



ARRO Final Report

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Project Director	Prof Alan Sibbald		
Project Manager & contact details	Prof Caroline Strange Anglia Ruskin University Assistant Director (Research Support) Research, Development & Commercial Services Bishop Hall Lane, Chelmsford CM1 1SQ Email: caroline.strange@anglia.ac.uk Tel: 0845 1963125		
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ARRO

Anglia Ruskin Research Online

A JISC Repositories Start Up and Enhancement 2 Project

Final report

Authors: Professor Caroline Strange (Research, Development & Commercial Services) and
Graham Howorth (the University Library)
Anglia Ruskin University
Bishop Hall Lane
Chelmsford
Essex CM1 1SQ

Contact: Professor Caroline Strange (Research, Development & Commercial Services)
Email: caroline.strange@anglia.ac.uk
Telephone: 0845 1963125

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Executive Summary

The Anglia Ruskin Research Online (ARRO) project focussed on the creation and population of an institutional repository at Anglia Ruskin University. In creating ARRO a full set of policies and procedures were devised to ensure its efficient operation.

The aim of this project was to raise the profile and accessibility of research and scholarly outputs at Anglia Ruskin University. The over-riding objective was to develop a system to enable open internet based electronic access to research outputs including publications, multimedia outputs, doctoral and masters' theses awarded by the University. The repository has been designed to:

- enable more comprehensive management of research outputs
- showcase and disseminate Anglia Ruskin research and scholarly activity
- provide data for the Research Excellence Framework
- capture, archive and preserve our University's intellectual assets
- provide a common information and communications environment for the academic community both within and external to our University.
- identify, procure and embed a suitable technical platform for the repository and ensure that the repository follows open standards
- ensure that the repository reflects stakeholder requirements
- establish policies and processes for the deposit and subsequent management of material within the repository, including long-term access and preservation, and address the requisite legal issues such as IPR, data protection and third party copyright
- develop a range of interfaces to the repository content, including access through the University's search interfaces and portal systems, in order to make the content as widely available as possible
- develop strategies for the ongoing promotion and expansion of the repository through liaison and advocacy work with academics, researchers and administrators.

In implementing this project, the stages included: the selection of the repository platform; definition of the repository structure; the development of policies and procedures; the creation and testing of the pilot repository; and content building. These were supported by very regular meetings of the Working Group and constructive Steering Group meetings. Ongoing activities included engagement, as appropriate with colleagues across the University at all significant stages of the project. This included seeking feedback and evaluation of proposals and developments. At this stage of the project, it is too early to fully evaluate the effectiveness of ARRO for raising the profile and accessibility of research at Anglia Ruskin University.

The main output of the project was a functioning research repository that reflects the needs of Anglia Ruskin University. Other outputs included presentations and publicity materials, training sessions and materials and a comprehensive user guide.

Moving forward, we are seeking to enhance the rate of deposit of research outputs in ARRO and working towards enabling the deposit of multimedia research outputs.

Background

Anglia Ruskin University recognises the benefits that a well-designed and managed institutional repository brings to staff and students and the online community. The Anglia Ruskin Research Online (ARRO) repository serves to raise the profile and access to our research output and scholarly publications and supports students and staff in scholarly activity and undertaking research. Our system integrates fully within the existing UK repository network.

Aims and Objectives

Aim

The aim of this project was to raise the profile and accessibility of our research and scholarly outputs through the implementation of a sustainable institutional repository with associated policies for its continued success.

Objectives

The main objective was to develop a system to enable open internet based electronic access to research outputs including publications, multimedia outputs, doctoral and masters' theses awarded by the University.

The repository has been designed to:

- enable more comprehensive management of research outputs
- showcase and disseminate Anglia Ruskin research and scholarly activity
- provide data for the Research Excellence Framework
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- develop a range of interfaces to the repository content, including access through the University's search interfaces and portal systems, in order to make the content as widely available as possible
- develop strategies for the ongoing promotion and expansion of the repository through liaison and advocacy work with academics, researchers and administrators.

Changes to the objectives:

Following discussion both within the Working Group and at the Steering Group, it was decided not to include taught postgraduate dissertations in ARRO as it is a research repository.

Methodology

A Steering Group, chaired by the Deputy Vice-Chancellor (Research, Scholarship and Development), and project Working Group were formed. The latter was drawn from key stakeholder groups including, academics, librarians and IT specialists.

