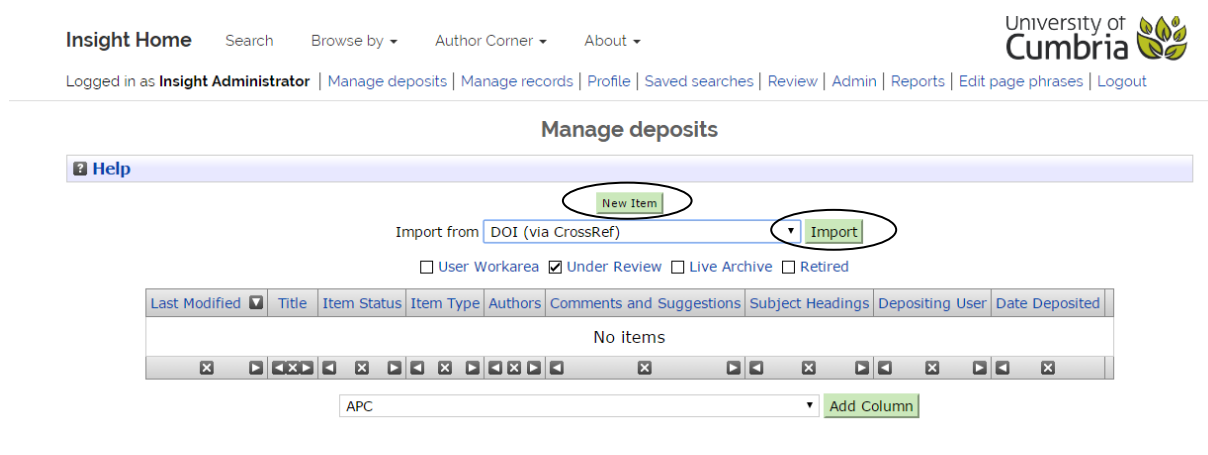


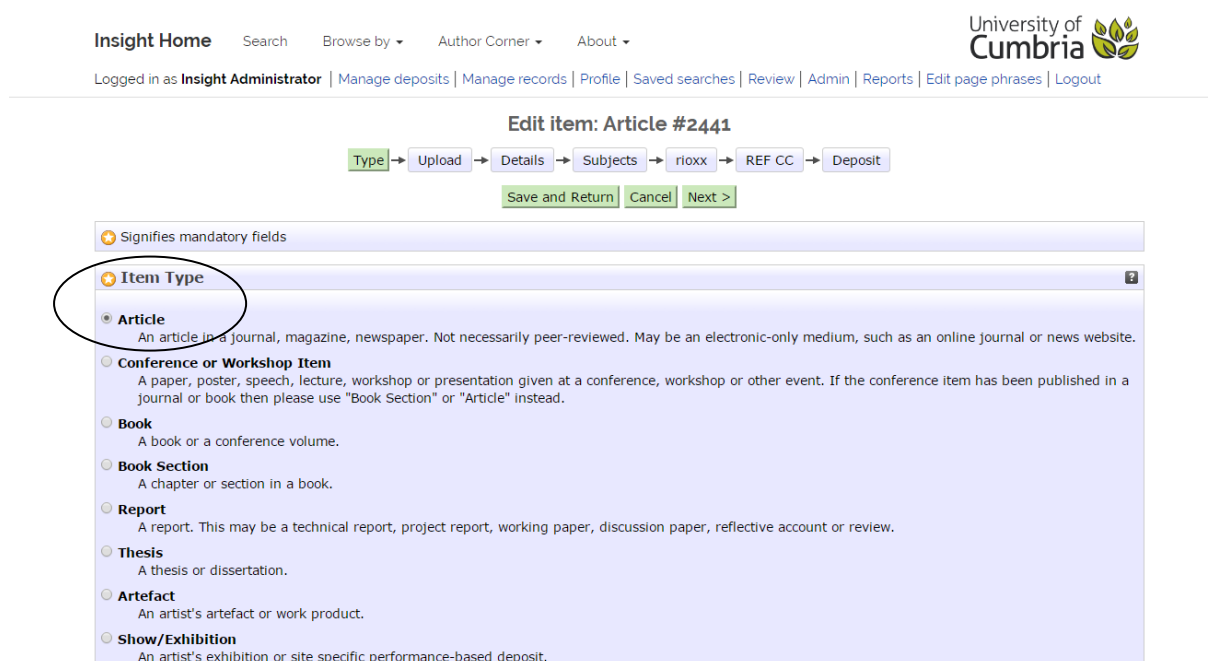
Getting Started: how to deposit an item in Insight

