



ARRO: A Comprehensive Guide

Version 06

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[Submitting to ARRO \(Quick Guide\)](#)

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1 What is ARRO?

Anglia Ruskin Research Online (ARRO) is an Institutional Repository set up to promote the sharing of Anglia Ruskin University's intellectual output and to make it available to other researchers worldwide. It is an online, open access collection of research outputs and scholarly publications from the Anglia Ruskin Research Community. It includes research papers, images, audio and video research outputs, book chapters, reports and associated data, providing a showcase for Anglia Ruskin research in a single system.

ARRO is built on a DSpace platform, hosted and supplied by BioMed Central using their Open Repository product.

See Appendix 1 for a glossary of terms related to ARRO.

2 The structure of ARRO

ARRO content is organized 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. A separate Community and Collection have been set up for research Theses and Support Services.

There is no limit to the number of items that each Collection can contain.

Common policies and workflows have been set up for all Collections: submissions will be made by researchers, reviewed their Faculty and checked by the University Library before being accepted for inclusion in ARRO.

Each Community and Collection has its own entry page displaying information, news and links reflecting the interests of that Community and Collection.

As an alternative to searching, users can browse in ARRO by Communities and Collections or by using some metadata fields.

See Appendix 2 for a diagram of the Structure of ARRO.

3 ARRO Content Policy

- 3.1 ARRO is an institutional repository for research carried out at Anglia Ruskin University. Research is defined for the REF as *".....a process of investigation leading to new insights, effectively shared. It includes work of direct relevance to the needs of commerce, industry, and to the public and voluntary sectors; scholarship; the invention and generation of ideas, images, performances, artefacts including design, where these lead to new or substantially improved insights; and the use of existing knowledge in experimental development to produce new or substantially improved materials, devices, products and processes, including design and construction. It excludes routine testing and routine analysis of materials, components and processes such as for the maintenance of national standards, as distinct from the development of new analytical techniques. It*

also excludes the development of teaching materials that do not embody original research...”

Researchers must be based at Anglia Ruskin University when their work is completed or published in order for it to be included in ARRO.

3.2 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 Faculty or external peer-review. Faculties determine which submissions must be reviewed and ensure a suitable process is established. Faculties are free to adopt differing approaches according to the perceived needs of specific disciplines or Faculty policy.

3.3 Subject to copyright permission and Faculty peer review, ARRO accepts a wide range of print based materials including, published papers and unpublished pre-prints together with working papers, technical reports, book chapters, book references, and conference papers. Different disciplines have different methods of delivering their research output and no preferred methods are set by ARRO with the exception that the submission of full text is always regarded as being of added value. All items are identified by type during the submission process so it will be clear which type of paper is being viewed.

3.4 Examples of content include:

- Peer-reviewed papers
- Conference papers
- Doctoral Theses, MPhils, masters theses requested via the British Library
- Seminar papers
- Research posters (refereed)
- Inaugural lectures
- Images, audio and video research outputs
- Open access book chapters/sections
- Final reports for funded research

No specific type of content approved by the appropriate Faculty will be excluded as long as it can be accommodated by ARRO.

3.5 Although the deposit of full text is encouraged, bibliographic data alone will be acceptable for items such as books and book sections for which no content files can be deposited and no links to content are available.

3.6 Research output from the Anglia Ruskin Research Community should have the potential for contributing to the Research Excellence Framework (REF). It is the expectation that all research outputs likely to be submitted to the REF will be deposited in ARRO, subject to the submission policy (see Section 6.1).

4 ARRO Metadata Policy

Metadata is structured data used to identify, describe and locate resources.

4.1 The metadata used in ARRO is based on the Simple Dublin Core Metadata Element Set (DCMES) consisting of 15 metadata elements:

1. Title
2. Creator
3. Subject
4. Description
5. Publisher
6. Contributor
7. Date
8. Type
9. Format

10. Identifier
11. Source
12. Language
13. Relation
14. Coverage
15. Rights

See Appendix 3 for a complete list of ARRO Metadata and guidance on what to provide for each metadata field.

- 4.2 Anyone may access the metadata free of charge.
- 4.3 Metadata may be reused in any medium without prior permission for not-for-profit purposes provided an Identifier or link to the original record is given and ARRO is cited.
- 4.4 The metadata may not be re-used in any medium for commercial purposes without formal permission.

5 ARRO Data Policy

Data refers to the content files stored in ARRO and includes full-text and other full data items.

- 5.1 Anyone may access full items free of charge.
- 5.2 Copies of full items generally can be reproduced, displayed or performed and given to third parties in any format or medium for personal research or study, educational purposes or not-for-profit purposes without prior permission or charge, provided that:
 - the authors, title and full bibliographic details are given
 - a hyperlink and/or URL are given for the original metadata page
 - the content is not changed in any way.
- 5.3 Full items must not be sold commercially in any format or medium without formal permission of the copyright holders.
- 5.4 Full items must not be harvested by robots except transiently for full-text indexing or citation analysis.
- 5.5 Mention of ARRO is appreciated but not mandatory.

6 Submitting research to ARRO

6.1 Submission Policy

- 6.1.1 Items may be submitted to ARRO by any member of the Anglia Ruskin Research Community.
- 6.1.2 Contributors may only submit their own work with the following exceptions:
 - contributions from taught students will be via supervisors
 - doctoral theses will be included automatically.
- 6.1.3 If no suitable external (peer) review has taken place, then the content will be reviewed internally prior to inclusion. In particular, it is expected that Faculties will review pre-prints (pre-review versions) of journal articles.
- 6.1.4 Content should include some original contribution to knowledge.
- 6.1.5 All submissions should be complete and not require further updates.
- 6.1.6 All submissions will need to be accompanied by keywords.
- 6.1.7 Content should be in digital form and if possible in open formats, such as PDF for text.
- 6.1.8 Authors will be expected to provide additional information with regard to published work to enable potential copyright infringements to be checked and avoided. See Section 6.2 and Section 7 for guidance on publishing and

copyright issues. For an output with multiple authors, the depositing author must obtain permission from all contributing authors.

- 6.1.9 Any language will be accepted. An English translation of the title and abstract should be provided if the language is not English.
- 6.1.10 Items must not violate copyright, represent plagiarism, contravene ethics requirements or undermine national security.
- 6.1.11 If the item contains confidential information it should not be submitted to ARRO.
- 6.1.12 Journalistic outputs and teaching and learning materials are not included unless they explicitly support research.
- 6.1.13 Authors should exercise care in including material of a kind that could infringe an individual's right to privacy. In particular, photographic images of children should be removed and replaced with text such as "image removed to protect personal identity."

6.2 Stages of Publication: pre-prints and post-prints

Papers submitted for publication go through several iterations before being accepted and published in a journal. Publishers often expect to control some of the versions produced during the publication process but the majority will allow authors to archive their work in an Institutional Repository such as ARRO if certain conditions and restrictions are met. The terminology used to identify the main versions is illustrated below.