The Working Group was the main vehicle for planning and delivering the project, with members consulting widely not only within Anglia Ruskin University but also across the HE sector. A repository project officer was recruited to set-up and customise ARRO.

Having evaluated the available technical solutions to establishing a repository, we decided to establish ARRO in partnership with a commercial provider, BioMed Central, using their Open Repository software. This gives us the possibility of transferring the repository platform in-house at a later date and provided a timely and cost-effective solution.

Implementation

Key to the success of this project was the excellent and effective teamwork of the ARRO Working Group. The Working Group membership included academic representatives from faculties, library staff, research support staff and staff from 'Information Systems and Media Services'. For expediency, given Anglia Ruskin's different campuses, most meetings took place via video-conference.

Initially, members of the Working Group looked at examples of best practice in other universities and reported using a standard template so that the results could be collated, the template is given in Appendix 1. To distribute the initial workload, sub-groups of the Working Group were formed. One sub-group, comprising mostly academics, produced a draft content and submission policy, whilst another sub-group of library staff investigated copyright and metadata issues. A review of the available options for repository platforms was undertaken by the project's Technical and Sustainability Manager. Having agreed the preferred software, the Technical and Sustainability Manager prepared the rationale for engaging BioMed Central to establish the platform for the repository was presented and agreed by the University's IT Steering Group. Having purchased the software, an initial set-up of the repository was established. At this stage we recruited the project officer.

One aspect of the project that involved much discussion was the structure of ARRO – we decided to keep this as simple as possible as university structures change over time and this can be confusing. The Project Officer implemented the structure and documented policies with direction from the Working Group. The Working Group then met with Faculty Directors of Research to seek their views regarding ARRO's content and submission policy. We were keen to have similar approaches for submission and review of research outputs in all faculties. Having established the structure and most of the policies and the workflow for ARRO, the implementation of the workflow was considered in detail. Key staff likely to be involved in the uploading of research outputs were invited to all Working Group meetings. We trialled the input of documents by uploading research outputs submitted to the RAE 2008. This enabled us to resolve minor problems such as the format of metadata.

We were mindful from the outset of the importance of engaging academic staff. By including academic staff as members of the Working Group, feedback from their academic colleagues was facilitated. Information on ARRO is included in the University Library's website: <http://www.libweb.anglia.ac.uk/ARRO.html>. Reports on ARRO were given regularly to the Research Committee. Researchers were regularly updated on progress via, for example, conference workshops, faculty presentations, internal Bulletin articles and emails. Changes to Research Degrees Regulations to accommodate uploading of theses to ARRO were discussed at the Research Degrees Sub-Committee and approved by Senate.

Outputs and Results

An institutional repository (ARRO) has been established with fully documented policies and procedures for submitting print-based research outputs. Although at the outset the basic repository software hosted by a third party was available to us, considerable subsequent effort was applied in configuring ARRO to ensure that it met the requirements of the research community. The full range of our supporting documentation can be seen in 'ARRO: A Comprehensive Guide', see Appendix 2.

Being mindful of the need to engage staff in making submissions to ARRO, the Working Group are very active in disseminating information about the repository. There has been university-wide briefing and publicity that have included faculty briefing sessions, a competition for designing the website banner – won jointly by a member of staff and a student, presentations at a research conference and

the launch of ARRO by the Vice-Chancellor. University Research Degrees Regulations have been changed so that research candidates are now required to submit an electronic copy of their thesis.

Outcomes

The outcomes for this project are detailed below the aim and each objective.

Aim

The aim of this project was to raise the profile and accessibility of our research and scholarly outputs through the implementation of a sustainable institutional repository with associated policies for its continued success.

Outcome: An institutional repository has been set up and launched in June 2010. At this early stage it is too soon to evaluate its effectiveness in raising the profile and accessibility of our research. As at 30 September 2010 there are 75 submissions publicly available.

Objectives

Main Objective

To develop a system to enable open internet based electronic access to research outputs including publications, multimedia outputs, doctoral and masters' theses awarded by the University.

Outcome: In fulfilling the objectives of the project, ARRO enables open internet based electronic access to research outputs including publications and theses. The uploading of multimedia outputs is planned for the future.

Further Objectives

The repository has been designed to:

- *enable more comprehensive management of research outputs*

Outcome: Prior to the establishment of ARRO, our research outputs were stored in different ways and not always publicly available. ARRO enables a single point of access to research outputs.