Log in on the Insight homepage (<http://insight.cumbria.ac.uk/>) using your University of Cumbria username and password. After logging in you will be taken to the 'Manage Deposits' screen. From here click on the 'New Item' button to begin adding a new item to the repository. If you know a DOI for your output, you can select 'Import from DOI (via CrossRef)' rather than 'New Item' and this will populate some of the fields for you. The DOI will usually begin 10..... and will contain a string of numbers and sometimes letters. The same applies if you have a PubMed ID for your output: select 'Import from PubMed ID'.



Selecting the type of item

Select the type of item you are adding to the repository.



Attaching a file

This is where, for journal articles and published conference proceedings, you add your author accepted manuscript (the version accepted for publication incorporating any changes made during peer-review, not your submitted version, nor the publisher's final version). For other item types add a file that represents your research output, e.g. for a presentation add PowerPoint slides or

supplementary notes, for a research paper add the full-text file, for arts outputs add images or videos of your research output. You may add multiple files.

You can check the [SHERPA ROMEO](#) website for publisher copyright policies on self-archiving in institutional repositories (if you're unsure, please always upload your document as a member of the Insight team will check it).

Insight Home Search Browse by ▾ Author Corner ▾ About ▾

University of Cumbria

Logged in as **Insight Administrator** | [Manage deposits](#) | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Reports](#) | [Edit page phrases](#) | [Logout](#)

Edit item: Article #2441

Type → Upload → Details → Subjects → rioxx → REF CC → Deposit

< Previous Save and Return Cancel Next >

Please read the following carefully and confirm your acceptance before proceeding:

Before you upload your item(s) into the University of Cumbria Institutional Repository, you must be in no doubt that you have the right to do this.

Please consider all elements of the depositor declaration statement below before clicking the 'I accept' button to confirm that you have read, understood and agree to be bound by the content.

You may wish to use the [SHERPA RoMEO](#) tool as a guide to verify publisher guidelines.

Please contact the [Repository Manager](#) if you have any concerns about proceeding with your deposit.

You will also find a legal glossary within the 'Policies' section of the repository that will explain some of the terms used in the statement below.

Depositor's declaration

You (the author(s), copyright owner(s) or assignee) must abide by the terms and conditions set out below in this agreement before either depositing an F

Once you have attached a file, if you wish, you can specify its content, file format and apply a Creative Commons license to your work. For more information on CC licenses, see [University of Cumbria Open Access FAQs](#).

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Item upload

Please upload any files that should appear as links on your item record. There will be an opportunity to add further files which are required for your item to work, once you have added the main file.

File From URL

Choose file No file chosen

Other 11kB

Hide options

Content: UNSPECIFIED

What is the file format?: Other

Additional format information:

Who has rights to access this file?: Anyone

License: UNSPECIFIED

Publisher embargo expiry date (if applicable): Year: Month: Unspecified Day: ?

Update Metadata

N.B. You may be legally required to add an official website address (e.g. your publisher or research organisation) to support your copyright agreement.

Official URL

It would be useful to include the URL of the publisher's site, so that interested parties can find out where the item is located. You can make URLs stable by basing them on DOIs (if known), by adding the prefix <https://doi.org/> You can then add this to the 'Official URL' box at the bottom of the upload page.

