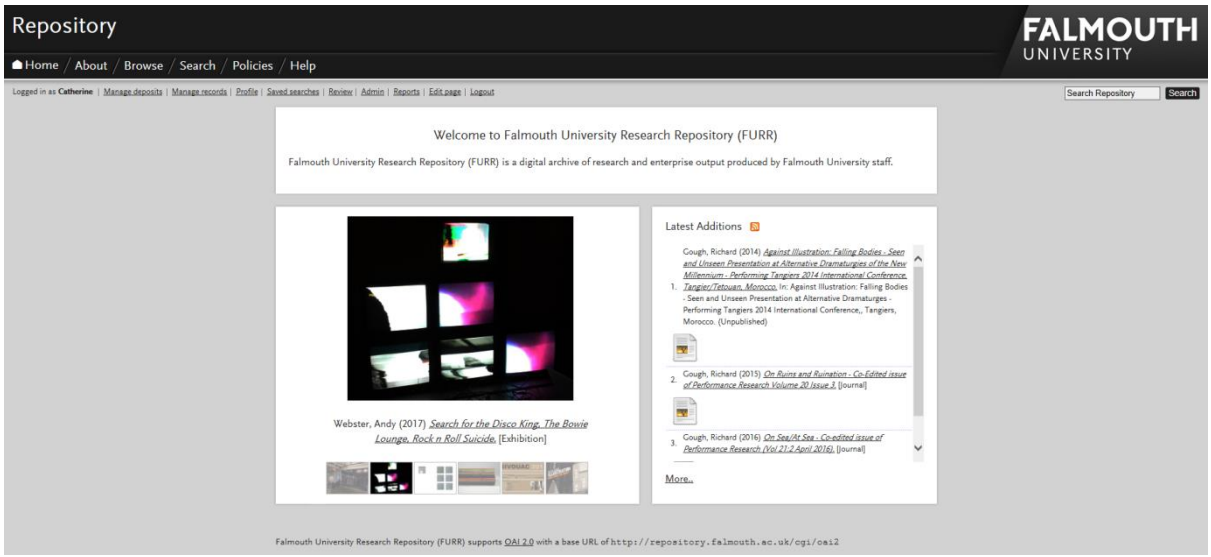
Falmouth University Research Repository – How to Deposit your Work



Only Falmouth University staff and PhD students are allowed to deposit their research in the repository. If you have any problems with depositing please contact repository@falmouth.ac.uk.

FXPlus staff and other external users can request an account should they feel that their work is relevant to FURR and the University. If you wish to request an account, please email repository@falmouth.ac.uk

If you are an external user with an account 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'.

Click 'Next'.

Upload

Upload your document or images.

Please note:

Journal Articles and Conference Proceedings

- It is important to upload the 'Accepted' version or final author manuscript (otherwise known as post-print). Many publishers will not allow the published version, with journal formatting, to be made Open Access, whereas they will allow the post-print. This must be done within 3 months of acceptance for publication to be eligible for the REF.

- For journal articles and conference proceedings with an ISSN it is important to check the journal or publisher's copyright and self-archiving policies; to do that use SHERPA/RoMEO . This will tell you whether there is an embargo in place and in some instances what level of Creative Commons License to attach. However, if you are unsure about this, the Academic Liaison Librarian (Research) will check it as part of the editing process when the output is in 'Review'.

Artworks and Exhibitions

- If part of an exhibition, it is advised by HEFCE to deposit a copy of the work along with the exhibition description.
- It is recommended that you upload either images of the artwork or images of the exhibition space with your artwork clearly shown within it.
- It is not recommended that you upload flyers or publicity material due to potential copyright restrictions.
- You must select a Creative Commons License from the drop-down menu under 'License' to ensure that your work is copyright protected. If you do not the Librarian will select CC-BY-NC as a default.
- Ideally, as well as in the Details page, it is a good idea to provide image information in the 'Description' field in the Upload page eg: artist, title, date, medium, measurements etc. This ensures that this metadata stays with the image in the final output.

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 (around 300 words minimum)
- Sensitivity: if your work contains material that some may find offensive then please indicate 'yes'.
- Creators: anyone who is listed as a main author or creator of the work. Additional contributors can be listed under 'contributors'. If they are Falmouth staff, fill out the family name field first and then select from the list. This will ensure that the Falmouth ID is included.
- If you are an editor then please enter the creator's details, and list yourself as 'Editor ', using the drop-down menu in the 'Contributors' field.
- Dates: to be REF compliant it is important if depositing a journal article or conference proceeding with an ISSN, to include the acceptance date as well as the published date (if it is published).

Other fields may be mandatory for certain item types. It is best to fill in as many fields as you can for your work. Once you have done this, click 'Next'. If there are mandatory fields that have been left blank, these will be highlighted in an orange banner at the top of the screen. If you don't have all the details to fill in certain fields as your work has not yet been published, you may indicate this in the text boxes.

Click 'Next'

Subjects

Select as many as you feel are relevant to your work.

Click 'Next'

FP7 Projects

If you know that your work is funded under the FP7 scheme, click 'yes'. If not, click 'no'.

Click 'Next'

Deposit

Once you are happy with your output and all the mandatory fields have been filled in you will be given the option to 'Deposit' or 'Save for Later'. Once deposited the work will then move to the 'Review' area where the Librarian will check, edit and publish your output onto the repository.

Please be aware that once it is in 'Review' it is not possible for you to access your output. If there are any issues with it, it will be returned to you to edit, after which you can re-submit it.

If you have any problems with this process please email repository@falmouth.ac.uk