- *showcase and disseminate Anglia Ruskin research and scholarly activity*

Outcome: There was considerable discussion and debate to ensure that the structure of ARRO was simple but effective. Given the archiving function of a repository, it was considered very important to have a stable structure.

- *provide data for the Research Excellence Framework.*

Outcome: ARRO will ensure access to the research outputs submitted to the REF.

- *capture, archive and preserve our University's intellectual assets*

Outcome: The system has the capability of achieving this objective but this is dependent upon the full engagement of academic staff.

- *provide a common information and communications environment for the academic community both within and external to our University.*

Outcome: ARRO has the potential to make a significant contribution to enabling information flow and communications between researchers both internal to Anglia Ruskin University and the wider external research community.

- *identify, procure and embed a suitable technical platform for the repository and ensure that the repository follows open standards*

Outcome: ARRO uses open repository software that is based upon the D-Space platform and this is fully compliant with open standards. The repository is registered with OpenDOAR and ROAR and we are currently investigating links with other repository directories and access points.

- *ensure that the repository reflects stakeholder requirements*

Outcome: At all times in establishing ARRO we have been mindful of stakeholder requirements. For example, academic and administrative representatives are full members of the Working Group. We have not yet formally evaluated stakeholder satisfaction with the outcomes of this project.

- *establish policies and processes for the deposit and subsequent management of material within the repository, including long-term access and preservation, and address the requisite legal issues such as IPR, data protection and third party copyright*

Outcome: From the outset of establishing ARRO we made an early start with academic colleagues in creating a draft set of guidelines that have been constantly refined and updated. We consulted the Repositories Support Project who provided valuable advice in achieving a comprehensive set of guidelines, see Appendix 2.

- *develop a range of interfaces to the repository content, including access through the University's search interfaces and portal systems, in order to make the content as widely available as possible*

Outcome: Having launched ARRO, we are now preparing to develop a range of interfaces to the repository content. As this stage it is premature to market integrated access to the repository where its content is yet to reach a working level.

- *develop strategies for the ongoing promotion and expansion of the repository through liaison and advocacy work with academics, researchers and administrators.*

Outcome: We are actively promoting ARRO with ongoing presentations at faculty events/meetings. In October 2010 we shall be launching a competition for the highest number of submissions by a faculty.

Conclusions

Overall, this has been a very successful project. We now have a fully functional repository with policies and procedures for print-based deposits and a growing content. We have had a generally positive and pro-active response from academic staff which has been very helpful.

Implications

Future implications of the development of ARRO include:

- Outsourcing the platform for the repository, without doubt, accelerated the early phases of the project. We will need to keep alternative solutions for maintaining the platform under review.
- In managing our research outputs, we will need to further consider the place of ARRO in research management processes and further explore its possible integration with research management tools.
- Ensuring sustainable and agreed procedures for the deposit of materials.
- Establishing a deposit mechanism for other research artefacts, once ARRO is fully established in respect to print-based deposits.

Recommendations

The engagement of academic staff in developing all aspects of a research repository is essential. Not only is their academic contribution very constructive but their discussions and feedback from academic colleagues is invaluable.

Appendices

Appendix 1 – the Questionnaire Template

INSTITUTIONAL REPOSITORY WORKING GROUP - Visits

Question		Notes
1	How long have you had a repository?	

Choice of Repository

Questions		Notes
2	<p><i>Either:</i> Why did you choose BioMed Central for the repository? Did you look at any others?</p> <p><i>Or:</i> If not BioMed Central, why did you choose this software/build your own repository?</p>	
3	Support from supplier? Quality of that support?	
4	Annual cost of running the repository?	

Use of Repository

Questions		Notes
5	How are you using your repository?	
6	Do you have parts of the repository only accessible internally?	

Contents of Repository

Questions		Notes
7	What is in your repository?	
8	Do you quality assure/peer review items before putting them into the repository?	
9	At what level do you decide what to input: Faculty/Dept? Who does the review?	
10	What do you do with Masters/PhD theses?	
11	Is the Repository used for Study Packs for taught students?	
12	How frequently do you add output to the repository? Need to avoid a long delay.	
13	Workflow – who has responsibility for inputting items into the repository? How resource intensive is this?	
14	How do you cope with disagreements over outputs that are not loaded onto the repository?	

Metadata Scheme

Question	Notes
15	What metadata scheme are you using? (How are you tagging the items?) Stored by Faculty/author/title?

