deposit items in the repository. If you are a Falmouth University staff member and have problems with depositing your work then please contact the repository administrator (repository@falmouth.ac.uk).

Click 'login' and enter your Falmouth username and password.

FX Plus staff and other external users can request an account should they feel that their work outputs are relevant to FURR. If you wish to request an account then please email the repository administrator.

If you're an external user please log in using this link:
<https://repository.falmouth.ac.uk/cgi/users/login>

Once logged in you should be taken automatically to the 'Manage Deposits' page. If you are not, click 'Manage Deposits' in the grey task bar.

Item type

Click 'New Item'.

Select the appropriate item type from the list (this can be changed before saving). If you are unsure whether your item matches any of these options then you can select 'Other' and change this at a later point.

Click 'Next'.

Adding a document

Add a new document: upload any documents or pictures of your output. It is important to check the copyright on these items before uploading; if you are unsure you can follow the link to use SHERPA RoMEO to check the publisher policies, or contact your publisher directly to confirm that your upload does not violate copyright. SHERPA RoMEO can only help with copyright queries for journals and some other printed materials. If you are still unsure on copyright then please contact your publisher.

There is no limit to the file size or number of items you may upload. However it is advised that you try to keep files below 200mb: this is not an absolute limit, and files that exceed this size can be uploaded. This is only an advisory to prevent your webpage timing out.

It is not a mandatory requirement to upload a file, however it is strongly advisable since this will allow users to access your work with ease. If for whatever reason you cannot upload a copy of your work it is suggested that you upload related files such as pictures, videos, or a sample selection. Any uploaded picture files will be displayed on the repository front page in a randomly selected slideshow.

If uploading, click 'Choose File' and select the appropriate files. It is advisable to use PDF format for any printed material since this will help maintain the integrity of your item.

Click 'Next'.

Details

Fill in all mandatory fields for your output (mandatory fields are indicated by a gold circle with a star).

- Title: the name under which your work is published
- Abstract/Summary: a short summary about your work
- Sensitivity: if your work contains material that some may find offensive then please indicate 'yes'
- Creators: anyone who is listed as a main author of the work, additional contributors can be listed under 'contributors'. It is not necessary to list every single person involved with a project. If they're Falmouth staff then their name should appear in a drop down box for you to select. It is not necessary to fill in 'Falmouth ID' for external contributors
- If you are just an editor then please enter the creator details, and list yourself in the 'editor' field. If you consider yourself as a contributor then please list yourself (and others, if applicable) under the 'contributors' field and select your contribution
- Divisions: the department that your work was produced under

- Research groups: this only refers to research groups within Falmouth University and not external groups. If your work was produced through an internal group and the group is not displayed then please contact the administrator to remedy this

Other fields may be mandatory for certain types of records. It is best to fill in as many fields as you can for your work; if you are unsure about some fields you can save your work and fill these in at a later date, alternatively you can submit and edit any non-mandatory fields later.

URLs: if a URL is flagged up, the main issue is usually that it lacks 'http://'. Try adding this to the start of the URL and this should resolve the matter.

Once you have filled in as many fields as possible, click 'Next'. If there are mandatory fields that have been left blank, these will be highlighted in an orange box at the top of the screen.

Subjects: indicate as many subject fields as you feel are relevant to your work. Click 'Remove' to remove any erroneous subjects you may have selected.

Click 'Next'.

If mandatory fields are still showing as unfilled then you must rectify this before your work can be deposited. Alternatively you can save your work for later and it will not be deposited (these can be accessed by going to 'Manage Deposits').

Final view

Once you are happy with your output and all the mandatory fields have been filled in you will be given the option to 'Deposit Item Now' or 'Save for Later'. Click 'Deposit Item Now' to submit your work to the Repository. If you click 'Save for Later' then you can access this record under 'Manage Deposits' and edit it again before submission.

You will not be able to view your file on the repository until it has been checked by an editor or administrator. Whilst your file is in the review process it is not possible for you to edit it. If there are any issues with your submission then the file will be returned to you to edit, after which you can then resubmit it.

If you have any problems, or have trouble depositing your work then please email the administrator (repository@falmouth.ac.uk).