

## **Submitting to ARRO**

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# How to submit your research work to ARRO

## Preparing to submit

- Permission

When your work is published or completed, obtain permission from all co-authors to include the work in ARRO. You may need to obtain permission from a sponsor if submitting the final report of funded research.

- Accepted version

Ask your Faculty Administrator whether any copyright restrictions prevent the work from being deposited. For journal articles, they will advise which versions (pre-print, post-print or publisher's version) the publisher permits you to make available through an Institutional Repository. A list of Faculty Administrators is available at:

<http://libweb.anglia.ac.uk/academic/files/ARROhelp.pdf>.

## Making the submission

- Start submission

Log in to ARRO using your usual username and password and begin your submission by using the Submit links from the top menu bar, the Collection home page or from your 'My ARRO' page.

- ARRO Collection

Select the appropriate Collection for your Faculty. (p.5)

- Describe your work

Enter the details of your work onto the submission form, completing as many fields as possible. (pp. 6-8)

- Add content files

Upload the permitted file(s) by browsing and selecting each file from your local hard drive. Files should be in an open format, such as PDF for text, and can be converted as part of the submission process. (p. 9)

- Check your submission

Check the details you have entered and make any corrections. (p.10)

- Creative Commons licence (p. 11)

For unpublished work, use a Creative Commons licence to clarify the rights of others to use and reuse your work. If the work has been published, click 'Skip Creative Commons'.

- Non-exclusive Distribution Licence (p. 11)

Agree to the Non-exclusive Distribution Licence to give permission for your work to be made available and managed in ARRO. This starts the review process.

## Review and confirmation

- Faculty Review

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.