Application

Questions		Notes
16	Connectivity – can it be interrogated by other systems?	
17	How do you advertise the existence of the repository?	
18	Are you using it for the management of research e.g. for writing reports?	
19	Are you using it to support the REF? If not, what system are you using for the REF?	
20	What has been the impact of the repository? Use of repository – by students/staff. What are the most popular items in the repository? Any noticeable effect on research output, publication rate, external enquiries, etc.	

Internal and External Support

Questions		Notes
21	What response have you had from the academic staff? Are staff using and inputting to your repository? Advocacy for the repository?	
22	Can you obtain information on visit statistics to the Repository?	
23	Do you provide links from Repository to Social Networking Sites (eg Facebook, Del.icio.us, etc.) and are they used?	

Appendix 2 – the ARRO Guide



ARRO: A Comprehensive Guide

Version 02

September 2010

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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 Research Institutes and Faculties. A separate Community and Collection have been set up for research Theses.

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. 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 All content is subject to review prior to being accepted into ARRO, either internal review by Faculty or external peer-review.
- 3.3 Examples of content include:
 - Peer-reviewed papers
 - Invited 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

- 3.4 Bibliographic data alone will be acceptable for items such as books and book sections for which no content files can be deposited because the publisher retains the copyright and no links to content are available.
- 3.5 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 5.1).

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 Submitting research to ARRO

5.1 Submission Policy

- 5.1.1 Items may be submitted to ARRO by any member of the Anglia Ruskin Research Community.
- 5.1.2 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.
- 5.1.3 If no suitable external (peer) review has taken place, then the content will be reviewed internally prior to inclusion. Pre-prints (pre-review versions) of journal articles must not be submitted.
- 5.1.4 Content should include some original contribution to knowledge.
- 5.1.5 All submissions should be complete and not require further updates.
- 5.1.6 All submissions will need to be accompanied by keywords.

- 5.1.7 Content should be in digital form and if possible in open formats, such as PDF for text.
- 5.1.8 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 5.2 and Section 6 for guidance on publishing and copyright issues. For an output with multiple authors, the depositing author must obtain permission from all contributing authors.
- 5.1.9 Any language will be accepted. An English translation of the title and abstract should be provided if the language is not English.
- 5.1.10 Items must not violate copyright, represent plagiarism, contravene ethics requirements or undermine national security.
- 5.1.11 If the item contains confidential information it should not be submitted to ARRO.
- 5.1.12 Journalistic outputs and teaching and learning materials are not included unless they explicitly support research.

5.2 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.

- 5.2.1 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**.
- 5.2.2 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.
- 5.2.3 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.

In order to maintain a high quality of entries in ARRO, no pre-prints will be added to the repository. Submissions should be made when the work is published and include post-prints if permitted.

5.3 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 for journal articles is shown in Appendix 4.

5.3.1 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). The author may need to obtain permission from a sponsor if submitting the final report of funded research.

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. If the publisher only allows a pre-print to be deposited in ARRO, no files should be submitted. 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 Research Institute or 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. Files should be submitted after the completion of peer review and should include any changes made to the original text in preparation for publication (post-print).
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. 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.

5.3.2 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 prepare and keep updated a list of journals for which further review by the Faculty is not necessary.
3. Administrators support Faculties with establishing and keeping updated a process for review of other output, 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, 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 conduct 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. However, no pre-prints should be submitted to ARRO.
 - 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 so no files should be submitted to ARRO for these publishers.
 - 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 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 review.
 9. If a review is necessary, they follow their process to request review by the appropriate Faculty staff. The review should include a check for spelling, grammar etc. Confidential items should be identified and rejected.
 10. Following review, the Administrator can either accept the submission 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 Library staff at the next review stage so an email can be sent to them detailing the changes needed and the submission can be accepted 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.

5.3.3 Role of the University Library in the submission process

In addition to having the role of Administrator for the repository, Library staff 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 accept or reject the submission, 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, including any corrections notified by the Faculty Administrator following Faculty review.

5. If any problems are identified with the files or copyright clearance, the member of Library staff rejects the submission so that it is returned to the submitter's work area in ARRO for correcting and resubmitting and notifies the submitter by email of the reason for rejection. Otherwise, the reviewer accepts the submission, triggering an email to notify the submitter that the item is available in ARRO.
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.

5.4 Capture of Theses

- 5.4.1 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 depositing in ARRO, having asked authors to confirm that:
- they consent to having the work made public by means of being included in ARRO and
 - they have obtained permission to include any materials subject to third party copyright in the thesis and in the Institutional Repository.
- 5.4.2 If a research student wishes their thesis to remain confidential it will not be deposited in ARRO.
- 5.4.3 Theses completed before September 2009 will be added to ARRO if a request for digitisation is received from the British Library.