Item upload

Please upload any files that should appear as links on your item record. There will be an opportunity to add further files which are required for your item to work, once you have added the main file.

File From URL

Choose file No file chosen

Other 11kB

Content: UNSPECIFIED

What is the file format?: Other

Additional format information:

Who has rights to access this file?: Anyone

License: UNSPECIFIED


Publisher embargo expiry date (if applicable): Year: Month: Unspecified Day: ?

Update Metadata

N.B. You may be legally required to add an official website address (e.g. your publisher or research organisation) to support your copyright agreement.

Official URL

Entering the output details

Once the file has been attached you should enter as many details about it as you can. Fields marked with a  are mandatory and must be completed; please ensure you populate all fields as necessary, including an abstract as this will give your output context and will aid online searching.

Edit item: Article #2441

Type → Upload → **Details** → Subjects → rioxx → REF CC → Deposit

< Previous Save and Return Cancel Next >

Title

Abstract

	Family Name	Given Name / Initials	Email	ORCID
1.				
2.				
3.				

You are encouraged to include an [ORCID ID](https://orcid.org/register) along with your name and email address in the 'Authors' field. ORCID ID is a persistent digital identifier that distinguishes you from other researchers and enables automated linkages between you and your research activities ensuring that your work is recognised. You can register for an ORCID ID here: (<https://orcid.org/register>).

Dates

If you are depositing a journal article or conference proceedings with an ISSN you must record the date the work was **accepted** by the publisher (with no further revisions) in the drop-down list of options in the 'Dates' section. This is a mandatory piece of information required by HEFCE for the REF.

Insight Home Search Browse by Author Corner About

University of Cumbria

Logged in as **Insight Administrator** | Manage deposits | Manage records | Profile | Saved searches | Review | Admin | Reports | Edit page phrases | Logout

Faculty of Health and Science: Science, Natural Resources and Outdoor Studies: Forestry, Conservation & Applied Science

Dates

Date	Event
1. Year: <input type="text"/> Month: Unspecified Day: ?	Accepted
2. Year: <input type="text"/> Month: Unspecified Day: ?	UNSPECIFIED
3. Year: <input type="text"/> Month: Unspecified Day: ?	UNSPECIFIED

[More input rows](#)

Bibliographic Details

Publication Status: Published Submitted to Publisher Unpublished

Peer Reviewed / Refereed: Yes, this version has been peer reviewed or refereed. No, this version has not been peer reviewed or refereed.

Journal or Publication Title:

Publisher:

Place of Publication:

Volume:

Part / Issue Number:

Page Range: to

ISSN:

Please note that 'Publication status' within 'Bibliographic Details' can be classed as 'Published' if the paper has been accepted for publication, even if it's not yet appeared as the published version online or in print (not 'submitted' - a common mistake).

Contact Email Address

The 'Contact Email Address' field allows other researchers, via a 'Contact the author' button, to request a full-text manuscript directly from you if it is hidden by an embargo, or simply to ask you for more information about your research. The email address will not be made public.

Insight Home Search Browse by Author Corner About

University of Cumbria

Logged in as **Insight Administrator** | Manage deposits | Manage records | Profile | Saved searches | Review | Admin | Reports | Edit page phrases | Logout

Publisher:

Place of Publication:

Volume:

Part / Issue Number:

Page Range: to

ISSN:

DOI:

Related URL(s): URL URL Type: UNSPECIFIED

[More input rows](#)

Funders

Projects

Contact Email Address

References

Keywords

If your research came about directly as a result of external funding, please add the funder's name in 'Funders'. Complete the additional fields as necessary.

Choosing subjects

Please expand the crosses to get more subject choices, then choose the subject area of your item. You can choose more than one subject. Please note there is a slight delay after clicking on a subject heading before it appears at the top of the screen.

