



 Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David


LLYFRAUaRHAGOR
BOOKS&BEYOND
Llyfrgell a Adroddiadau Llyfrgell | Library & Learning Resources

Open Access Publishing

Deposit your work

1. Login with UWTSd login and password



The screenshot shows the homepage of the University of Wales Trinity Saint David Research Repository. The header includes the university's logo and name in Welsh and English, and the repository's name in Welsh and English. A navigation menu contains 'Home', 'About', and 'Browse'. A 'Login' button is highlighted with a red box. To the right of the navigation menu is a search bar with a 'CYMRAEG' button and a 'Search' button. The main content area features a 'Welcome to the Research Repository' heading, a paragraph of text, and three RSS feed icons (Atom, RSS 1.0, RSS 2.0). Below this are two sections: 'Latest Additions' with a link and a description, and 'Search Repository' with a link and a description.

Prifysgol Cymru
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University of Wales
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CadwrfaYmchwil
ResearchRepository

Home About Browse

Login CYMRAEG Search

Welcome to the Research Repository

The [University Of Wales Trinity Saint David](#) Research Repository contains full text research papers, journal articles, book chapters and theses authored by University staff and students, and available to download free of charge. University Policy encourages researchers to make their work available online, free to the reader, as soon as possible after publication subject to proper attribution and any conditions set by the publisher.

Atom RSS 1.0 RSS 2.0

[Latest Additions](#)

View items added to the repository in the past week.

[Search Repository](#)

Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.

2. Click **Manage Deposits** and then **New Item**

The screenshot shows the 'Manage deposits' page. At the top left is a 'Help' link. In the center, there is a blue 'New Item' button. Below it, on the left, is the text 'Import from' followed by a dropdown menu currently showing 'BibTeX'. To the right of the dropdown is a blue 'Import' button. A black arrow points from the 'New Item' button towards the right-hand text box.

Select **New Item**

If your output has a DOI (Digital Object Identifier) you can import it here, which will fill in some parts of the form for you.

The screenshot shows the 'Edit item: Article #109' page. At the top, there is a breadcrumb trail: 'Type' → 'Upload' → 'Details' → 'Subjects' → 'rioxx' → 'Deposit'. Below the trail are three buttons: 'Save and Return', 'Cancel', and 'Next >'. A modal window titled 'Item Type' is open, showing a list of item types with radio buttons. The 'Article' option is selected. The list includes: Article, Book Section, Monograph, Conference or Workshop Item, Book, Thesis, Patent, and Artefact. A black arrow points from the 'Article' option in the modal window towards the right-hand text box.

Choose the type of item to be deposited. In most cases this is likely to be the default setting, "Article".

Change the selection to deposit a Book Chapter, Conference Paper, whole Book or another type of work.



3. Upload your output

Edit item: Article #109
 Type → Upload → Details → Subjects → rioxx → Deposit
 < Previous Save and Return Cancel Next >

Add a new document
 To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.
 You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL
 Choose File No file chosen

Use **SHERPA RoMEO** to check the copyright agreement from your publisher

Choose and upload your file here in PDF format.

For Green route publications this should be the final peer-reviewed manuscript (the final accepted version which is ready for publisher typesetting).

For Gold route, please use the final peer-reviewed manuscript (uploading within 3 months of acceptance) and replace with the journal's published (i.e. typeset) version when it is published.

Articles, book chapters and conference papers should be in PDF format. An optional coversheet is available at: <https://www.uwtsd.ac.uk/library/open-access/>

Edit item: Article #113
 Type → Upload → Details → Subjects → rioxx → Deposit
 < Previous Save and Return Cancel Next >

Add a new document
 To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.
 You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL
 Choose File No file chosen

Text
 ECO-SystemApp Budget Code.docx
 12kB

Show options +

Once you have uploaded your document please expand the **Show Options** tab and complete the output details, as below.



4. Assign a licencing agreement and an embargo date.

Edit Item: Article #113

Type → Upload → Details → Subjects → rioxx → Deposit

< Previous Save and Return Cancel Next >

Upload a new document

Upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Choose File No file chosen

Text
ECO-SystemApp Budget Code.docx
12kB

Content: UNSPECIFIED

Type: Text

Description:

Visible to: Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Language: English

Update Metadata

< Previous Save and Return Cancel Next >

For Green route please select **Accepted version**.

If you are depositing under the Gold route and you have the publisher's formatted version you can select **Published version**.

Please select **Repository Staff** only if there is an embargo on your output. Your work will change automatically to be publically available once the embargo period has expired. If there is no embargo, leave as **Anyone**. If you are unsure please check [SHERPA RoMEO](#) or email repository@uwtsd.ac.uk

If your research is funded you will normally need to select **Creative Commons: Attribution 4.0**. In some cases **Creative Commons: Attribution-Non-commercial 4.0** is acceptable. Please check the terms of your grant or speak to your research officer in RIES.