6 Copyright ownership and implications for ARRO

6.1 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.

6.2 Copyright and journal articles

6.2.1 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.

6.2.2 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 5.2 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.

6.3 Copyright and books, book chapters etc

6.3.1 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.

6.3.2 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.

6.4 Copyright and theses

6.4.1 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.

6.4.2 Implications for ARRO

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

6.4.2.2 Only non-confidential theses will be deposited in ARRO.

6.4.2.3 Once in ARRO, theses are available to the public and authors are asked to consent to this form of publication by signing a Thesis Deposit Agreement form.

6.4.2.4 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.'

6.4.2.5 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.

7.1 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.

7.2 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.

7.3 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.

7.4 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.

7.5 External search and retrieval

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

- DSpace wiki
- OAlster – a service which harvests metadata from open archive digital resources using OAI-PMH (Open Access Initiative Protocol for Metadata Harvesting). The OAlster 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.

8 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.

8.1 Takedown/Withdrawal Policy

- 8.1.1 Items will be removed at the request of the author and/or copyright holder, subject to approval by the Faculty.
- 8.1.2 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.
- 8.1.3 Reasons for withdrawal include (but are not confined to):
 - Publisher's rules

- Copyright violation
- Plagiarism
- National Security
- Falsified research
- Obsolete file formats

8.1.4 Withdrawn items are removed from public view but Metadata may be retained.

8.2 Managing Communities and Collections

8.2.1 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.

8.2.2 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.

9 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.

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

10 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. 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.

11 ARRO Metrics

11.1 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.

11.2 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.

11.3 File Type Analysis

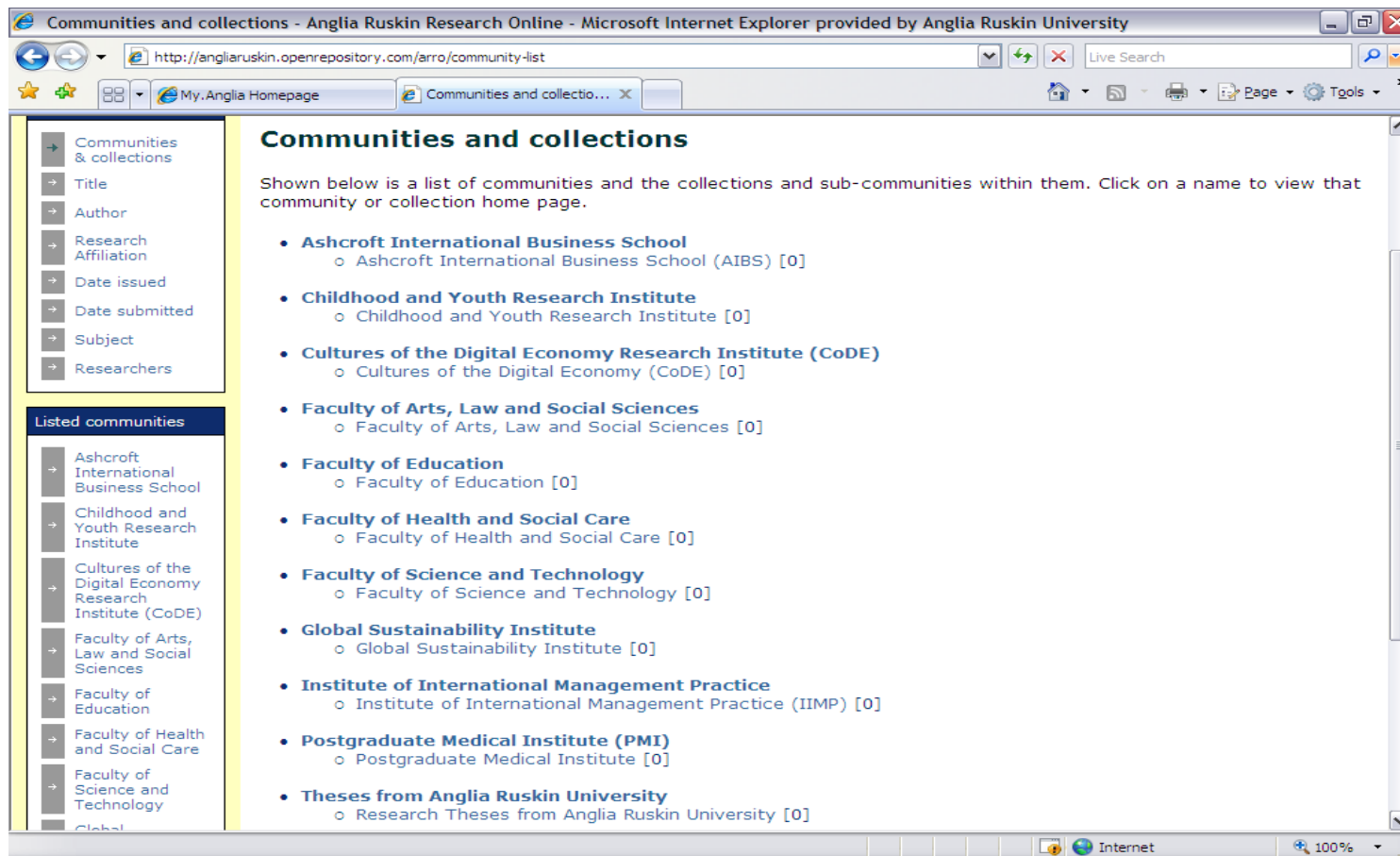
The number of entries with each file type is shown, together with the total number of entries that do not contain any files.