- 6.2.1 A researcher writes a paper based on some work they have completed and want to publish in a journal. The version they submit to the publisher is called the **pre-print**.
- 6.2.2 The publisher arranges for peer-review of the paper and some changes are identified that must be made before publication. The author updates the pre-print version to include all the changes, producing a **post-print**. The content of a post-print matches that of the published version but does not have the publisher's type-setting and formatting.
- 6.2.3 The publisher produces a version that includes formatting required for publishing, which is known as the **publisher's version** or publisher-generated PDF, and looks the same as the pages from the journal. The content matches that of the post-print.

Submissions should be made when the work is published and include post-prints if permitted. If post-prints are not permitted, pre-prints may be submitted but will be subject to review by the Faculty before being accepted.

6.3 Submission Process

The submission process includes three main steps:

1. Researchers provide permitted electronic file(s) together with descriptive information about their work.
2. Their Faculty Administrator conducts an initial copyright check to determine which version of a journal article may be deposited and the Faculty reviews the submission to confirm that it meets academic standards.
3. The University Library reviews the submission and loads it into ARRO provided the information supplied, files and copyright status are acceptable.

A flow chart illustrating the submission process is shown in Appendix 4.

6.3.1 Role of authors in the submission process

Note: Researchers must be based at Anglia Ruskin University when their work is completed or published in order for it to be included in ARRO.

Having obtained permission from all co-authors, authors submit the research to ARRO by supplying information about it (metadata) and uploading the associated file(s). There may be valid reasons for not uploading file(s) or restricting access to file(s) for a period of time. For example:

- the publisher imposes restrictions on the use of pre- and/or post-prints
- the sponsor does not give permission
- permission has not been granted for third-party copyright material
- the file contains confidential or commercially sensitive information

In these situations, metadata can still be provided. If permitted, the file(s) can also be uploaded but with an associated embargo date (this being the date at which the file may be made publicly available).

1. If your work has been published in a journal, you should ask your Faculty Administrator to check which versions (pre-print, post-print or publisher's version) the publisher permits you to make available through an Institutional Repository. (See Section 6.3.2 steps 6 and 7). A link to the published paper or abstract must be included for all submissions. If it is not clear which version may be submitted after the Administrator has consulted the SHERPA/RoMEO database (<http://www.sherpa.ac.uk/romeo/>) or from your publishing agreement, Library staff will provide advice.
Note: Most publishers do not permit their PDFs to be deposited in an Institutional Repository such as ARRO.
2. Log in to ARRO and begin your submission by using the Submit links from the top menu bar, your Collection home page or from your 'My ARRO' page.
3. If you do not start from your Collection home page, select the Collection for your Faculty, as appropriate. Note: You will be able to submit to any of the Collections of items in ARRO so it is important that you select the correct one to ensure that your work is retrieved when others search or browse the repository using Communities and Collections.
Note: If your work is associated with more than one ARRO Community you may contact Library staff to arrange for it to appear in more than one place.
4. Enter the metadata, completing the basic fields (Title, Authors etc), followed by the descriptive fields (Description, Subject Keywords etc). See Appendix 3 for guidance.
Note: Although most fields are not mandatory, providing comprehensive metadata will help to maximise the opportunity for retrieval of your work.
Note: If you are submitting a published paper for which you have a PubMed ID or a publisher's DOI, you can use it to pre-fill some of the metadata fields.
5. Upload your file(s) by browsing and selecting each file from your local hard drive.
Note: Files should be in PDF format where possible but depositing of publishers' PDFs is not usually permitted. If necessary, you can convert other formats to PDF as part of the submission process. Where the use of post-prints is permitted, files should include any changes made to the original text in preparation for publication.
6. Check the details you have entered and make any corrections.

7. For research that has been published, the option to use a Creative Commons License should be omitted by clicking 'Skip Creative Commons'. For unpublished work, using a Creative Commons licence will clarify the rights of others to use and reuse your work.
8. Agree to the Non-exclusive Distribution Licence (see Appendix 6). This confirms that you grant Anglia Ruskin University the right to distribute the work, hold multiple copies and make any changes to the original files that are needed to enable the long-term digital preservation of the work. If there are other authors, you are also confirming that you have obtained their permission to submit the work to ARRO.
Note: If you do not agree to grant the licence, the item will remain in your own submission workflow, available from your 'My ARRO' page, until you are ready to grant it.
9. When you have completed the submission, your Faculty will be notified that the submission is ready for their review. If it is not accepted for any reason, you will receive an email explaining why and what steps you need to take.
Note: If the item has already been subjected to a peer review before being accepted for publication in certain journals, the Faculty will automatically accept it without further review.
10. After acceptance by the Faculty, the Library staff will be notified that it is ready for their review. They will check the metadata, files and copyright clearances before accepting it into ARRO. Library staff will assume that Faculty review has taken place or, most particularly in the case of post print journal articles, that the Faculty has taken the view that this is unnecessary. If the publisher does not permit the file submitted to be added to an Institutional Repository, it will not be possible for the submission to be accepted and you will receive an email explaining why and what you need to do to make it acceptable.
11. Following acceptance by the Library staff, you will receive a confirmation email and the item will appear in ARRO. Researchers are encouraged to provide a link from their Faculty website page to their research outputs deposited in ARRO.

If you do not complete the submission in one session, it can be saved so that you can go to your 'My ARRO' page to continue working on it later. Any rejected items will also appear on your page so that you can make any necessary changes before resubmitting.

6.3.2 Role of Faculty Administrators in the submission process

Faculty Administrators support researchers when they make a submission, undertake an initial check of copyright status and arrange for review by the appropriate Faculty staff.

1. Faculty Administrators confirm that authors have obtained permission from co-authors, sponsors etc to include the work in ARRO.
2. In conjunction with their Faculty colleagues, Administrators may prepare and keep updated a list of journals for which further review of post-prints by the Faculty is not necessary.
3. Administrators support Faculties with establishing and keeping updated a process for review of other output, such as pre-prints, including maintaining a list of academics to carry out the review.
4. Upon receipt of notification by email that an item is ready for Faculty review, an Administrator accepts responsibility by clicking 'Take Task' on their 'My ARRO' page. This enables them to 'preview' the task before accepting it.

5. Having accepted the task, the Administrator has the option to accept or reject the submission, edit metadata, decide to 'do it later' or return it to the pool for another Administrator to pick up. If they choose to continue with the task, they need to check for spelling, grammar, accuracy and completeness as well as an initial copyright check (steps 6 and 7) and, if necessary, arrange for Faculty review (steps 8 and 9).
6. If the work has been published in a journal, the Administrator checks the SHERPA/RoMEO database (<http://www.sherpa.ac.uk/romeo/>) to ensure that files submitted to ARRO follow publishers' rules regarding copyright and inclusion in an Institutional Repository. Different colours are used to help distinguish publishers' policies and, by searching on the name of the journal, the Administrator determines whether it is a Green, Blue, Yellow or White publisher.
7. Using the following as a guide, the Administrator determines whether the version submitted is likely to be acceptable:
 - Green publishers allow both pre-prints and either post-prints or the publisher's version/PDF (as specified) to be used in an Institutional Repository.
 - Blue publishers allow either post-prints or the publisher's version/PDF (as specified) but not pre-prints to be used in an Institutional Repository.
 - Yellow publishers only allow pre-prints to be used in an Institutional Repository.
 - White publishers either do not allow papers to be included in an Institutional Repository or no definitive information is readily available.

