



# Depositing to WRaP...

A basic guide



**UNIVERSITY** *of*  
**WORCESTER**

A photograph of a large, historic red brick building with multiple chimneys and a central pedimented entrance, likely a university hall. A dark blue banner is overlaid on the image.

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 → riox → 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 Do not include as yet unpublished patent applications.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 → rioxx → REF CC → Deposit

< Previous Save and Return Cancel Next >

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**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

Select file to upload

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

**Upload**

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 Image  
514403730\_1348535807002301\_4990300197235832859\_n.jpg  
710kB

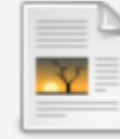
Hide options ▾

|                      |                                                                                                |   |
|----------------------|------------------------------------------------------------------------------------------------|---|
| Content:             | Cover Image                                                                                    | ? |
| Type:                | Image                                                                                          | ? |
| Description:         |                                                                                                | ? |
| Visible to:          | Anyone                                                                                         | ? |
| License:             | UNSPECIFIED                                                                                    | ? |
| Embargo expiry date: | Year: <input type="text"/> Month: <input type="text"/> Unspecified Day: <input type="text"/> ? | ? |

**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 entering bibliographic information. At the top, there is a navigation bar with tabs: Type, Upload, Details (selected), Subjects, rioxx, REF CC, and Deposit. Below the tabs are four buttons: < Previous, Save and Return, Cancel, and Next >.

The form is divided into three main sections, each with a yellow star icon in the top left corner, indicating they are essential fields. An orange bracket on the left side of the form highlights these three sections:

- 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 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 containing 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

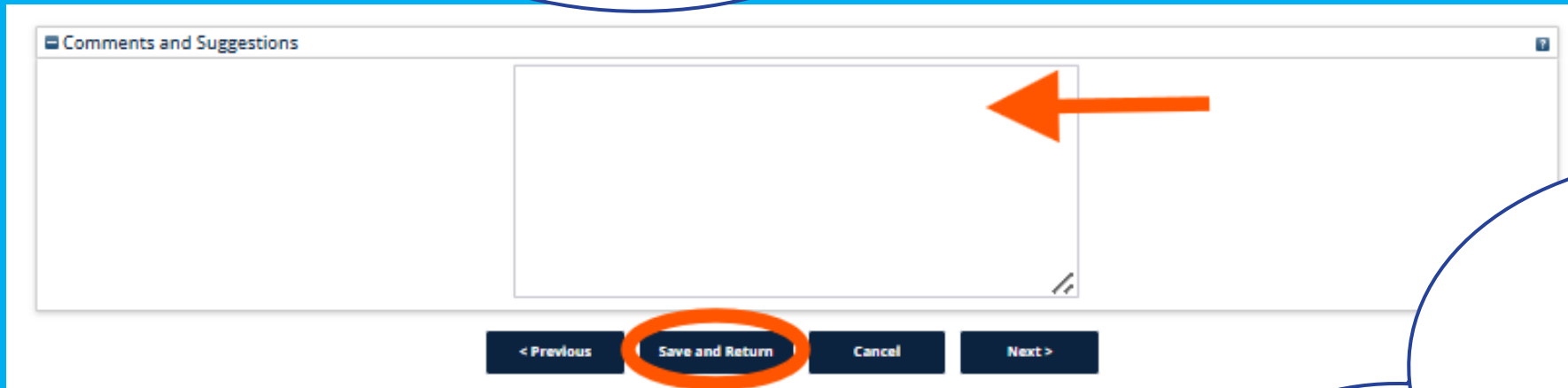
| Dates:   | Date                 |        |                                          | Event                                                                        |
|----------|----------------------|--------|------------------------------------------|------------------------------------------------------------------------------|
| 1. Year: | <input type="text"/> | Month: | <input type="text" value="Unspecified"/> | Day: <input type="text" value="?"/> <input type="text" value="Published"/>   |
| 2. Year: | <input type="text"/> | Month: | <input type="text" value="Unspecified"/> | Day: <input type="text" value="?"/> <input type="text" value="Accepted"/>    |
| 3. Year: | <input type="text"/> | Month: | <input type="text" value="Unspecified"/> | Day: <input type="text" value="?"/> <input type="text" value="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 towards the text area, indicating where to enter information. Below the text area is a row of four buttons: "< Previous", "Save and Return", "Cancel", and "Next >". The "Save and Return" button is highlighted with an orange circle, indicating it is the next step in the process.

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 at

[library-research@worc.ac.uk](mailto:library-research@worc.ac.uk)

or book an online 1-2-1 via our booking form at

[worc.libcal.com/appointments/research](http://worc.libcal.com/appointments/research)