



Depositing to WRaP...

A basic guide





Welcome to Worcester Research and Publications (WRaP)

University of Worcester Open Access repository

Go to <https://eprints.worc.ac.uk/> and log in using your University of Worcester ID and password



Select 'Upload Item' from
the header menu bar

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

Save and Return Cancel Next >

Item Type

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**
A chapter or section in a book.
- Report**
A report. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**
A book or a conference volume.
- Thesis**
A thesis or dissertation.
- Patent**
A published patent. Do not include as yet unpublished patent applications.
- Artefact**
An artist's artefact or work product.
- Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
- Composition**
A musical composition.
- Performance**
Performance of a musical event.
- Image**
A digital photograph or visual image.
- Video**
A digital video.
- Audio**
A sound recording.
- Dataset**
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- Experiment**
Experimental data with intermediate analyses and summary results.
- Other**
Something within the scope of the repository, but not covered by the other categories.

Save and Return Cancel Next >

Select the type of output you are adding, then click 'Next'

Upload any documents and choose the content type and access level

Remember to consider whether you have copyright permissions for all the content; if you're not sure, the WRaP team can advise

Type → **Upload** → Details → Subjects → rloxx → REF CC → 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

Choose file: 514403730_1...832859_n.jpg

Select file to upload

Upload

Image
514403730_1348535807002301_4990300197235832859_n.jpg
710kB

Hide options

Content: Cover Image

Type: Image

Description:

Visible to: Anyone

License: UNSPECIFIED

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

Update Metadata

< Previous Save and Return Cancel Next >

If you are adding a journal article...



Author's Accepted Manuscript.docx
Download (13kB)

To make it eligible for the [REF](#), you must upload the **Author's Accepted Manuscript**

The **AAM** is the post-peer review but text-only version of an output, usually in Word document form - it must not have had any copy-editing or typesetting by the publisher

WRaP facilitates **Green Open Access**; even if the article is paywalled on the journal site, your **AAM** may be able to be shared publicly for free on WRaP - the WRaP team will check your journal's policy for you during review

Fill in the bibliographic information for your work, adding as much information as you can

Some fields are essential - these are marked with a yellow star

The screenshot shows a web form for submitting bibliographic information. At the top is a navigation bar with buttons for 'Type', 'Upload', 'Details', 'Subjects', 'riox', 'REF CC', and 'Deposit'. Below this are four buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The form is divided into three main sections, each with a yellow star icon indicating it is an essential field:

- Title:** A single text input field.
- Creators:** A table with five columns: Family Name, Given Name / Initials, Staff ID, ORCID, and ORCID Put Code. There are four rows for data entry, each with a small 'v' icon in the ORCID Put Code column. A 'More input rows' button is located at the bottom left of this section.
- Publication Details:** A section with three radio button options:
 - Refereed:** Yes, this version has been refereed. No, this version has not been refereed.
 - Status:** Published, In Press, Submitted, Unpublished.
 - Journal or Publication Title:** A text input field.

Academic Schools

Institute of Arts and Humanities
Institute of Education
School of Health and Wellbeing
School of Nursing & Midwifery
School of Science and the environment
School of Sport & Exercise Science
Three Counties Medical School
Worcester Business School

Research Area

UNSPECIFIED
Research Centres: Association for Dementia Studies
Research Groups: Arts and Health Research Group
Research Groups: Coach Developers and Performance Analysts Group
Research Groups: Digital Innovation & Intelligent Systems Research Group
Research Groups: Health Inequalities and Social Inclusion Research Group
Research Groups: Health Professions Education and Practice Research Group
Research Groups: Human Performance Research Group
Research Groups: Interpersonal Relationships & Wellbeing Research Group
Research Groups: Living well with long-term conditions Research Group