Note: Within each colour group, some publishers impose conditions and restrictions such as specifying an embargo period during which papers can not be added to an Institutional Repository. These will be checked by Library staff.
8. If the work has been published in a journal, the Administrator looks for the publication on the list of journals that do not need review, if there is one for their Faculty. If no review is necessary and no problems were identified during the copyright check, they can 'accept' the submission. Library staff will then be notified that it is available for their final acceptance.
9. If an internal review is necessary, the Administrator will follow their internal process to request review by the appropriate Faculty staff. Confidential items should be identified and rejected.
10. Following review, the Administrator can either accept the submission, edit the metadata or reject it and send an email to the submitter to explain why. If only minor corrections to metadata are required, these can be made by the Administrator. If other changes are necessary, the Administrator should reject the submission so that it is returned to the submitter's work area in ARRO for updating and resubmitting.

6.3.3 Role of the University Library in the submission process

The Library's primary role is a supportive one, as an enabler and system administrator. Library staff also provide advice about copyright clearance and make a final check of metadata, files and copyright status before accepting submissions into ARRO.

1. Upon receipt of notification by email that a submission is ready for review, a member of Library staff accepts responsibility by clicking on 'Take Task' on their 'My ARRO' page. This enables them to 'preview' the task before accepting it.

2. Having accepted the task, the member of Library staff can commit the submission to ARRO, edit metadata, decide to 'do it later' or return it to the pool for another reviewer to pick up.
3. For journal articles, a check is made using the SHERPA/RoMEO database (<http://www.sherpa.ac.uk/romeo/>) to confirm that it is acceptable for the file submitted to be added to an Institutional Repository and that any conditions and restrictions have been met. See Appendix 5 for details of the full copyright checking procedure.
4. The metadata is reviewed for compliance with Appendix 3 and any required corrections are made.
5. If any problems are identified with the files or copyright clearance, the member of Library staff makes amendments and/or corresponds via email with the submitter to determine if and what corrections are required. Finally, the Library reviewer commits the submission, triggering an email to notify the submitter that the item is available in ARRO. If an item is deemed NOT suitable for inclusion in ARRO at this stage, it will be committed and then deleted or withdrawn.
6. If a request is received for an item to be shown as belonging to more than one Collection, Library staff arrange for it to appear in the appropriate places by 'mapping' it to add a reference to the second Collection.

6.4 Capture of Theses

- 6.4.1 From September 2009, the Research Degrees Regulations require a digital copy of each thesis to be provided for the Anglia Ruskin University Institutional Repository, ARRO. The Academic Office will forward theses to the University Library for deposit. Authors are required to confirm that:
- they consent to having their work made public through ARRO
 - they have obtained permission to include any materials subject to third party copyright in the thesis
 - they have obtained permission from any sponsors of the research to make the thesis publicly available
 - the thesis does not include any commercially sensitive information
 - the thesis does not include material obtained under a promise of confidentiality
- 6.4.2 If a research student wishes their thesis to remain confidential it will not be deposited in ARRO.
- 6.4.3 If a research student wishes to make their thesis available online but needs to restrict access to it for a limited period of time they can specify a date when the embargo is to be lifted. This is normally two years in the first instance.
- 6.4.3 Theses completed before September 2009 will be added to ARRO if a request for digitisation is received from the British Library and provided that the requirements detailed in 6.4.1 are met.

7 Copyright ownership and implications for ARRO

7.1 What is Copyright?

Copyright is the right of an author, artist or composer to prevent other people from copying an original work. It only protects actual works, not ideas.

In the UK, copyright protection applies to most categories of original work, such as literary works, dramatic works, musical works, artistic works, sound recordings, films, broadcasts and the typographical arrangement of published editions. In the case of literary, dramatic, musical and artistic works, 'publication' includes making the work available to the public by means of an electronic retrieval system such as Anglia Ruskin Research Online (ARRO), although public performances or exhibitions may not constitute publication.

To benefit from international copyright protection, copyright owners based in the UK are advised to show the copyright symbol '©' on all copies of their work.

A growing number of research funders, such as the UK Research Councils and the Wellcome Trust, are making it a condition of grant that research output is made available through an open access repository. However, permission to deposit a full text item in an Institutional Repository must be granted by the copyright holder. In the context of research outputs, it is highly likely that the copyright holder will be a commercial publisher. There can, therefore, be a conflict between publishers' standard policies and requirements imposed by sponsors. This is being recognised and publishers will often specify what conditions must be met in order for work to be included in an Institutional Repository such as ARRO.

Although some online publications are accessible without charge to personal users for non-commercial use, it may still be necessary to seek permission from the copyright holder to re-use the work, including depositing it on an Institutional Repository.

In addition to the rights of publishers, authors need to respect the rights of all other copyright owners when making submissions to ARRO and obtain permission from co-authors and owners of third party copyright. The author may also need to obtain permission from a sponsor if submitting the final report of funded research.

7.2 Copyright and journal articles

7.2.1 Ownership of copyright

Underlying the process of publishing a journal article is a publishing agreement. The agreement is the contract between an author and publisher outlining the terms and conditions on which an article, an original work of scholarship, is accepted for publication and made accessible to a wider readership. The agreement is an important step in achieving a balance of rights and responsibilities in the process of scholarly communication.

Typically, when an article is published, the author assigns copyright, or gives a copyright licence, to the publisher of the journal. The particular agreement that is signed determines what rights the author gives up and what rights they retain to use the article. However, the majority of publishers will allow authors to deposit their work in an Institutional Repository under certain conditions and it is possible for authors to negotiate 'changes or exceptions' to standard agreements.

The Copyright Toolbox (<http://copyrighttoolbox.surf.nl/copyrighttoolbox/>) provides advice for both authors and publishers on publishing agreements and licences. The aim of the resource is to assist authors and publishers to achieve a balance between granting maximum access to a journal article and ensuring financial compensation to

the publisher. The toolbox includes an introduction to publishing agreements and licences as well as sample wording for both types of contract.

7.2.2 Implications for ARRO

The conditions and restrictions imposed by journal publishers dictate which version of the paper can be made available. They may require the inclusion of a link to the published version, the inclusion of a statement of copyright ownership, or an embargo on the release of the full text version. When an embargo period applies, Library Staff will ensure that the files are not accessible until the embargo ends.

The majority of journal publishers use a copyright transfer agreement that gives them copyright of the publisher-produced PDF. As the open access movement has gained momentum, however, many publishers have responded by allowing pre-prints and/or the final draft version of papers (post-prints) to be held in open access repositories. See Section 6.2 for further clarification of these terms.

