

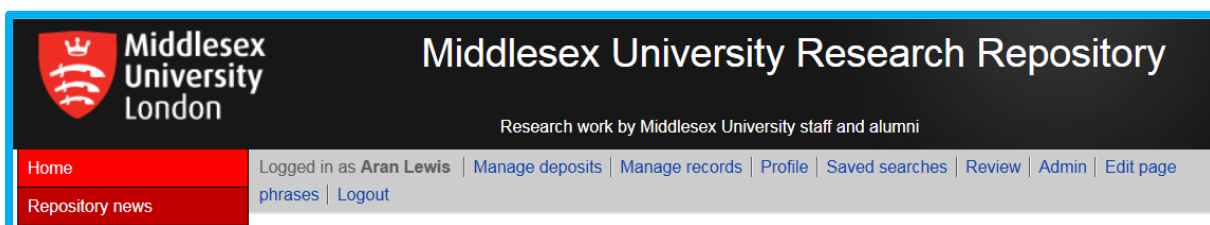
How can I add my work to the repository?

Item with DOI

1. Go to the repository home page, <http://eprints.mdx.ac.uk>, and click on **Login**.

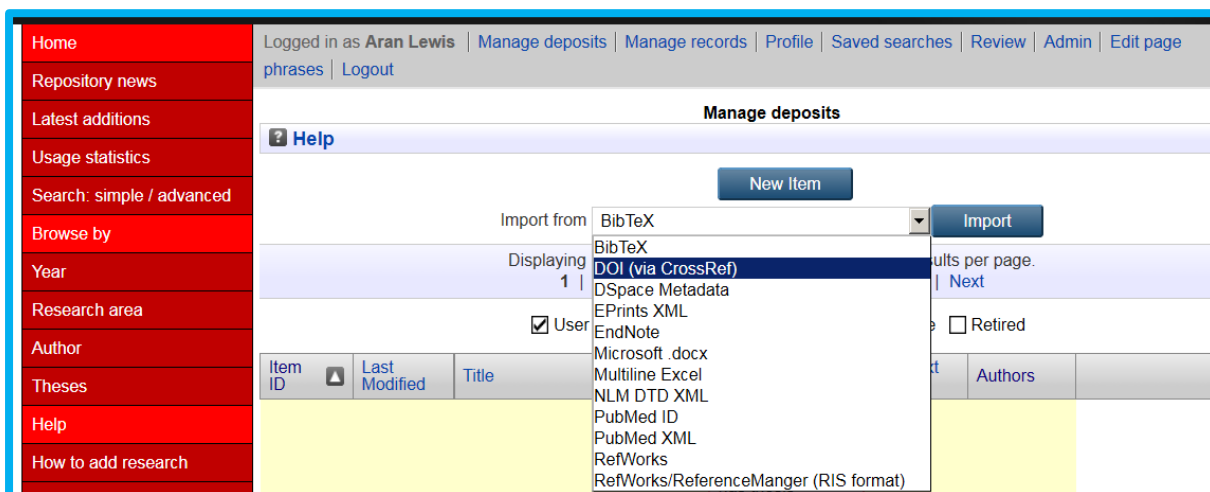


2. Use the username and password that you use to log in to the Middlesex University computer network (NB you do not have to be on campus or connected through VPN to do this). Click on **Manage deposits** to go to your user workarea, the Manage deposits screen.

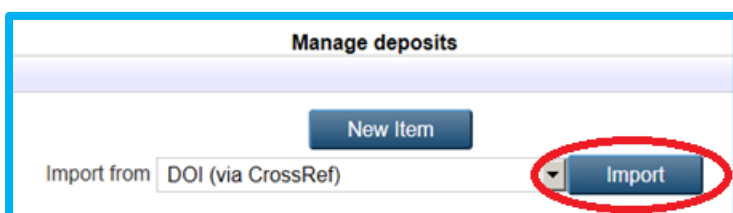


[NB the example here uses a system administrator login; you will see a shorter list of functions in the grey bar]