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. Pre-prints should not be submitted to ARRO
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.



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.

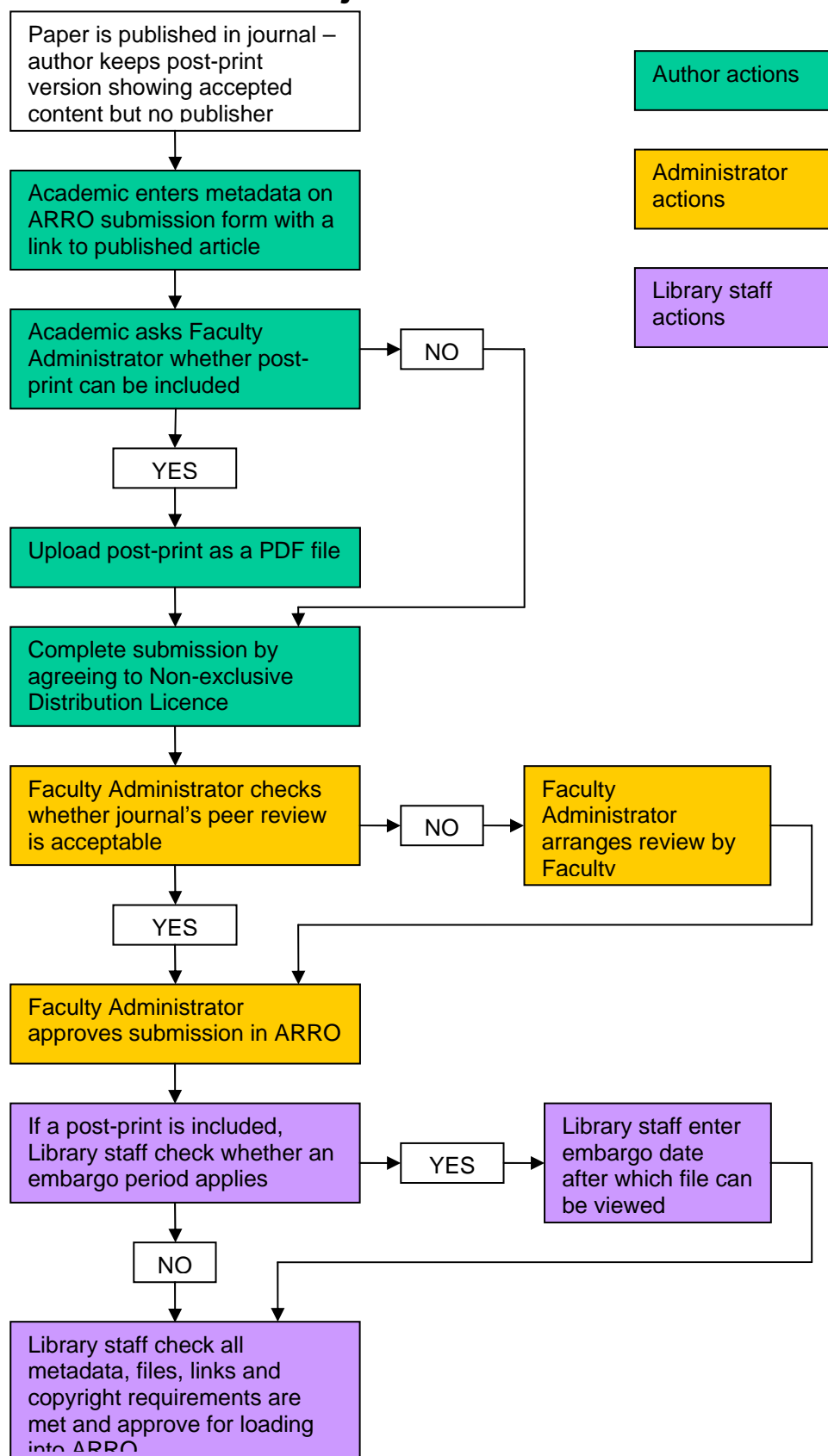
Metadata Field	How to enter details	Examples
Collection	Select your Research Institute or Faculty from the list.	<ul style="list-style-type: none"> • Faculty of Arts, Law and Social Sciences • Faculty of Education • Institute of International Management Practice (IIMP) • Postgraduate Medical Institute
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	<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
	additional lines. Do not include names of departments or addresses. If it is not included in the name, indicate the country where non-UK organisations are based.	
Anglia Ruskin Research Affiliation	Enter the name of the Research Centre, Research Group or Research Unit responsible for the research. If you start typing a value that has already been used in ARRO, you will be presented with a list to select from.	<ul style="list-style-type: none"> • Music for Health Research Centre • Animal and Environmental Research Group (AERG)
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 or completion in full and, if applicable, select the month and enter the day.	<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
Citation	If the work has been published, use the Harvard System (Citations for a reference list and bibliography) http://libweb.anglia.ac.uk/referencing/harvard.htm . Note: italics are not recognised by ARRO.	<ul style="list-style-type: none"> • Munn-Giddings, C. Hart, C. & Ramon, S., 2005. A participatory approach to the promotion of well-being in the workplace: lessons from empirical research. <i>International Review of Psychiatry</i>, 17 (5), pp.409-417. • 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. • Campbell, S., 2002. Sounding out the margins: ethnicity and popular music in British cultural studies. In G. Smyth & G. Norquay, eds. 2002. <i>Across the margins: cultural identities and change in the Atlantic archipelago</i>. Manchester:

Metadata Field	How to enter details	Examples
		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 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 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 to	<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]

Metadata Field	How to enter details	Examples
	be used to indicate an author's change of name.	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
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, Library staff will enter the date after which the files will be made available	<ul style="list-style-type: none"> • 09/06/2010

Appendix 4 – Submission of journal articles to ARRO



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

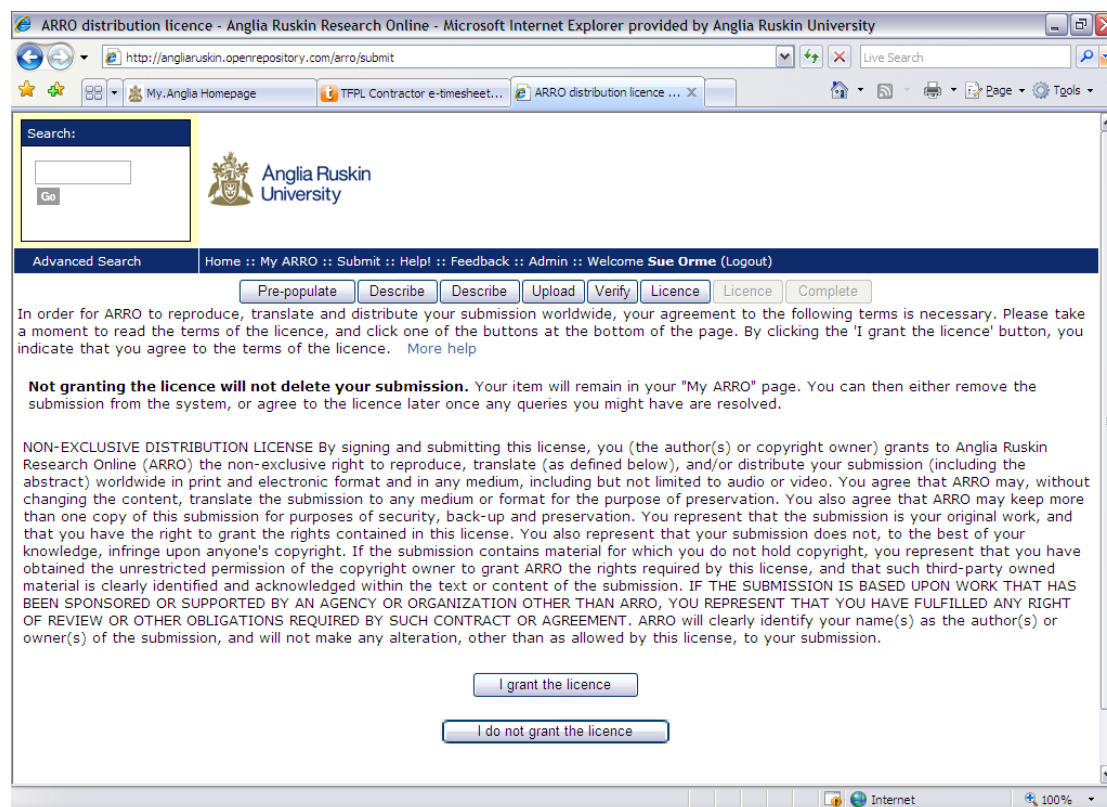
The SHERPA/RoMEO site <http://www.sherpa.ac.uk/romeo/> provides 'a summary of permissions that are normally given as part of each publisher's copyright transfer agreement'. Publishers are colour coded according to whether or not they permit archiving (submitting to an Institutional Repository) of pre-prints (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 (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