SHERPA runs the RoMEO service, a source of information about journal publishers' standard copyright policies, available at <http://www.sherpa.ac.uk/romeo/>. Publishers are colour coded according to whether or not they permit depositing of pre-prints (yellow), post-prints or publisher's versions/PDFs (blue), both (green) or neither (white). Any additional conditions and restrictions imposed by publishers are listed. See Appendix 5 for guidance on using the RoMEO database. Before submissions are accepted into ARRO, the University Library will check in RoMEO to confirm that any copyright restrictions have been met.

In some cases it will be necessary to contact the publisher to request permission to include the article in ARRO. It is important that the request can be seen to come from the author as part of the publisher/author relationship, with some publishers insisting that the author contacts them directly to request permission to include papers in a repository. Authors are advised to write to the editor or officer in charge of authors' rights rather than to a general publisher's email for such permission.

7.3 Copyright and books, book chapters etc

7.3.1 Ownership of copyright

As with journals, the process of publishing a book includes a publishing agreement to outline the terms and conditions on which it is accepted for publication, with copyright often being assigned to the publisher of the book.

7.3.2 Implications for ARRO

There is no equivalent to RoMEO for book copyright agreements and the guidance it provides for publishers of journal articles can not be assumed to apply to books from the same publisher. Therefore it is necessary to rely on the copyright transfer agreement signed by the author, which may also be available on the publisher's website. If it is necessary to contact the publisher to request permission, it is recommended that this is done by the author in order to take advantage of their relationship with the publisher.

As with journals, there are some publishers of open access books. These are edited and sold in the usual manner, and the authors may even receive royalties. However, authors retain the full copyright, meaning they are free to re-use their work and deposit it in a repository.

7.4 Copyright and theses

7.4.1 Ownership of copyright

According to the Research Degrees Regulations (http://web.anglia.ac.uk/anet/academic/public/research_degrees_regulations.pdf), the 'copyright in any original material produced by candidates of Anglia Ruskin University as part of a course of study on which they are registered' belongs to the University for one year, following which it belongs to the author, unless:

1. the candidate has conditions of employment that immediately vest ownership of copyright in their employer
2. the interests of Anglia Ruskin University are overridden by copyright claimed by an external examining body.

The Regulations confirm that 'copyright in included material shall remain with the owner of such copyright'.

The full requirements regarding copyright of a thesis can be found in Annex 5 of the Regulations:

http://web.anglia.ac.uk/anet/academic/public/research_degrees_regulations.pdf.

7.4.2 Implications for ARRO

7.4.2.1 The Research Degrees Regulations require a digital copy of each thesis to be provided for depositing into ARRO.

7.4.2.2 Authors will be asked to complete and sign a Thesis Deposit Agreement which outlines the terms of deposit in ARRO. Authors may also provide an embargo date if they wish to delay public access to their thesis. This is normally two years in the first instance.

7.4.2.3 The form also asks authors to confirm that they have obtained permission for any materials subject to third party copyright to be included in the thesis and in ARRO and to confirm that their thesis can be harvested from ARRO by the British Library for inclusion in the British universities theses database, EThOS (Electronic Theses Online Service). The EThOS Copyright Fact Sheet explains that: 'Traditionally in the UK, for the purposes of examination, inclusion of such copyright material owned by a third party has been accepted as the thesis has not been considered as formally published. This, however, changes where the thesis is made available on an open access basis on the Web. This is because the work is much more visible and subject to wide dissemination and the copies are no longer made for the purposes of examination of the thesis.'

'Where a thesis contains third party material the author should seek permission from the owner of the copyright in that material in order to make it available in an Institutional Repository and in EThOS...

'Where the author has not, or cannot obtain permission from third parties, then he/she must edit the work before submission to the repository and EThOS. This could reduce the value of the deposited material, and thought should be given as to whether the revised thesis should be deposited.'

7.4.2.4 To clarify the rights of others to use and reuse the work, it is recommended that a Creative Commons licence is used for theses archived in ARRO. The Creative Commons licence will be granted by the copyright owner, whether that owner is Anglia Ruskin University or the author. See Appendix 7 for details.

7 Retrieving items from ARRO

Indexes are created to enable browsing and searching within ARRO. When an item is accepted into the repository, the metadata terms are added to the indexes straight away. Terms from suitable electronic files are extracted overnight and will be available for searching the next day.

Content can be identified by setting up alerts, browsing or searching. There are two search options within ARRO: using the search box or the Advanced Search. From each level of the hierarchy, you will be able to search or browse that level and all levels below it.

To facilitate retrieval of ARRO content using external web searches, ARRO will be registered with certain search engines and aggregating services.

8.1 Alerts

You can subscribe to receive email alerts from selected Collections. Alerts will be sent daily if new content has been added. To activate alerts for a particular Collection, click on the 'Subscribe' link.

8.2 Browsing

You can browse by:

- Communities and Collections (using the ARRO hierarchy)
- Title (listed alphabetically)
- Author (listed alphabetically by last name)
- Subject (keywords)
- Date Issued (all titles listed chronologically by the date on which the item was first published or issued)
- Date submitted (all titles listed chronologically by the date on which they were added to the repository).

Browsing features allow the display to be customised to help you to find items of interest.

8.3 Quick Search

Enter search terms in the Search box to search the metadata for all items in the repository and the full text of indexed documents. See ARRO Help for search tips.

8.4 Advanced Search

The Advanced Search allows searching within selected metadata fields or Communities and Collections, either individually or in combination, using Boolean operators ("AND", "OR", "NOT"). See ARRO Help for search tips.

8.5 External search and retrieval

To support indexing by web search engines and aggregating services, ARRO will be registered with a selection of the following:

- DSpace wiki
- OAIster – a service which harvests metadata from open archive digital resources using OAI-PMH (Open Access Initiative Protocol for Metadata Harvesting). The OAIster list is used by Google Scholar when indexing open access repositories.

- openarchives.org
- *OpenDOAR*, a Directory of Open Access Repositories, for academic open access repositories.

9 Making changes in ARRO

Only Library staff who are ARRO Administrators are able to make changes to ARRO structure and items that have been accepted into the Repository.

9.1 Takedown/Withdrawal Policy

- 9.1.1 Items will be removed at the request of the author and/or copyright holder, subject to approval by the Faculty.
- 9.1.2 In the event of a complaint being received, the output will be removed immediately and placed in a designated holding area. The Faculty will then be asked to investigate the complaint.
- 9.1.3 Reasons for withdrawal include (but are not confined to):
- Publisher's rules
 - Copyright violation
 - Plagiarism
 - National Security
 - Falsified research
 - Obsolete file formats
- 9.1.4 Withdrawn items are removed from public view but Metadata may be retained.

