

ARRO: Frequently Asked Questions

What is ARRO?

ARRO, or Anglia Ruskin Research Online, is our Institutional Repository, which will provide a single point of access to our research output and scholarly publications. Having our digital assets such as theses, research outputs, including multimedia objects, and other scholarly publications in ARRO will enable Anglia Ruskin research output to be searched from a single system.

How is the research deposited in ARRO organised?

ARRO content is organised around Communities and Collections that indicate which research area produced the entries. There is a Community and corresponding Collection for each of Anglia Ruskin University's Faculties. There is also a Community and Collection for research Theses as well as Support Services.

What are the advantages of depositing research work in ARRO?

ARRO will raise the profile of the research work undertaken at the University by making it accessible through a single repository that is fully searchable on the internet. This will aid the rapid dissemination of the University's intellectual output and highlight the range of research activity at Anglia Ruskin. Both published and unpublished work will be deposited in ARRO, ensuring that all the research output from Anglia Ruskin is preserved long term in a secure repository.

In response to the growth of the open access movement and the decision of some funding bodies to require the results of research they fund to be made more widely available, publishers have developed policies for making pre- and post-prints available in Institutional Repositories such as ARRO. This means that some scholarly publications can be stored in the same system as other digital assets such as theses, multimedia objects and papers presented at conferences and seminars. Archiving in a repository provides longevity to research and maximises its exposure whilst also increasing the amount of knowledge and research available to those who do not have access to high priced subscription based journals.

Authors should see the benefits of higher visibility and increased citation rates. Depositing research work in ARRO enables 'open access' conditions imposed by some funders to be met.

Who decides what research output is submitted to ARRO?

The Faculties decide which of their research work is submitted to ARRO. All content is subject to review prior to being accepted into ARRO, either internal review by the Faculty or external peer-review. Faculties determine which submissions must be reviewed and ensure a process is established to prevent materials of an unsuitable standard from being approved for inclusion in ARRO. Faculties are free to adopt differing approaches according to the perceived needs of specific disciplines or Faculty policy.

Is the repository an alternative to publishing in journals?

No. The University encourages all staff to continue to publish in journals, whether traditional or open access. Repository use is supplementary to journal publication and can provide a means of making unpublished material publicly available.

Can publishers' PDFs be deposited in ARRO?

The publisher's PDF is a .pdf file generated by a journal publisher, which includes the formatting for the particular journal. These formatted files are the copyright of the publishers and can not be used without explicit permission. Although publishers usually provide authors with copies of the PDFs, they also impose restrictions on when they can be used. Authors are often permitted to use them on university web sites and for teaching but it is unusual for publishers to permit their use in an Institutional Repository such as ARRO.

What is a pre-print?

A pre-print is the original version of a paper as submitted to a journal and before it has been through peer-review or another quality assurance procedure as part of the publication process. The authors usually own the copyright for pre-prints and most publishers allow pre-prints to be deposited in an Institutional Repository.

What is a post-print?

A post-print is the final version of an article or other publication which is created by the author after it has been peer-reviewed and includes the revisions required before publication but does not include the publisher's type-setting and formatting. Publishers' proofs are not classed as post-prints because they show some of the publisher's formatting. Some publishers will allow post-prints to be deposited in an Institutional Repository but may impose conditions or restrictions, such as only making the file available after an embargo period, typically 12 months or more.

What should be shown on the first page of files submitted to ARRO?

When someone accesses a file from ARRO, they will not necessarily also look at the other information that you submit so it is important that basic bibliographic details are provided on the first page of the pre-print and post-print files you submit. Details to include are title, authors, year of publication, name of the journal to which it was submitted for publication and your affiliation to Anglia Ruskin University.

In future, it should be possible to automatically generate a cover sheet to display selected bibliographic details whenever a file is accessed.

What is 'open access'?

Open access digital repositories are online web sites where research work is deposited and made available free of charge for anyone to read. Some books and journal articles are published on open access sites and the authors may retain copyright but it is often still necessary to obtain permission to deposit the text in ARRO.

Why do I need to check that co-authors agree to have their work in ARRO?

Before your work is published, co-authors will often jointly own the copyright so they should all agree to deposit the work. If work has been published, it is more a courtesy in case they are contacted directly or they see that citations have increased.

Can books and book chapters be submitted to ARRO?

Some publishers make books available on an open-access basis but most book publishers own the copyright to the work and do not make it freely available online. While open access books can either be submitted as content or provided as a link, depending on the restrictions imposed by the copyright owner, more traditional book publishers do not usually permit books to be made available online and only bibliographic details can be deposited in ARRO.

When can I make submissions of bibliographic details (metadata) without including content files?

ARRO is a repository of research work that was carried out at what is now Anglia Ruskin University and the aim is, wherever possible, for it to store and provide free read access to complete publications and other research outputs. Although the deposit of full text is encouraged, bibliographic data alone will be acceptable for items such as books and book sections for which copyright restrictions mean that no content files can be deposited and no links to content are available.

- Many publishers of journals have developed policies about which version of the articles may be submitted to an Institutional Repository such as ARRO. If a publisher does not permit the use of the published version, the post-print or pre-print, then it may only be possible to include a link to the article, to an abstract or to the journal's home page. However, many links are not permanent and will not provide long term access to research work.
- For books that are published on an 'open-access' basis, it may be possible to deposit content in ARRO, otherwise a link to the content should be provided. If it is not possible to deposit the content or link to an electronic version of the book or book chapter then a submission should be made with bibliographic data (metadata) alone.

Will theses be deposited in ARRO?

Yes, University Library staff will deposit PhD theses in ARRO. From September 2009, the Research Degrees Regulations require a digital copy of each thesis to be provided for ARRO and the Academic Office will forward these to the Library. However, if a research student wishes their thesis to remain confidential it will not be deposited in ARRO. Theses completed before September 2009 will be added to ARRO if a request for digitisation is received from the British Library.

Can conference papers be submitted to ARRO?

Yes, academics may submit their conference papers to ARRO and Faculties will ensure that they are sent for internal review if there is not an acceptable peer-review process for that conference.