The screenshot shows a breadcrumb trail: Type → Upload → Details → Subjects → rioxx → REF CC → Deposit. Below the trail are navigation buttons: < Previous, Save and Return, Cancel, Next >. A message states: "Signifies mandatory fields". The main section is titled "Subject Headings" and contains a search bar with "all of" selected and a "Search" button. A list of subject categories is shown, each with a plus sign and a label: "Add 000 COMPUTER SCIENCE, INFORMATION & GENERAL WORKS", "100 PHILOSOPHY", "Add 200 RELIGION", "300 SOCIAL SCIENCES", "400 LANGUAGE", "500 NATURAL SCIENCES & MATHEMATICS", "600 TECHNOLOGY", "700 ARTS & RECREATION (INCL. SPORT)", "800 LITERATURE", and "900 HISTORY & GEOGRAPHY (INCL. TRAVEL)". At the bottom are navigation buttons: < Previous, Save and Return, Cancel, Next >.

Deposit your item

Once you have completed all of the previous steps you will be ready to deposit the item into the Insight repository. If all mandatory fields have been filled in correctly, then you will be presented with the 'Deposit item' screen:

The screenshot shows the "Deposit item: Research report" screen. At the top is a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below the trail are navigation buttons: < Previous, Save and Return, Cancel, Next >. The main text contains two paragraphs of terms and conditions. The first paragraph is for work being deposited by its own author, and the second is for work being deposited by someone other than its author. At the bottom are two buttons: "Deposit Item Now" and "Save for Later".

Please click the 'Deposit Item Now' button to complete the deposit process.

If you do need to go back and change some data, there will be a link in the warning which takes you back to where the problem occurred to make it easier for you to amend the data you have entered.

The screenshot shows the "Edit Item: Research report" screen. At the top is a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below the trail are navigation buttons: < Previous, Save and Return, Cancel, Next >. The main text contains a green success message: "Item has been deposited." and an orange warning message: "Your item will not appear on the public website until it has been checked by an editor." Below the warning is a message: "This item is in review. It will not appear in the repository until it has been checked by an editor." At the bottom are four buttons: Preview, Details, Actions, and History.

Once you have deposited the item and returned to the 'Manage Deposits' page, you will see that it is now in the 'Under Review' status. This means that it is being checked by a member of the Insight team before being made public in the live repository. Once it enters the live repository the status will change to 'Live Archive'.

Manage deposits

[? Help](#)

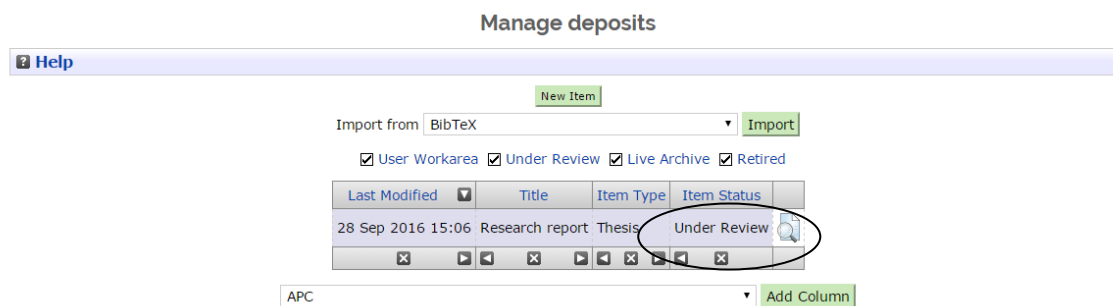
[New Item](#)

Import from [Import](#)

User Workarea Under Review Live Archive Retired

Last Modified	Title	Item Type	Item Status
28 Sep 2016 15:06	Research report	Thesis	Under Review

APC [Add Column](#)



If you have any questions or queries about uploading items into the repository, please contact the Repository Manager at insight@cumbria.ac.uk