9.2 Managing Communities and Collections

- 9.2.1 Requests to add new Communities and Collections for Faculties or Research Institutes must be made to Library staff and should include:
- an explanation of how they relate to the existing Faculties and Research Institutes shown in ARRO, particularly if any are being replaced
 - a short description (up to 50 words) of the research work being undertaken
 - the name of the associated Faculty Administrator(s).
- Library staff will obtain agreement from the appropriate Director of Research to make the change and inform the requester when complete.
- 9.2.2 If submissions will no longer be made to a Faculty or Research Institute, the ARRO Administrator removes authorisation for submissions to that Collection and adds a note of the date of closure to the Community and Collection pages.

10 ARRO Preservation Policy

When an item becomes part of the ARRO Repository it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed if the content migrates to new hardware, or if changes are made to the Repository. ARRO is committed to maintaining the integrity of this identifier so that you can safely use it to refer to your item when citing it in publications or other communications. Our persistent URLs are registered with the Handle System (<http://www.handle.net/>), a comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on

the Internet. The Handle System is administered by the Corporation for National Research Initiatives (<http://www.cnri.reston.va.us/>), which undertakes, fosters, and promotes research in the public interest.

- 10.1 Anglia Ruskin University will use reasonable endeavours to ensure continued readability and accessibility of outputs deposited in ARRO.
- 10.2 ARRO files will be backed up according to current best practice.
- 10.3 In the event of ARRO ceasing to exist, Anglia Ruskin University will make all reasonable efforts to transfer the database to another appropriate archive.

11 ARRO Service and Support

ARRO is hosted by BioMed Central.

ARRO is available for use at all times unless there is scheduled or unexpected downtime. If it is necessary to schedule downtime, this will be done during periods of least demand and, where possible, generous advanced notice will be publicised on the University Library website. Unexpected problems are resolved as quickly as possible, often within 30 minutes.

For support with making submissions, please contact your Faculty Administrator. If they are unable to help, further support is available from the University Library and ARRO Administrator.

12 ARRO Metrics

12.1 Submissions within a Collection

The number of items contained in each Collection is displayed when browsing by Communities and Collections. Each Collection Home Page also displays the total.

12.2 ARRO Statistics

ARRO statistics are compiled each month and are available to ARRO Administrators.

These include totals for the number of new entries added, entries viewed, files viewed, user logins and searches performed. Further details are provided on:

- entries viewed more than 20 times
- total number of logins per user address
- words used as search terms more than five times
- the average number of times items are viewed.

In addition, a breakdown is provided of the possible actions that can be undertaken within the repository and the number of times each was performed.

12.3 File Type Analysis

The number of entries with each file type is shown, together with the total number of entries that do not contain any files.

Appendix 1 – Glossary

| | |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ARRO | Anglia Ruskin Research Online, Anglia Ruskin University's Institutional Repository |
| Collection | Collections are the lowest level of the hierarchy used in ARRO; it is within the collections that items are submitted and stored |
| Community | Communities represent the broadest areas of the Anglia Ruskin research organisation |
| Institutional Repository | An Institutional Repository is used to manage, store and preserve digital content generated by the institution and make that content more widely accessible for reference and reuse outside the institution |
| Keywords | Words or phrases that identify the subject of the piece of work |
| Metadata | Metadata provides information describing each item that can be made available for searching and external harvesting |
| My ARRO page | Individual user's work area in ARRO, accessible after logging in |
| Open Format | An open format is a specification for storing digital data, usually maintained by a non-proprietary standards organisation, and free of legal restrictions on use. Examples: PDF, XML, HTML |
| Pre-print | The version of a paper before it has been submitted for peer-review or other quality assurance procedure as part of the publication process. |
| Post-print | The final version of an academic article or other publication after it has been peer-reviewed and revised into its final form by the author without the publisher's type-setting and formatting |
| Publisher's version | The publisher-generated .pdf file that includes the publisher's formatting |
| Self-archiving | The act of depositing research output in an Institutional Repository |
| SHERPA-RoMEO database | Provides summaries of publishers' copyright and Institutional Repository policies (http://www.sherpa.ac.uk/romeo/) |
| Sub-community | Sub-communities may be used to provide an intermediate level between Communities and Collections in order to further define the research structure; there are no Sub-Communities in ARRO |

Appendix 2 – Structure of ARRO

Communities and Collections represent the broadest areas of the Anglia Ruskin research organization; it is within the collections that items are submitted and stored.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Anglia Ruskin Research Online (ARRO) website. The address bar shows the URL: <http://angliaruskin.openrepository.com/arro/community-list>. The page title is "Communities and collections - Anglia Ruskin Research Online".

The page content includes:

- Search:** A search box with a "Go" button.
- Anglia Ruskin University** logo and navigation links: Home :: My ARRO :: Submit :: Help! :: Feedback :: Admin :: Welcome Sarah Packard (Logout).
- Browse by:** A sidebar menu with expandable options: Communities & collections, Title, Author, Research Affiliation, Date issued, Date submitted, and Subject.
- Listed communities:** A sidebar menu with expandable options: Ashcroft International Business School, Faculty of Arts, Law and Social Sciences, Faculty of Education, Faculty of Health and Social Care, Faculty of Science and Technology, Support Services, and Theses from Anglia Ruskin University.
- Communities and collections:** The main content area, titled "Communities and collections", with a sub-header "Anglia Ruskin Research Online > Communities and collections". It contains the text: "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." and an "Admin tools" box with a "Create top-level community ..." button and "Admin help" link.
- List of communities and collections:**
 - Ashcroft International Business School**
 - Ashcroft International Business School (AIBS) [161]
 - Faculty of Arts, Law and Social Sciences**
 - Faculty of Arts, Law and Social Sciences [91]
 - Faculty of Education**
 - Faculty of Education [94]
 - Faculty of Health and Social Care**
 - Faculty of Health and Social Care [143]
 - Faculty of Science and Technology**
 - Faculty of Science and Technology [69]
 - Support Services**
 - Support Services [1]
 - Theses from Anglia Ruskin University**
 - Research Theses from Anglia Ruskin University [4]

The bottom of the browser window shows the Windows taskbar with the Start button and several open applications, including "Inbox - Mailbox - Pac...", "Communities and coll...", "http://libweb.anglia.a...", "Journal Lists", "Local Links", and "ARRO Guide v6.doc -...". The system tray shows the date and time as 13:01.

Appendix 3 – Completing metadata fields on the ARRO submission form

Where the field name is shown in bold, the field is mandatory and the submission will not be accepted without it being completed.