For non-funded research you can use a **Creative Commons: Attribution-Non-commercial –No derivative works 4.0** licence. If you wish to use a different licence please speak to your research officer in RIES.

Please enter the date on which any embargo period will expire, (respecting the maximum periods specified by your funder if the research was sponsored by a grant). You should also respect the maximum periods specified for the REF. These are detailed on the [Open Access web pages](#).

While you can use [SHERPA RoMEO](#) to check the copyright agreement from your publisher, you should also check with your editor. Library and Learning Resources will also check this before the output is made public. If in doubt, please contact repository@uwtsd.ac.uk

5. Add the details and metadata for your output.

Edit item: [Article #1117](#)
 Type → Upload → **Details** → Subjects → Deposit
 < Previous Save and Return Cancel Next >

Title ?

Abstract ?

Creators ?

	Family Name	Given Name / Initials	ID	ORCID
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Corporate Creators ?

1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>

Contributors ?

	Contribution	Family Name	Given Name / Initials	ID
1.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	UNSPECIFIED	<input type="text"/>	<input type="text"/>	<input type="text"/>

Title of the article as it will appear in the journal or publication.

Abstract of article as it will appear in the journal; please provide an abstract for all types of deposit.

Please provide your ORCID number in the ORCID column: please note this is different to your University staff number or IT login. You will need to register for an ORCID ID if you do not have one at <http://orcid.org/>.

ORCID provides a persistent digital identifier that distinguishes you from every other researcher and, through integration in key research workflows such as manuscript and grant submission, supports automated linkages between you and your professional activities, ensuring that your work is recognized.

Please use your full names rather than initials to assist indexing and discovery of your work.

Leave blank unless your work has been authored on behalf of an organisation or public body (for example, an official report), in which case please specify the organisation here.

Leave blank unless there are additional contributors that you need to credit here, for example additional researchers who did not contribute to the final paper, or funders who have requested accreditation.

Divisions

Faculties: Faculty of Architecture, Computing and Engineering
 Faculties: Faculty of Architecture, Computing and Engineering: School of Applied Computing
 Faculties: Faculty of Architecture, Computing and Engineering: School of Architecture Built and Natural Environments
 Faculties: Faculty of Architecture, Computing and Engineering: School of Automotive Engineering
 Faculties: Faculty of Architecture, Computing and Engineering: School of Logistics and Manufacturing Engineering
 Faculties: Faculty of Art and Design
 Faculties: Faculty of Art and Design: School of Design and Applied Art
 Faculties: Faculty of Art and Design: School of Film and Digital Media
 Faculties: Faculty of Art and Design: School of Fine Art and Photography
 Faculties: Faculty of Art and Design: School of Visual Communications

Dates

	Date			Event
1. Year:	2019	Month: October	Day: 31	Accepted
2. Year:		Month: Unspecified	Day: ?	UNSPECIFIED
3. Year:		Month: Unspecified	Day: ?	UNSPECIFIED
4. Year:		Month: Unspecified	Day: ?	UNSPECIFIED
5. Year:		Month: Unspecified	Day: ?	UNSPECIFIED

More input rows

Publication Details

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

Status: Published
 In Press
 Submitted
 Unpublished

Journal or Publication Title:

ISSN:

Publisher:

Official URL:

Volume:

Number:

Page Range: to

Identification Number:

Related URLs: URL: URL Type: UNSPECIFIED

More input rows

Your Faculty and School should appear here. Scroll down to select the appropriate category.

Please add rows as required.

You **must provide the 'Accepted' date** – i.e. the date on which you were sent confirmation that your work will be published.

In addition, please email a copy or scan of the letter / email of acceptance to repository@uwtsd.ac.uk – this provides our audit trail for REF compliance.

Articles must be deposited within 3 months of acceptance.

Please also provide the 'Published' date if your work has been published or if you know the date it is due to be published. If not, please leave blank and email repository@uwtsd.ac.uk with confirmation of the date once available or the article has been published. Repository staff will then update the record.

Please also email details, and evidence of any other exceptions if your work does not meet the REF Deposit requirements, to repository@uwtsd.ac.uk

See web page for further details on exemptions from policy:

<https://www.uwtsd.ac.uk/library/open-access/open-access-and-the-ref/>

Select the status – this will be "In Press" if you have received confirmation of acceptance and are awaiting publication. If you are submitting retrospectively and your work has been published, selected "Published". You can also choose "Unpublished" if you are submitting unpublished work for review, outside of REF requirements.

Please complete the Journal or Publication Title, ISSN, Publisher and other details if known. Official URL should be the URL of the journal in which you are publishing your work. You can include the DOI in the Identification Number, if known, otherwise leave blank.

Funders

1. More input rows

Projects

1. More input rows

Contact Email Address

References

Uncontrolled Keywords

Additional Information

Comments and Suggestions

Complete as appropriate. If your work has not been funded please leave blank.

