

Preparatory Work (once-off)

1. Register at <http://repository.uwc.ac.za>
2. If there are no existing collections for your department/unit/project, specify the names of these in an email to repository@uwc.ac.za
3. To allow the Library to perform preliminary copyright clearance, please email repository@uwc.ac.za a list of the publications you'd like to deposit.
4. We will then:
 - a) set up the collection area for your work
 - b) give you authorisation to deposit to that collection
 - c) advise you of publisher policies or clear permission for you to deposit your work.

Start a New Submission

Login and click on **Submissions**, then "Start a new submission". Select the collection to which you would like to submit.

Step 1: Initial Questions

Mark any of the options if applicable. One asks whether you wish your email address to display; another asks about the peer review status of the file you are

depositing, and whether the work has been previously published.

Steps 2 - 3: Describe the item

Depending on whether your work has been previously published or not, you will be presented with different fields to complete. Fill in as much as you can.

Author	Last name, first name. No spaces between initials. Full stop after each initial. Click "Add" to specify co-authors.
Title	Use sentence case. No full stop.
Publisher	Name of publisher
Date of issue	Year of publication
Citation	Enter the reference information for the published version, as for a bibliography.
Series/ Report no	Transcribe identifying number in series, if applicable.
Type	Select from the list the type of content you are submitting.

Keywords	Specify the terms that describe the subject matter of your text. Click on "Add More" to add more descriptive keywords.
Abstract	Synopsis of the work
Description	More information about item not provided for elsewhere.

Step 4: Upload a file

Browse your computer for the file you want to attach. Repository staff will convert Microsoft Word files to pdf after submission, since this is recommended for preservation purposes.

You have the option to upload other associated files, eg data files. There is a Description field that allows you to designate their relationship.

If not needed, click on "Next".

Step 5: Verify submission

You will be given the opportunity to check the information you have provided is accurate. Click on "Correct one of these" to make corrections, if necessary.

Nearly Done!

Step 6: Grant Licence

Read through the deposit licence and click on "I grant licence" if you agree to the terms.

Unpublished items: You hold copyright and should feel free to grant licence.

Published items: Once the Library has worked through your publications list, cleared permissions and advised on which version may be deposited, you may confidently grant the licence.

You may also consult the Sherpa Romeo database of publisher policies at <http://www.sherpa.ac.uk/romeo/> (search by journal title or publisher).

Step 7: Submission complete!

You will receive an email notification once your item appears in the repository.



UWC LIBRARY
empowering our clients

Future Publications

Protect your right to self-archive in the repository and to use your content in other scholarly/teaching settings.
<http://scholars.sciencecommons.org>

The **Scholar's Copyright Addendum Engine (SCAE)** provides a point-and-click way for scholars to retain rights over their published material that otherwise transfer to the publisher. The SCAE is intended for authors who publish in a traditional, subscription-based journal yet still wish to make a copy of their article available on the Internet for download without most copyright and financial restrictions.

Using a simple Web form, authors choose the rights they want to retain and enter basic information like the name of the publisher and the title of the article. The Addendum Engine then generates a completed PDF copy of a one-page standard addendum allowing them to retain rights over the work that would otherwise be wholly forfeited.

The addendum enables authors to make their peer-reviewed articles available in an online repository and allow the material to be used in the author's own works. After printing, authors simply attach the addendum to the copyright transfer agreement they submit to the publisher. More advice is available from **Scholarly Communication Updates** at <http://libguides.uwc.ac.za/SCUpdates>



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UWC Research Repository

A QUICK GUIDE FOR SUBMITTERS

YOUR RESEARCH WILL BE:



discoverable via a Google search

available to those who cannot afford published versions

accessible via a persistent link

preserved to be readable over time

<http://repository.uwc.ac.za>

Tel: 021 959 2923 / repository@uwc.ac.za