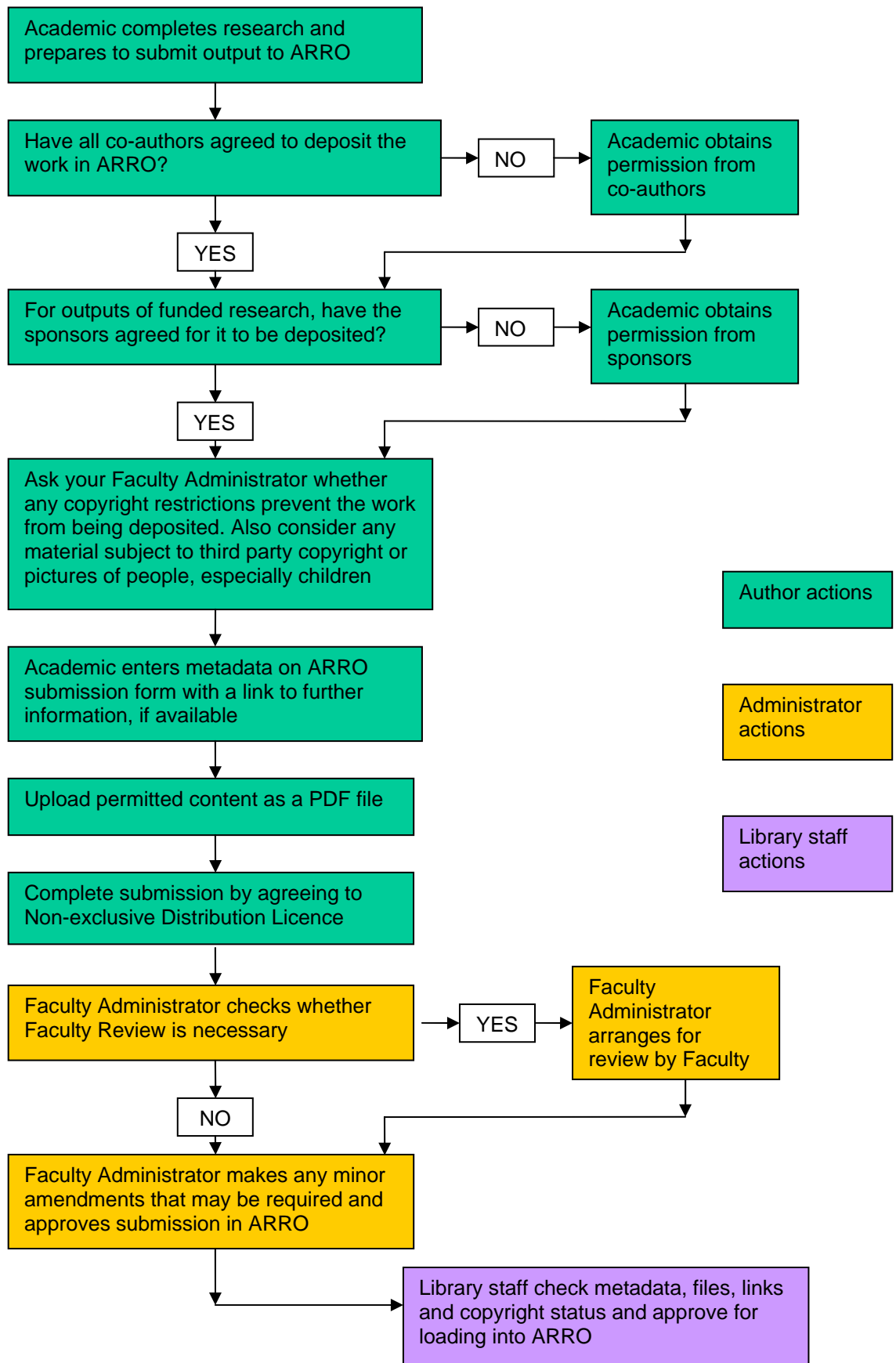
| Metadata Field | How to enter details | Examples |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collection | Select your Faculty from the list. | <ul style="list-style-type: none"> • Faculty of Arts, Law and Social Sciences • Faculty of Education |
| Language | Select the language of the main title of your item which should also reflect the language of the item itself. | <ul style="list-style-type: none"> • English • English (United States) |
| Title | Enter the full and proper name by which this item should be known. If it is not in English, enter a translated version in the Other Titles field. | <ul style="list-style-type: none"> • Parenting issues that may be addressed through a confidential helpline • Pedagogy and Performance in early eighteenth-century Britain |
| Authors | Use the format: Last Name, First Name + Middle Initial(s). Enter all author names using a new line for each author. Click on <Add More> to obtain additional lines. If the author is not a person, enter the name of the organisation or service responsible for creating or contributing to the content of the item. | <ul style="list-style-type: none"> • Smith, Andrew C. • Allen, Peter M. • O’Leary, Daniel J. |
| Affiliation | For each author, enter the name of the organisation at which they conducted the research. Use a new line for each author. Click on <Add More> to obtain additional lines. Do not include names of departments or addresses. If it is not included in the name, indicate the country | <ul style="list-style-type: none"> • Anglia Ruskin University • Cambridge University • Aberystwyth University • National Bureau of Investigation, Finland |

| Metadata Field | How to enter details | Examples |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | where non-UK organisations are based. | |
| Other Titles | Paste in any alternative titles, such as a translated version if the Title is not in English. | <ul style="list-style-type: none"> • Anxiety, depression and swallowing disorders in patients with Parkinson's disease |
| Date of Issue | Enter the year of publication, completion, performance, exhibition etc. (including century) and, if applicable, select the month and enter the date. | <ul style="list-style-type: none"> • August 10 2008 • May 2006 • 2010 |
| Publisher | Enter the full name of the publisher of books, journal articles etc. | <ul style="list-style-type: none"> • Oxford University Press • Elsevier • Company of Biologists |
| Reference | <p>If the work has been published, use the Anglia Ruskin Harvard Style of referencing (or the style appropriate to the discipline). http://libweb.anglia.ac.uk/referencing/harvard.htm Note: italics are not recognised by ARRO.</p> <p>Use this field to provide details of exhibitions etc.</p> | <ul style="list-style-type: none"> • Ryan, D., 2009. We have eyes as well as ears: Experimental music and the visual arts. In J. Saunders, ed. 2009. The Ashgate companion to experimental music. Farnham: Ashgate Academic Press. Ch 9. • Kopleman, M.D., et al, 2007. Recall and recognition memory in amnesia: patients with hippocampal, medial temporal, temporal lobe or frontal pathology. <i>Neuropsychologia</i>, 45 (6), pp.1232-1246. • Devison, N., Love, J. and Shaw, M. 2009. Provenance. [print] (IMPACT 6 International Printmaking Exhibition): Manchester University Press, 2002, pp.117-136. |
| Journal | Enter the journal title in full, without using abbreviations | <ul style="list-style-type: none"> • Journal of Experimental Biology |
| Abstract | If there is an abstract, paste it in. If the abstract is not in English, a translation should be included. | <ul style="list-style-type: none"> • This paper considers some of the current thinking in relation to attachment theory and systemic theory in understanding the development of adult couple relationships in terms of their attachment to each other and of their adaptations as a family. There is an increasing interest in adults' attachments to their own parental (attachment) figures, how these have an impact on the attachment relationship they have with their own children, and to the idea that adult partners |