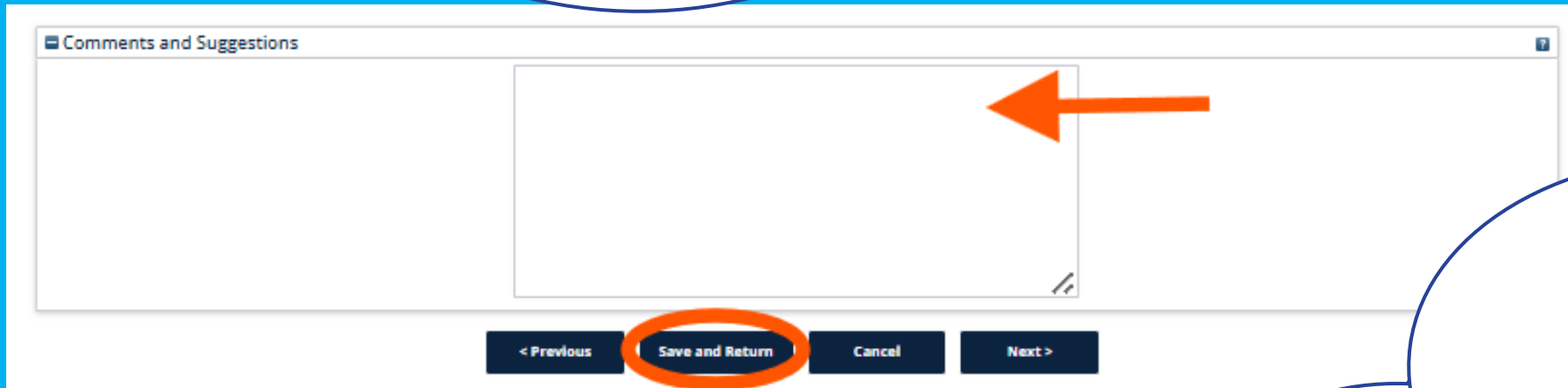
Dates:	Date			Event
1. Year:	<input type="text"/>	Month: Unspecified	Day: ?	Published
2. Year:	<input type="text"/>	Month: Unspecified	Day: ?	Accepted
3. Year:	<input type="text"/>	Month: Unspecified	Day: ?	UNSPECIFIED

[More input rows](#)

Make sure you also input your academic school, any research group affiliation, and the dates the work was accepted/published

Add any notes or messages for the WRaP team in the 'Comments and Suggestions' box

This could include the expected publication date for 'In Press' entries, or any queries about copyright



The screenshot shows a web form titled "Comments and Suggestions". It features a large, empty text input area. An orange arrow points from the right side of the text area towards the left, indicating where to enter text. Below the text area is a navigation bar with four buttons: "< Previous", "Save and Return", "Cancel", and "Next >". The "Save and Return" button is highlighted with an orange circle.

Once you have completed the 'Details' screen, click 'Save and Return'

Check through the entry

If you are happy with the information you have entered, click 'Deposit Item'

This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Preview

Details

Actions

History

Issues

rioxx

REF CC

+ Lists

Team, WRaP *WRaP Upload*.

Images



514403730_1348535807002301_4990300197235832859_n.jpg

Cover Image

Download (710kB)

Read the deposit agreement carefully

You must declare that you take full responsibility for the copyright status of all content within entries attributed to your name

If you are happy to accept, click 'Deposit Item Now'

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

As an editor of this item you can move it into review without first resolving the problems identified otherwise click *Save for Later* to fix these problems later.

For work being deposited by its own author: I declare that this material is my own intellectual property and I understand and accept that both WRaP (Worcester Research and Publications) and the University of Worcester disclaim any responsibility if there is a breach of copyright in distributing these files and/or metadata. (All authors **must check the copyright** for all content and ensure appropriate credits are attached to images and tables and any other third-party material with the necessary permissions having been sought and gained to enable the work to be published in WRaP in accordance with the Copyright, Designs and Patents Act 1988 and/or having applied a CC (Creative Commons) Licence to the work.)

For work being deposited by someone other than its author: Deposits made by persons who are not the author disclaim responsibility for any copyrighted material contained therein. The author of this work declares their ownership of the copyright held in all the file(s) and/or metadata associated with the deposit. If this is not the case, the author accepts 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 *

After depositing, the work will be reviewed by the Library Research Team before being made publicly available as part of the WRaP (Worcester Research and Publications) repository collection. The Library Research Team reserve the right to restrict any work that is outside the scope and purpose of the repository.

Deposit Item Now

Save for Later



Status of item changed to "Under Review".



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

Your item will now be reviewed by a member of the WRaP team

You will receive an email when it has been 'set live' and is publicly available

If you have any questions or need any further help, email the team on wrapteam@worc.ac.uk or book an online 1-2-1 via our [booking form](#)