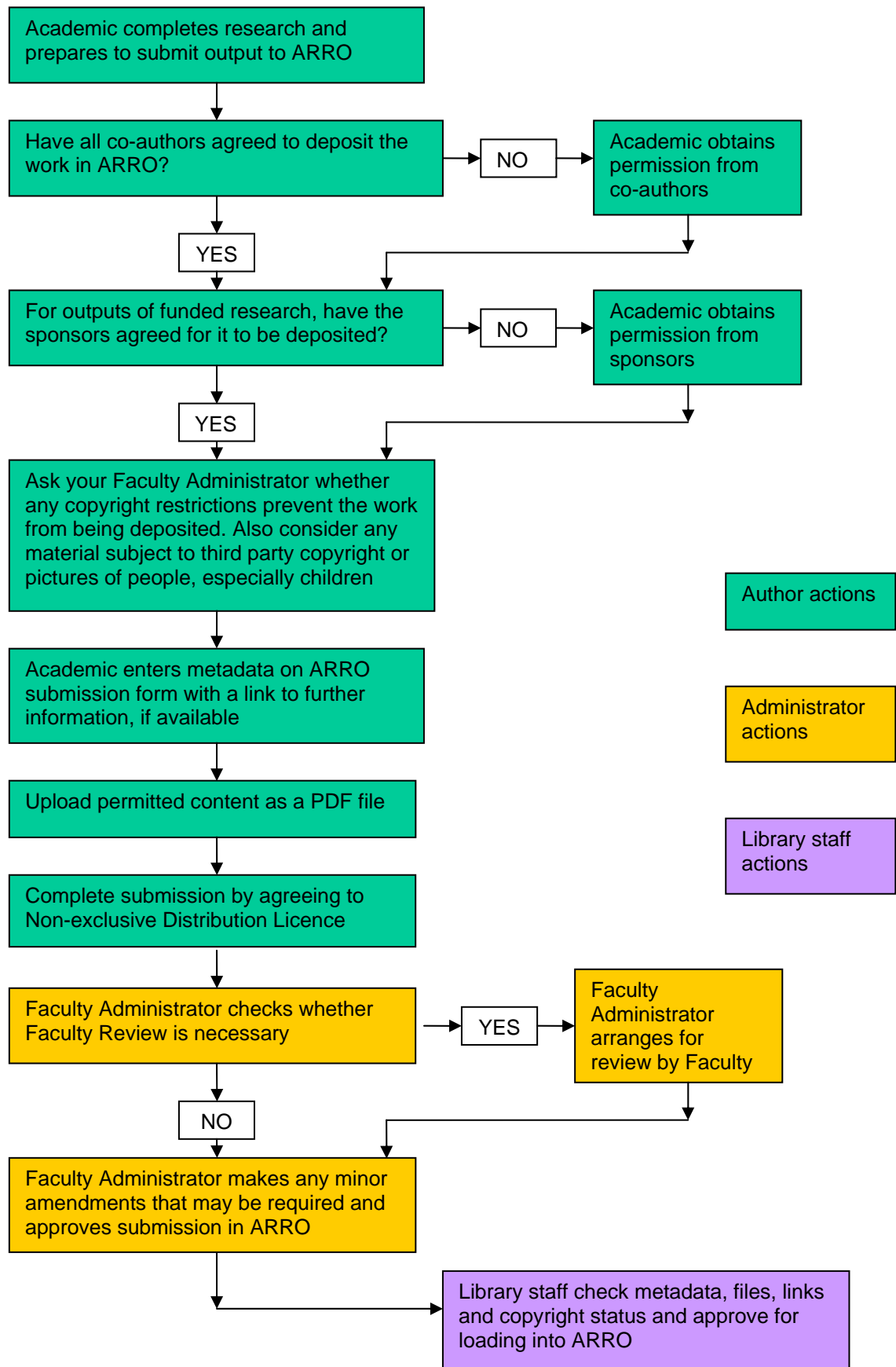
- Review by Library staff

Following approval by the Faculty, Library staff will check the metadata, files and copyright clearances before accepting the submission into ARRO.

- Confirmation

Following acceptance by the Library staff, you will receive a confirmation email and the item will appear in ARRO.

## ARRO submission steps



## ARRO submission process

The submission process includes three main steps:

1. The author provides permitted electronic file(s) together with descriptive information about the work (metadata)
2. the Faculty Administrator checks which version of journal articles may be deposited, co-ordinates Faculty review of the submission to confirm that it meets academic standards and makes any minor amendments to the metadata that may be required.
3. the University Library reviews the submission and, providing the information supplied, files and copyright status are acceptable, approves it for loading into ARRO.

It is the author's responsibility to obtain permission from all co-authors, then to submit the research to ARRO by supplying information about it (metadata) and uploading the associated file(s). The author may need to obtain permission from a sponsor if submitting the final report of funded research. The author asks their Faculty Administrator to advise which version of journal articles to use without infringing copyright. After logging in, submissions may be started by using the Submit links from the top menu bar, the Collection home page or from the author's 'My ARRO' page. The author then completes the submission form by entering metadata, uploading permitted files, adding a link to the published work (if available) and agreeing to the distribution licence.

Faculty Administrators ensure that authors obtain permission from co-authors, sponsors etc. They may help to prepare and keep updated a list of journals for which review by the Faculty is not necessary. They also help to establish and keep updated a review process, including a list of academics to carry out review for their Faculty and Research Institutes. They conduct an initial copyright check to determine which version of a journal article may be deposited and arrange for Faculty review if necessary. Faculty Administrators can make minor amendments to the metadata prior to either accepting or rejecting the submission in ARRO on behalf of their Faculty or Research Institute. Rejected submissions are returned to the author for amendment; accepted submissions go forward for final review by Library staff.