| Metadata Field | How to enter details | Examples |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | can become attachment figures for each other with the potential for development being lifelong. Discussion focuses on attachment issues within the family group and the relevance of these to systemic practice. |
| Identifiers | For journal articles, provide the DOI and the journal's ISSN. For books or book chapters, provide the book's ISBN. Choose the identifier type from the drop-down menu. Click on <Add More> to obtain additional lines as needed. | <ul style="list-style-type: none"> • DOI: 10.1080/09546540500091159 • ISSN: 0379-0738 • ISBN: 9781845114015 |
| Additional Links | If permitted or required by the publisher, paste in the link to the published version or journal page. Links to researcher pages, conference websites etc. may also be included. | <ul style="list-style-type: none"> • http://jeb.biologists.org/cgi/reprint/206/18/3159 • http://www.anglia.ac.uk/ruskin/en/home/faculties/fst/departments/lifesciences/staff/doctor_andrew_smith.html |
| Type | Select the appropriate type(s) | <ul style="list-style-type: none"> • Article • Book Chapter |
| Description | Enter any other information describing the work or comments that may be of interest to users. Also enter any acknowledgement and/or standard text required by publishers. This field may be used to indicate an author's change of name. | <ul style="list-style-type: none"> • Royal Society: 'When the Definitive Published Version of the article is published the Author must acknowledge it by placing the full bibliographic reference and URL of the relevant journal homepage close to the title of the Article.' • Oxford University Press: ...'acknowledge that the article has been accepted for publication in [Journal Title] ©: [year] [owner as specified on the article] Published by Oxford University Press [on behalf of xxxxxx]. All rights reserved.' After publication, the preprint notice should be amended to: 'This is an electronic version of an article published in [include the complete citation information for the final version of the Article as published in the print edition of the Journal.]' |
| Subject Keywords | Paste in as many keywords as possible. Click on <Add More> to obtain additional lines as needed. Only use capital letters at the beginning of keywords for proper nouns etc. | <ul style="list-style-type: none"> • polymorphic colour vision • parenting • dominance rank |

| Metadata Field | How to enter details | Examples |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Series/Report No. | Enter any series name and/or report number used to identify the item | |
| Sponsors | Enter the full name(s) of any sponsors for the work. Separate names using semi-colons. Funding codes or grant numbers may be included. | <ul style="list-style-type: none"> • Biotechnology and Biological Sciences Research Council • Royal Society • Wellcome Trust; Biotechnology and Biological Sciences Research Council, Grant Number: 98/S11498 |
| Document File | Browse to select the relevant content file(s) on your local hard drive and the name of the relevant files(s) are entered automatically | <ul style="list-style-type: none"> • Effect of colour vision status.pdf |
| File Description | If there is more than one file, briefly describe the contents | <ul style="list-style-type: none"> • Main article • Experimental data |
| Embargo Ends On | If there is an embargo period during which the files can not be accessed, the end date for the embargo must be specified. | <ul style="list-style-type: none"> • 09/06/2010 |

Appendix 4 – ARRO Submission Steps



Appendix 5 – Copyright checking for journal articles using SHERPA/RoMEO

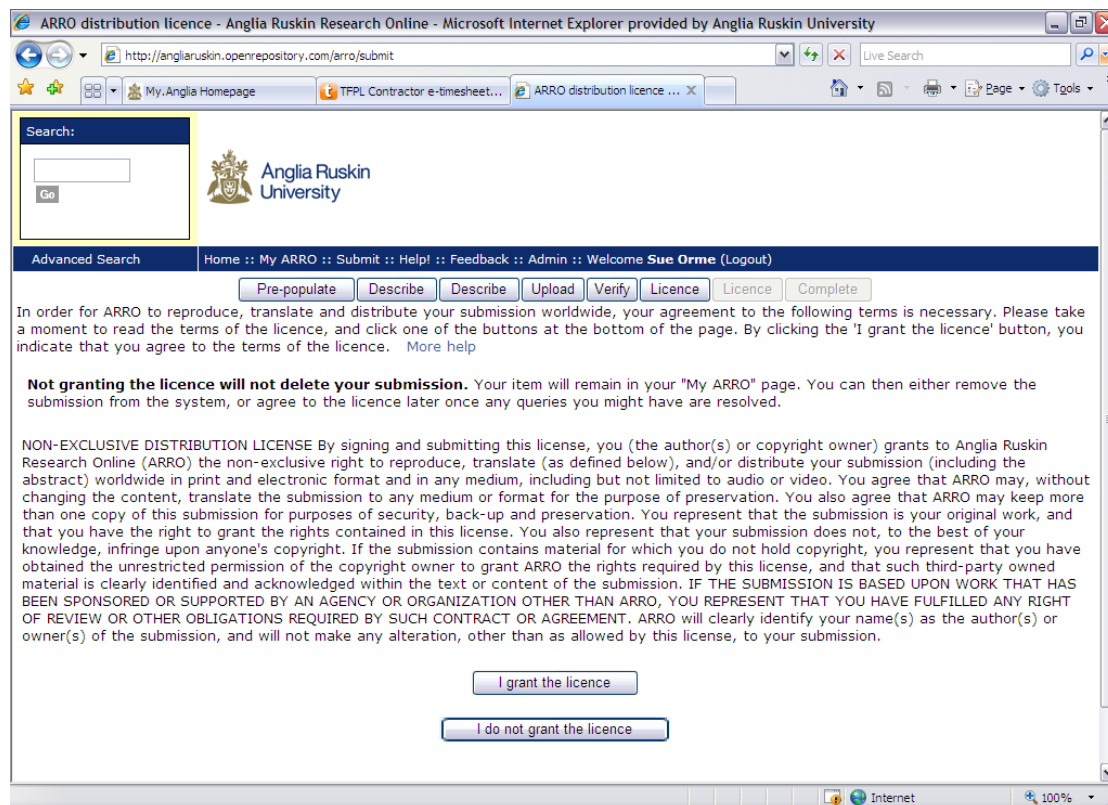
The SHERPA/RoMEO site <http://www.sherpa.ac.uk/romeo/> provides 'a summary of permissions that are normally given as part of each publisher's copyright transfer agreement'. Publishers are colour coded according to whether or not they permit archiving (submitting to an Institutional Repository) of pre-prints (yellow), post-prints or publisher's versions/PDFs (blue), both (green) or neither (white). However, it is possible for authors to negotiate 'changes or exceptions' to standard agreements.

1. Enter the name of the journal in the Search box, check that the search selection is for Journal Titles or ISSNs and click <Search>.
2. If a list of possible journals is displayed, select the appropriate one from the list and view the publisher's entry.
3. Note any restrictions imposed by the publisher on archiving post-prints and publisher's versions/PDFs. Restrictions may include embargo periods during which archiving is not permitted. Some publishers also impose general conditions such as requiring the inclusion of an acknowledgement, standard text or a link to the published version. Some journals have further restrictions or conditions in addition to the publisher's general requirements.
4. If necessary, follow the link to the publisher's site to see details of any journal-specific restrictions or text to be included. Authors can also check their own agreement with the publisher of the paper for confirmation of any exceptions to the standard arrangements.
5. Based on the information gathered and the date of publication of the article, determine whether it can be archived in ARRO immediately, after an embargo period, only if certain other conditions are met or not without asking the publisher for permission. Also determine which version (pre-print, post-print or publisher's PDF) can be submitted to ARRO and whether a link can be added to the published version or the abstract.
6. In some cases the entry on RoMEO will indicate that there is no information readily available or the policy is unclear. If so it will be necessary to check the author's agreement and/or contact the publisher directly.