Complete as appropriate

Please add keywords relating to the subject of your submission. These may be amended by repository staff to assist discovery of your work.

6. Complete the subject field

The screenshot shows a navigation breadcrumb: Type → Upload → Details → **Subjects** → rioxx → Deposit. Below the breadcrumb are buttons: < Previous, Save and Return, Cancel, Next >. The main 'Subjects' window has a search bar with the text 'Search for subject:' and buttons 'Search' and 'Clear'. Below the search bar is a list of subject categories, each with a plus sign icon:

- + A General Works
- + B Philosophy, Psychology, Religion
- + C Auxiliary Sciences of History
- + D History General and Old World
- + E History America
- + F History United States, Canada, Latin America
- + G Geography, Anthropology, Recreation
- + H Social Sciences
- + J Political Science
- + K Law
- + I Education
- + M Music and Books on Music
- + N Fine Arts
- + P Language and Literature
- + Q Science
- + R Medicine
- + S Agriculture
- + T Technology
- + U Military Science
- + V Naval Science
- + Z Bibliography, Library Science, Information Resources

At the bottom of the window are buttons: < Previous, Save and Return, Cancel, Next >. An arrow points from the search bar to the explanatory text on the right.

This is a standard classification system. It may be easier to search for your field here.

The subject classification will be reviewed by Repository staff and may be amended for consistency.



7. Deposit your item

Deposit item: [Title - testing Oct 2019](#)



- Not all the documents in this record are available to the general public. We suggest you provide a [contact email address](#) which will allow people to request a copy directly from you.

Type → Upload → Details → Subjects → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Research Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Research Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at Research Repository) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now
Save for Later

If you do not enter a contact email address the repository may prompt you to do so, if your submission is not to be made publically available. This is optional and allows users browsing the repository to contact you to request a copy of your work. Requests are made through an online form and your email address will not be made publically visible.

IMPORTANT

Click **Deposit Item Now** when you are happy with your submission. If you do not click this, your work will not be sent to repository staff for open access publication. **Done!** You can also **Save for Later** if you wish to make further edits before your item is submitted for publication.

8. Check and deposit for review and publication

Edit item: [Test](#)

 Item has been deposited.

 Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

[Move to Repository](#) [Return item \(with notification\)](#) [Remove item \(with notification\)](#)

Preview [Details](#) [Actions](#) [History](#) [Issues](#) [rioxx](#)

Briggs, M. (2009) *BBC children's television, parentcraft and pedagogy: towards the 'ethicization of existence'*. Media, Culture & Society, 31 (1). pp. 23-39. ISSN 0163-4437

 Text
Media Culture Society-2009-Briggs-23-39.pdf - Published Version
Restricted to Repository staff only until 1 January 3000.
Available under License [Creative Commons Attribution](#).
[Download \(142kB\)](#)

Official URL: <http://doi.org/10.1177/0163443708098244>

Abstract
Text>>>>>

Item Type: Article

Uncontrolled Keywords: Children. Television. Parent craft. BBC

Subjects: [H Social Sciences > HM Sociology](#)

Depositing User: [Matt Briggs](#)

Last Modified: 26 Oct 2015 16:36

URI: <http://repository.uwtsd.ac.uk/id/eprint/114>

Your output has been successfully submitted. You can review the information here.

Library and Learning Resources will review your deposit and make the full-text freely available at the end of the embargo period.

If there is a problem with the deposit which needs revision you will be notified by email.

Thank you for using the Open Access Repository!

9. Retrieving your saved submissions

The screenshot shows the 'Manage deposits' interface. At the top, there are navigation links: 'Manage deposits', 'Profile', 'Saved searches', and 'Logout'. Below this is a 'Help' button and a 'New Item' button. There is an 'Import from' dropdown menu set to 'Atom XML' and an 'Import' button. A message indicates 'Displaying results 1 to 10 of 16. Show 10, 25 or 100 results per page. Show All'. Below this are checkboxes for 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. The main content is a table with columns: 'Last Modified', 'Title', 'Item Type', 'Item Status', and a column of action icons.

Last Modified	Title	Item Type	Item Status	Actions
31 Oct 2019 10:30	Title - testing Oct 2019	Article	User Workarea	[Trash] [Edit] [Deposit]
10 Sep 2019 10:59	Aesthetic cognitivism: towards a concise case for doctoral research through practices in the visual arts.	Article	Live Archive	[Trash] [Edit] [Deposit]
01 Sep 2019	The practice of Islamic environmental ethics: a case study of Harim			

To review previous submissions, when logged in to the repository click on Manage Deposits from the menu.

Items not yet submitted appear in yellow and will need to be completed before they become live in the repository. Items that have been submitted and are under review display in grey. Items that are live in the repository are highlighted in green.

Delete the item

Edit the item

Deposit the item