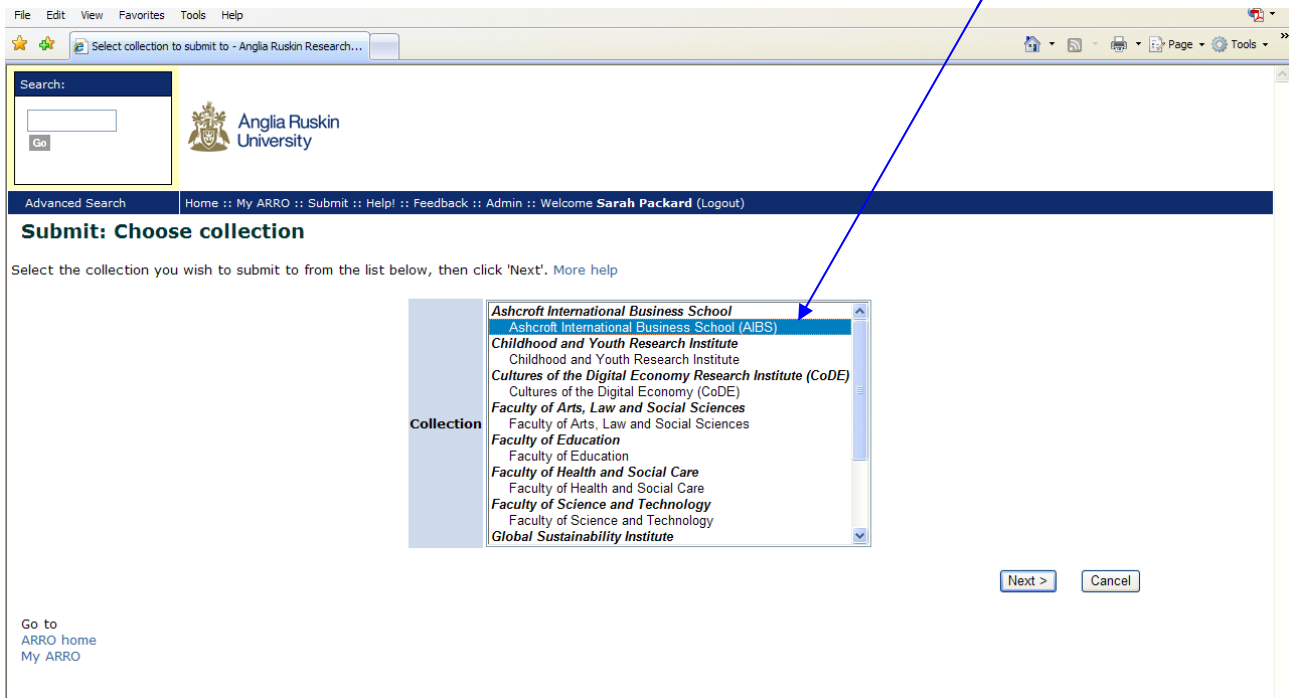
For published work, Library staff check publisher's policies to confirm that files are acceptable for inclusion in an Institutional Repository and that any conditions and restrictions have been met. They review metadata and make minor corrections if needed prior to accepting the submission into ARRO. If a submission is deemed not to be suitable, the Library staff will "delete" it from ARRO (as a "reject" step is not available) and notify the submitter. Library staff are also responsible for depositing PhD theses into ARRO.

A submission flow chart, details of ARRO policies and the submission process and guidance about the implications of copyright regulations are provided in 'ARRO: A Comprehensive Guide' (<http://libweb.anglia.ac.uk/academic/files/ARROguide.pdf>).

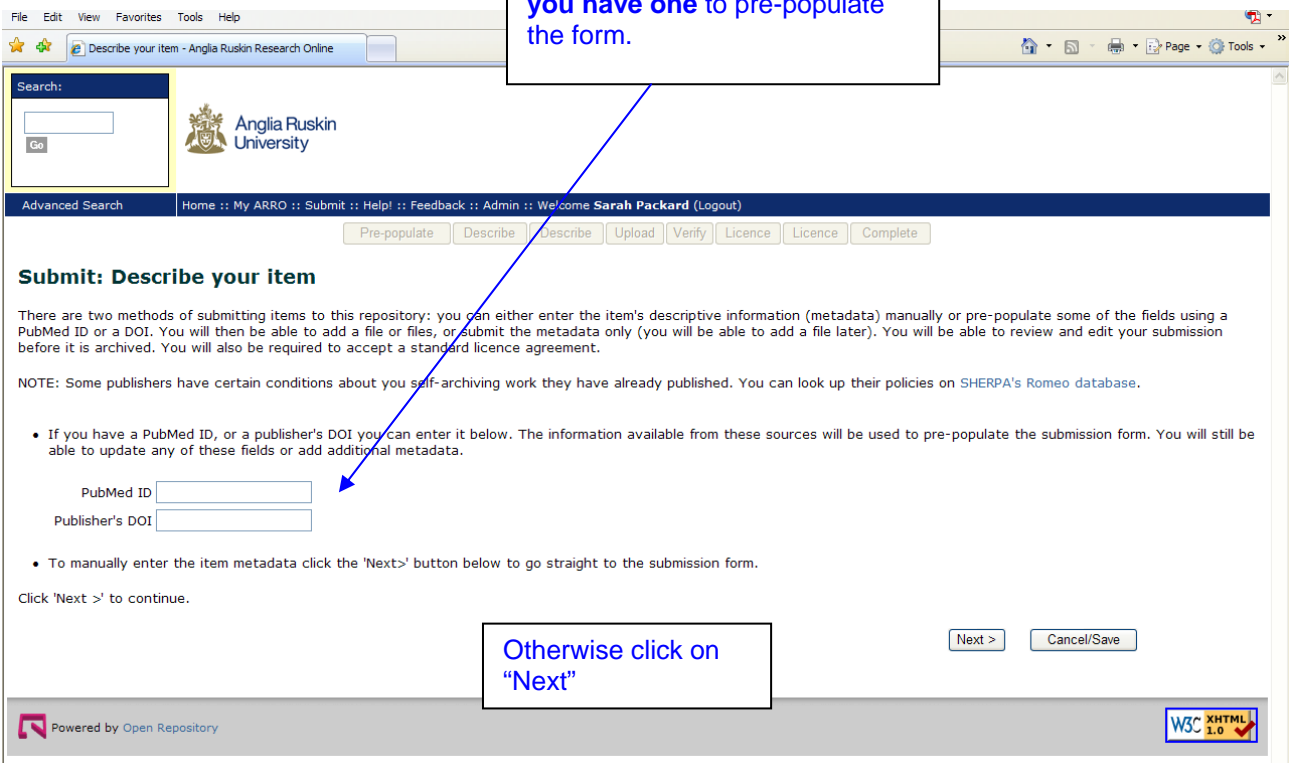
Log in to ARRO using your usual username and password and begin your submission by using the Submit links from the top menu bar, the Collection home page or from your 'My ARRO' page.