Examples (paste journal titles, or parts of titles, into RoMEO Search box and select 'contains' or 'starts with'):

1. *Early Music History*, October 2006, 25, pp.209-256.
2. *Philosophical Transactions Royal Society of London Series B Biological Sciences*, February 2004, 359 (1442), pp.255-264.
3. *Cerebral Cortex*, May 2007, 17 (5), pp.1066-1073.
4. *Neuropsychologia*, January 2007, 45 (6), pp.1232-1246.
5. *Irish Studies Review*, January 2004, 12 (1), pp.63-75.
6. *Learning & Memory*, September 2006, 13 (5), pp.545-557.

Appendix 6 – Non-exclusive Distribution Licence

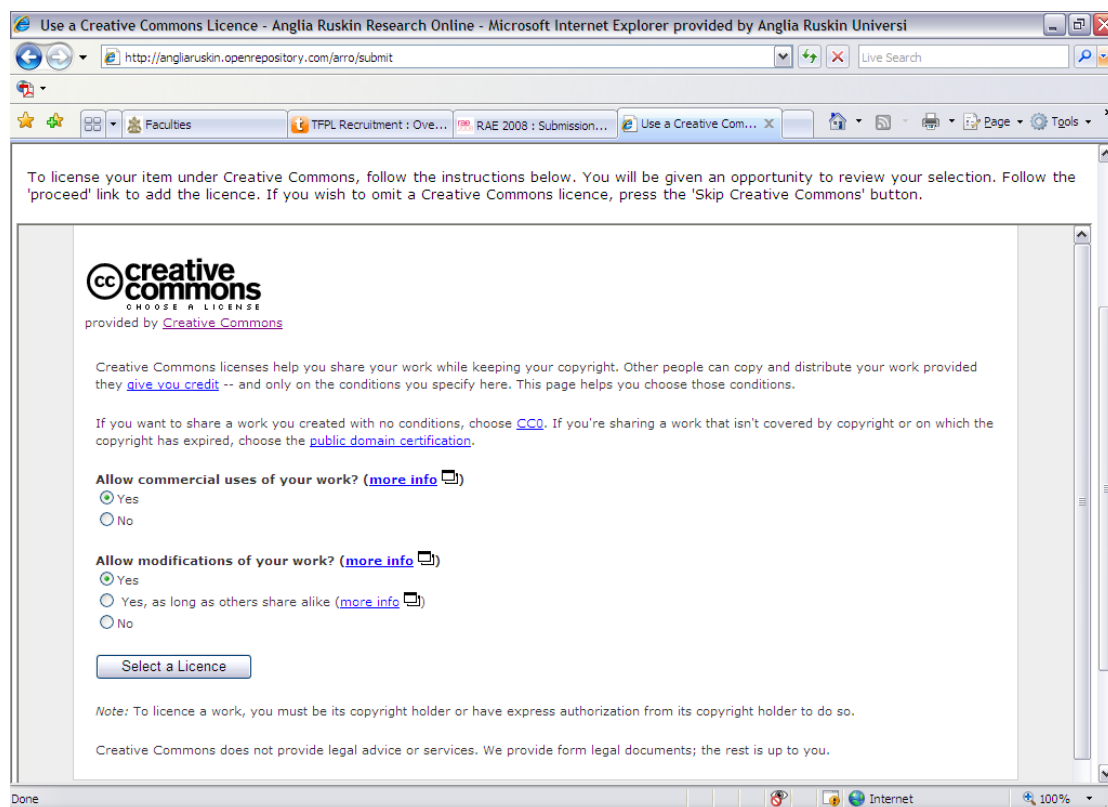


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Appendix 7 – Creative Commons Licence

'Some copyright holders have made books, music, and other creative works available under licenses that give anyone permission to copy and make other uses of the works without specific permission or a royalty payment. Creative Commons hopes to build on the work of these pioneers by creating a menu of license provisions that people can combine to make their work available for copying and creative reuses.'

ARRO provides the option for copyright owners to use a Creative Commons licence:



To make use of a Creative Commons licence, submitters must decide:

1. whether or not to allow their work to be used for commercial purposes. Usually, the non-commercial option would be selected, by which 'The licensor permits others to copy, distribute and transmit the work. In return, licensees may not use the work for commercial purposes — unless they get the licensor's permission.'
2. whether or not to allow modifications of their work. If modifications are permitted, others can be asked to "Share Alike". That is, 'The licensor permits others to distribute derivative works only under the same license or one compatible with the one that governs the licensor's work.' If submitters do not agree to allow modifications of their work, 'The licensor permits others to copy, distribute and transmit only unaltered copies of the work — not derivative works based on it.'

Appendix 8 – Sources and References

1. Repositories Support Project: <http://www.rsp.ac.uk/>. With thanks to Jackie Wickham from the Repositories Support Project for reviewing the Copyright sections.
2. Creative Commons: <http://creativecommons.org/about/>.
3. Flint, M. Fitzpatrick, N. & Thorne, C., 2006. *A User's Guide to Copyright*. 6th ed. Haywards Heath: Tottel Publishing.
4. SHERPA's RoMEO service: <http://www.sherpa.ac.uk/romeo/>.
5. EThOS Copyright Fact Sheet:
http://ethostoolkit.cranfield.ac.uk/tiki-index.php?page_ref_id=34.
6. Anglia Ruskin University's Research Degrees Regulations:
http://web.anglia.ac.uk/anet/academic/public/research_degrees_regulations.pdf

Appendix 9 – Changes from previous version

In version 6, references to Research Institute removed. Amendments made to reflect changes in Workflow resulting in the facility for Administrators to edit the data (pages 3, 7-10, Appendix 3 and 4). Links to other related documents included on front page.

In version 5, amendments and additions made to 6.3.1, 6.4.1 – 6.4.4 and 7.4.2.2 to give more information on why and how access may be restricted. Section 7.4.2.3 has been removed and subsequent paragraphs re-numbered. Appendix 3: Date of Issue: description broadened – use for exhibition/performance date, Citation: description and examples broadened, use for details of exhibitions etc., Embargo End Date: information amended, Library staff cannot add or amend this date as previously implied.

In version 4, a new section was added as Section 5 (ARRO Data Policy) and subsequent sections were renumbered. Section 11 (ARRO Service and Support), previously Section 10, was amended and Section 6 (Submission Policy), previously Section 5, was updated to confirm that no photos of children should be included in files submitted to ARRO. The flow chart for journal articles in Appendix 4 was replaced with the general flow chart.

In version 3, the ARRO content policy was revised to emphasise that the Faculties take decisions about what is submitted and which submissions are reviewed.

In version 2, Section 11 (ARRO Metrics) and Section 3.4 were added. Section 3.5 was previously Section 3.4.