edeposit**Ireland**

Deposit help guide

Hello and welcome as a new depositor to edepositIreland

This guide will help you get up and running. We've designed the deposit process to be as straightforward as possible. Once you have received your password from the administrator you are ready to begin depositing your publications.

Start at the homepage **http://edepositireland.ie/**

Click **login** on the top right hand side

Choose a login method: **Enter edepositIreland Username and Password**

Enter your **E-Mail Address** and **Password** and click **Sign In**

You will now see the homepage again, but you will see your name on the top right of the screen

Now click on **Submit** and **Select a collection** to deposit into

Select a collection
Collection:

Select a collection...

Select a collection...
edepositIreland > edepositIreland Mixed Publisher Collection > edepositIreland Mixed Publisher Collection

Next   Select the collection you wish to submit an item to.

Select a collection from the drop down list by clicking on it. You will only see the collections you are able to submit to. You may only have one option as depicted above; or multiple collections if you have requested them to be set up.

Item submission

| Describe | Upload | Access Rights | Review | License | Complete |

You are now on the Item submission screen where we ask you to enter some information describing your publication.

The form is designed to accommodate information about many types of publications - from journal articles and reports to presentations and images, so there will always be some parts of the form that won't be applicable to your submission.

There are just three compulsory parts (indicated by an asterisk *) to the form … but feel free to put in as much detail elsewhere as you wish.

- Year of publication*
- Title*
- Document type* (choose from a list of types)

Let's get started

Author/Contributor:
Last name, *e.g. Smith*   First name(s), *e.g. Niamh A*

                                                              Add

Insert the name of the author/contributor. The **Add** button allows you to add more than one author name. If you have many author/contributor names you do not need to add them all, just the most significant or first named.

When you click **Add**, the first entry will vacate the boxes and display below, enabling you to type a second entry.

Author/Contributor:

Last name, *e.g. Smith*   First name(s), *e.g. Niamh A*

[   ]   [   ]   Add

☐ Smith, Ann

Remove

Tick the box beside the name and click **Remove** if you wish to remove the entry.

Corporate author:

Trinity College Dublin   Add

Insert any corporate/company author names, and click **Add** if you wish to add more than one name.

Research funder:

Science Ireland   Add

Grant Number:

PS 566   Add

If you are submitting grant funded research, please insert the name of the funder and the grant number.

Rights holder:

Mary Smith

Insert the rights holder name (individual or corporate)

Publisher:

Trinity College Dublin

Insert the publisher's name.

Country of publication:

IRELAND ▼

The default country of publication is Ireland, but you can use the dropdown list to change the country where appropriate.

Date of publication: *

Year	Month	Day
2014	May ▼	06

Year of publication is compulsory, month and day are optional.

Title: *

Science education in Ireland : a preliminary report

Title is compulsory. Please transcribe (or copy & paste) the title (and any subtitle) as it appears on your publication.

Other title:

[   ] Add

Other title: insert any other versions of the title. Note: You may submit multiple documents to the same record, such as the English and Irish versions of a publication. Use this field to capture the translation of the title.

Edition:

Second edition

Transcribe the edition statement from the publication where appropriate.

Languages:

English
Irish
Spanish
German
French
Italian

Highlight the language/s of your publication. If there is more than one, hold down the Ctrl

button on your keyboard and select the other languages. If you are submitting both the English and Irish language versions of a publication and attaching them to the same record, then highlight both languages.

Document type is compulsory. Choose a type from the drop down list that best fits your publication.

Add in any identification codes for your publication. If you have a local identification scheme, then choose **identifier** from the drop down list and add in your free text identifier in the box on the right. You can choose to **Add** more if applicable.

Insert subject keyword/s. If you choose to **Add** more, they will list below the keyword box. Subject keywords are used to describe the subject matter of your publication. This helps readers find your document in an advanced subject search. Note: the full text of your document is also searchable using the search box.

Series title:

Journal of Science Ireland

Is part of Series/ Journal

Volume:

Volume 1

Issue:

Issue 5

Date:

2014

If your publication is part of a series you can insert the title and any other free text identification, such as volume, issue/number and date.

Select relationship-type from the menu and insert citation in the box below:

Related to

Related to
Is a version of
Replaces

Add

tection and Welfare of Children (2012)

ce for the Protection and Welfare of Children (2011)

This field captures the relationships between this publication and other publications. You may wish to show that this publication replaces an earlier version. Choose **Replaces** from the drop down box and insert a citation of the publication it replaces in the box. Other options are **Related to** and **Is a version of**.

Citation example: Smith, Mary. Science Education. Dublin: Trinity College Dublin, 2013.

Description/Abstract:

You may use this box to copy and paste in a description/ note/ abstract of your publication.

Feedback for the Administrator:

Hi, this is an article which was later published in a journal. I wasn't sure if I should put in the journal title in the series information, or in the 'related to' field, Thanks.

Please submit any queries to our cataloguers using this box. The content will be removed before the record is made visible to the public.

When you are finished click **Next**

Item submission

Describe	Upload	Access Rights	Review	License	Complete

Upload File(s)

File: *

Browse...   No file selected.

Select Description:

Published (publisher's copy)   ▼

If the format is not in the above list, **select "Other"** and enter the description in the **"File Description"** field that appears underneath.

Upload your document by clicking Browse and finding the document on your computer. You may add multiple files to one record where appropriate.

In the Select Description box **Published (publisher's copy)** is the default for edepositIreland content.

When you are finished click **Next**

Item submission

Describe | Upload | **Access Rights** | Review | License | Complete

Access Rights arising from Publisher Policies

Publisher Policies will be checked by TARA Administrators – if in doubt please do not apply a restriction

Items submitted to TARA are available on open access by default.
Does the publisher's policy require restricted access* to this item for a period? If so, please apply the appropriate time period for restricted access.

Set Access:

◉ **Open Access:** The files I upload are publicly available.

◯ **Embargoed Access:** The files I upload may not be viewed by any group or individual other than myself and my supervisors for the restriction period. After this it will be publicly available.

The default for edepositIreland content is Open Access. If for some reason you wish to hide the document for a particular period of time before making it open access, chose Embargoed Access and a calendar will appear for you to select the reveal date.

When you are finished click **Next**

Item submission

Describe | Upload | Access Rights | **Review** | License | Complete

Review Submission

Describe Item

Author/Contributor: Smith, Mary

Corporate author: Trinity College Dublin

Research funder: Trinity College Dublin

Grant Number: PS504

Rights holder: Mary Smith

Publisher: Trinity College Library, Dublin

Country of publication: IRELAND

Date of publication: 2014-05-01

The review screen gives you the chance to have a quick check over the submission and make any changes.
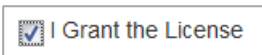
When you are finished click **Next**

And finally review the distribution and use license and tick the box at the bottom of the screen.

And **Complete Submission**

Your submission is now complete. You will receive an automated email confirming this. A librarian will check your submission and approve it. Once it is approved it is visible to the public (unless you have set up an embargo time limit). You will receive a second automated email with the URL/handle of your document in the repository.

After you have completed your submission you can:

Choose to continue and **submit another item to the same collection**

Or click on **Submit** at the top of the screen if you wish to submit an item to a different collection

Or go back to the **Submissions page/Workspace** where you can view the progress of your submitted documents in the workflow

Or **search/browse** our collections

Many thanks for depositing your publications!

Any more questions about depositing items?

Contact Niamh Harte at **edepositadmin@tcd.ie**