## Screen shots of submission process

You will first have to select the collection you wish to submit to:



Next, you will be able to enter a PubMed ID or Publisher's DOI if you have one to pre-populate the form.



Enter the details of your work onto the submission form, completing as many fields as possible.

**Fields marked with '\*' are mandatory.**

Please select the language of the title of your item.

**Language**

Enter the main title of the item.

Only use capital letters for proper nouns etc.

\* **Title**

Enter the names of the authors of this item below.

*Last name, First name + Middle Initial(s)*  
e.g. **Smith, Donald H.**

\* **Authors**

Enter the institution affiliation of the authors.

Add all affiliations. There is no need to repeat affiliations if several authors are from the same institution.

\* **Affiliation**

If the item has any alternative titles, please enter them below.

**Other Titles**

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

\* **Date of Issue**  
Month:  Day:  Year:

Enter the name of the publisher of the previously issued instance of this item.

**Publisher**

Do not use abbreviations

Enter the standard citation for the previously issued instance of this item.

**Reference**

Full reference in Harvard style or appropriate for discipline. Also use for details of exhibitions / performances.

Enter the title of the Journal that the previous issued instance of this item appeared.

**Journal**

Do not use abbreviations

Enter the abstract of the item below.

**Abstract**

An abstract is always useful especially if no full text is included. If the item is not in English, include an English abstract

If the item has any identification numbers

Select the correct type of identifier from the drop-down

**Identifiers**  
ISSN   
eISSN   
DOI

types and the actual

Use button to add more Identifiers / Links

Add more

If you have an external link to this item (publisher's site, PubMed reference, personal site etc) then please enter it here. You MUST enter the full URL including the http://

**Additional Links**

Add more

Select the type(s) of content you are submitting.

\* Type

- Animation
- Article
- Book
- Book chapter
- Conference Paper
- Dataset
- Learning Object
- Presentation
- Recording, acoustical
- Recording, musical
- Recording, oral
- Software
- Technical Report

- Image
- Image, 3-D
- Map
- Musical Score
- Plan or blueprint

- Thesis
- Video
- Working Paper

< Previous

Next >

Cancel/Save

Click on "Next" to continue.  
 "Cancel/Save" will allow you to save your submission at this point and continue with it at another time

Enter any other description or comments in this box.

**Description**

You could enter an acknowledgement or text re

Enter appropriate subject keywords or phrases below.

**\* Subject Keywords**

keyword Remove

ARRO

example Remove

Add more

Add a new keyword in each field. Use button to add more fields.

Enter the series and number assigned to this item by your community.

*Series Name*

*Report or Paper No.*

**Series/Report No.**

Add more

Enter the names of any sponsors and/or funding codes in the box below.

**Sponsors**

< Previous

Next >

Cancel/Save

Click on "Next" to continue.  
 "Cancel/Save" will allow you to save your submission at this point and continue with it at another time

Upload the permitted file(s) by browsing and selecting each file from your local hard drive.

Advanced Search Home :: My ARRO :: Submit :: Help! :: Feedback :: Admin :: Welcome Sarah Packard (Logout)

Pre-populate Describe Describe Upload Verify Licence Licence Compl...