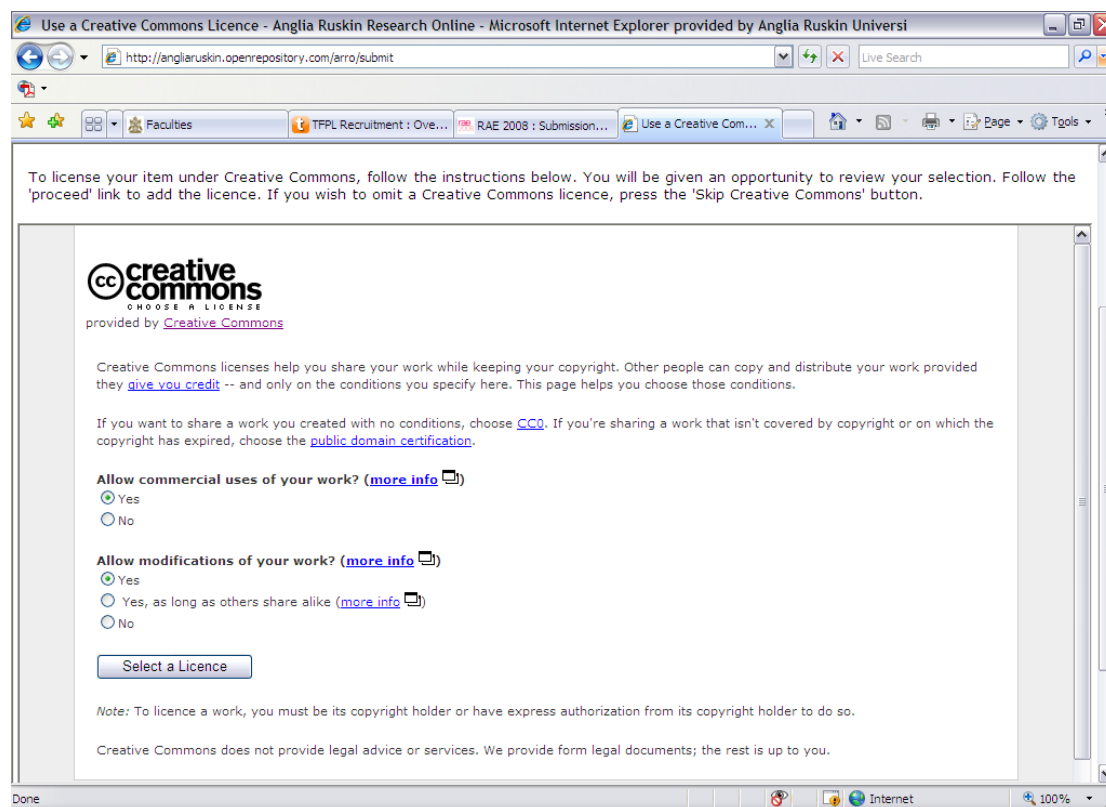


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Appendix 7 – Creative Commons Licence

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Appendix 8 – Sources and References

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