

## Quick Guide: How to upload a new journal article to ARRO

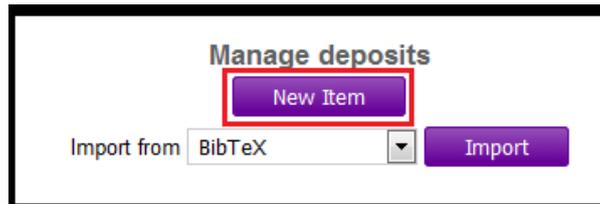
For help and further advice please email [arro@anglia.ac.uk](mailto:arro@anglia.ac.uk)

**Step 1.** Visit [arro.anglia.ac.uk](http://arro.anglia.ac.uk) and log in with your ARU username and password.

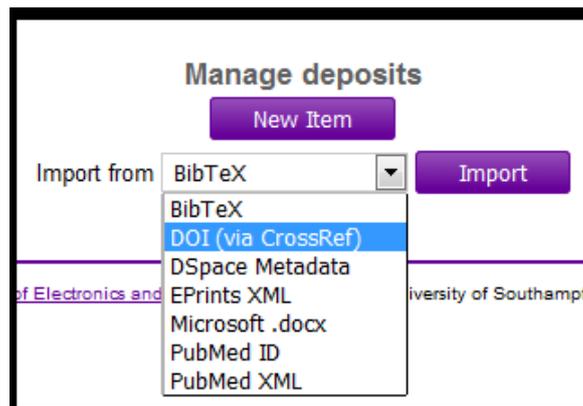
**Step 2.** Once you have logged in you will be taken to the **Manage Deposits** area of the repository.

From here you have two options to start the deposit process:

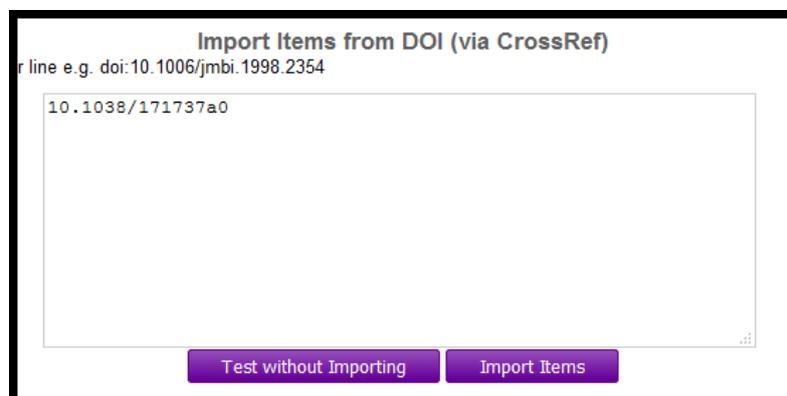
**Option 1 - Manual deposit:** click on the **New Item** button to enter details about your publication manually:



**Option 2 - Import from DOI:** If your journal article has been issued with a DOI (Digital Object Identifier) you can automatically import the bibliographic details using the import function. To import a record, choose **DOI (via CrossRef)** from the **Import From** drop down menu:



Enter the DOI into the box and click **Import Items**. Note: only the numerical part of the DOI is required:



(Occasionally the DOI upload will not resolve and you will receive an error message. If the DOI upload does not work you should follow the **Manual Deposit** process).

**Step 3. Type:** In the next screen choose the **Item Type** that describes the output you are depositing, e.g. *Journal Article*:

**Step 4.** You will then be prompted to upload the full text of your output. Click **Browse** to locate the item on your computer and upload to ARRO. For journal articles, the author’s accepted version is required as per ARU’s [policy on open access](#). This is the author’s final draft which has been accepted for publication following peer review, not the typeset PDF version with the publisher’s branding.

**Step 5.** After your file has been uploaded a list of new fields will appear:

**Version Type:** Select here the most appropriate option. Usually this will be the accepted version.

**License:** By default, items deposited in ARRO will be assigned a [CC-BY-NC-ND](#) license (Creative Commons: Attribution Non-Commercial, No Derivatives). If this is not suitable, upload your output anyway and tick the box labelled **Request a Different license** and add a brief explanation.

**Visible to:** Please select who is able to view your deposit.

**Embargo:** If an embargo applies and you know the date that the output can be made publically available please enter the date here. (Don't worry if you don't know the embargo date – repository staff will check and apply any necessary embargoes).

**Step 6. Details:** In the next screen you are required to enter details about your publication. If you have used the **DOI Import Function** a lot of this information will have been completed automatically. **Please fill out as much information as possible about your publication.** Note: only fields marked with the star icon [★] are mandatory.

★ Title ?

How to deposit a journal article on ARRO

Abstract ?

This paper demonstrates how to deposit a paper on ARRO

★ Creators ?

	Family Name	Given Name / Initials	Email (if known)
1.	Smith	John	john.smith@anglia.ac.uk
2.			
3.			
4.			

More input rows

Faculty ?

Faculty of Arts, Law & Social Sciences  
Faculty of Education (for research published prior to September 2011)  
Faculty of Health and Social Care (for research published prior to September 2011)  
Faculty of Health, Social Care & Education (for research post September 2011)  
Faculty of Medical Science  
Faculty of Science & Technology  
Lord Ashcroft International Business School  
Support Services  
Theses from Anglia Ruskin University

**★ Publication Details**

**★ Refereed:**  Yes, this version has been refereed.  No, this version has not been refereed. ?

**★ Publication Status:**  Draft  Submitted  Accepted  Published ?

**★ Journal or Publication Title:**  ?

**ISSN:**  ?

**Publisher:**  ?

**Official URL:**  ?

**Volume:**  ?

**Number:**  ?

**Page Range:**  to  ?

**DOI:**  ?

**Related URLs:**   UNSPECIFIED ?

[More input rows](#)

In the **Dates** field please enter *at least* the date your output was **accepted** for publication (day, month and year). We also request that a copy of your acceptance email from the journal/publisher is sent to [arro@anglia.ac.uk](mailto:arro@anglia.ac.uk)

**★ Dates**

	Date			Event
1. Year:	<input type="text" value="2016"/>	Month: <input type="text" value="April"/>	Day: <input type="text" value="01"/>	Accepted <span>▼</span>
2. Year:	<input type="text" value="2016"/>	Month: <input type="text" value="May"/>	Day: <input type="text" value="01"/>	Published <span>▼</span>
3. Year:	<input type="text"/>	Month: <input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	UNSPECIFIED <span>▼</span>
4. Year:	<input type="text"/>	Month: <input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	UNSPECIFIED <span>▼</span>
5. Year:	<input type="text"/>	Month: <input type="text" value="Unspecified"/>	Day: <input type="text" value="?"/>	UNSPECIFIED <span>▼</span>

[More input rows](#)

**+ Sponsors**

**★ Keywords** ?

1.	<input type="text" value="article"/>	<span>▼</span>
2.	<input type="text" value="deposit"/>	<span>▼</span>
3.	<input type="text" value="open access"/>	<span>▼</span>

[More input rows](#)

**Step 7. Deposit:** This is the final step of the deposit process. If you are happy with your submission, click on **Deposit Item Now**. You should receive the following message as confirmation that the record has been deposited successfully.

Edit Item: [How to deposit a journal article on ARRO](#)

Item has been deposited.

The record is now under review and will be checked by repository staff before it is made publically available on the live system (this will usually take a couple of days). We will contact you if there are any issues with the upload.

If you have any questions or queries, please contact: [arro@anglia.ac.uk](mailto:arro@anglia.ac.uk)