### Submit: Upload a file

Click 'Browse' to search for the file you wish to upload from your computer. Once you have found the file click 'Open' on your explorer window and then 'Next' on this page to proceed to the next step. [More help](#)

Please note that ARRO is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.

To skip this step please click 'Skip'

Document File: H:\ARRO\Local Links\Introduction to ARRO.doc

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

File description:

If the file is under embargo, please enter the end date of the embargo below

Embargo Ends on:  /  /  (dd/mm/yyyy) \*Access to items

< Previous Next > Skip Cancel/Save

**Netscape users please note:** By default, the window browser used to select the option to display files of other types. Instructions for Netscape users are available.

If there is no full text to include, click on "Skip".

Use "Browse" to locate your file

If the file is under embargo. Enter the date when the embargo ends

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Pre-populate Describe Describe Upload Verify Licence Licence

### Submit: uploaded files

The table below shows the files you have uploaded for this item. [More help](#)

Primary bitstream	File	Size	Description	File format	Convert to	Embargo
<input type="radio"/>	Introduction to ARRO.doc	33792 bytes	None <input type="button" value="Change"/>	Microsoft Word (Known) <input type="button" value="Change"/>	Choose <input type="button" value="Go"/>	None <input type="button" value="Remove"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#)

< Previous Next > Cancel/Save

If the file you have uploaded is not in PDF. You can convert it by selecting "Adobe PDF" from the drop-down, and click on "Go".

Pre-populate Describe Describe Upload Verify Licence Licence Complete

### Submit: uploaded files

The table below shows the files you have uploaded for this item. [More help](#)

Primary bitstream	File	Size	Description	File format	Convert to	Embargo
<input type="radio"/>	Introduction to ARRO.doc	33792 bytes	None <input type="button" value="Change"/>	Microsoft Word (Known) <input type="button" value="Change"/>	Choose <input type="button" value="Go"/>	None <input type="button" value="Remove"/>
<input type="radio"/>	Introduction to ARRO.pdf	34237 bytes	None <input type="button" value="Change"/>	Adobe PDF (Known) <input type="button" value="Change"/>	N/A	None <input type="button" value="Remove"/>

You can verify that the file(s) have been uploaded correctly by:

- Clicking on the filenames above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#)

< Previous Next > Cancel/Save

You can then remove the file in non-PDF format.

Next, your submission will be re-displayed as it will appear in ARRO.  
 Check the details you have entered and make any corrections

Please spend a few minutes checking your submission. If anything is wrong, you can go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [More help](#)

**If everything is OK**, please click the 'Next' button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

<b>Language</b>	English
<b>Title</b>	Full title of the article or chapter
<b>Authors</b>	Packard, Sarah A. Other, Andrew N.
<b>Affiliation</b>	Anglia Ruskin University Cambridge University
<b>Anglia Ruskin Research Affiliation</b>	None
<b>Other Titles</b>	None
<b>Date of Issue</b>	Sep-2010
<b>Publisher</b>	Cambridge University Press
<b>Citation</b>	Packard, S.A. and Other, A.N. 2010. Full title of the article or chapter. Full Title of Journal, 23(9), pp.23-29
<b>Journal</b>	Full Title of Journal
<b>Abstract</b>	This example is completely fictional although the "additional link" does exist! An abstract is especially useful if the full text cannot be added.
<b>Identifiers</b>	ISSN:1234-5678
<b>Additional Links</b>	<a href="http://libweb.anglia.ac.uk/academic/files/ARROguide.pdf">http://libweb.anglia.ac.uk/academic/files/ARROguide.pdf</a>
<b>Type</b>	Article
<b>Description</b>	You could enter an acknowledgement or text required by publisher.
<b>Subject Keywords</b>	keyword example ARRO
<b>Series/Report No.</b>	None
<b>Sponsors</b>	None
<b>Uploaded Files:</b>	Introduction to ARRO.pdf - Adobe PDF (Known)

Buttons: Correct one of these (next to Abstract), Correct one of these (next to Subject Keywords), Add or remove a file

Your submission will be reviewed by your Faculty Administrator who may make minor amendments and arrange for internal review if appropriate.

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 No

**Allow modifications of your work?** ([more info](#))

Yes  
 Yes, as long as others share alike ([more info](#))  
 No

**Jurisdiction of your licence** ([more info](#))

International

Select a Licence

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Anglia Ruskin University

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Then the review process starts.