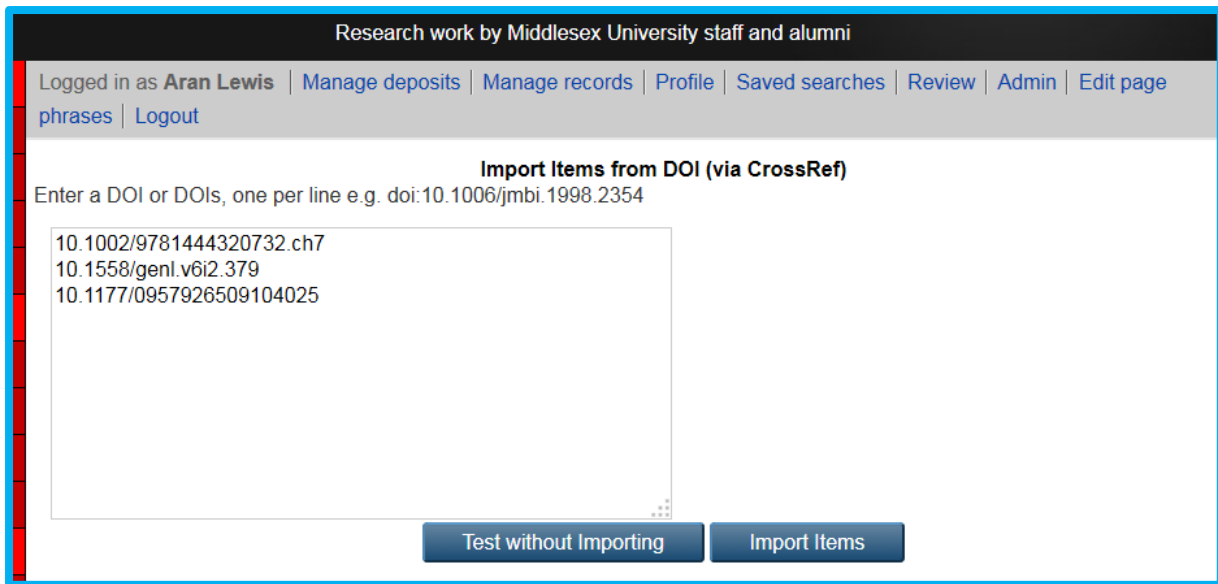
3. To import a record for the item, locate the **Import from** drop-down menu, underneath the **New Item** button, open the menu, and select Import from: **DOI (via CrossRef)**.



4. Click on **Import**.



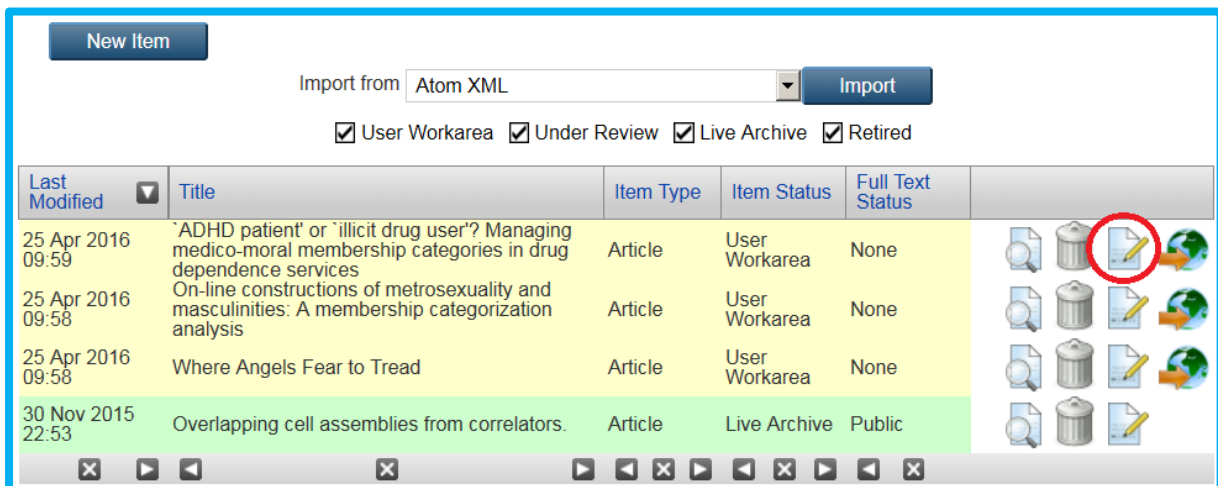
Type, or copy and paste, the DOI into the box that appears on the screen. You can enter one DOI, or several as shown -



and click on **Import Items**.

NB Occasionally a DOI will not resolve (i.e. link to the article) and you will get an error message. In this case you will need to use the [Item without DOI](#) process.

5. If you import a single record (one DOI in the box), it will open for editing in the **Type** screen. If you import multiple DOIs, they will be listed in your workarea - click on the edit icon (circled in red below) to open the first record for editing in the **Type** screen.



The top of the **Type** screen:

Edit item: 'ADHD patient' or 'illicit drug user'? Managing medico-moral membership categories in drug dependence services

Type → Details → Deposit

Save and Return Cancel Next >

★ Item Type ?

Article
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be published in an electronic-only medium, such as an online journal or news website. For conference papers please use **Conference or Workshop Item** instead.

Book Section
A chapter or section in a published volume. If the work is a paper published in conference proceedings please use **Conference or Workshop Item** instead.

Monograph
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.

6. Check that the correct item type is selected, and click on **Next** to move to the **Details** screen.

7. If you have no full text document to add, scroll down past the **Upload** field and skip to paragraph 12 below.

8. If you have a full text document to add (all internet-compatible media types are eligible, including pictures and movie files; complete websites may be compressed into zip files and uploaded), click on **Browse** to locate and upload the file.

Edit item: 'ADHD patient' or 'illicit drug user'? Managing medico-moral membership categories in drug dependence services

Type → Details → Deposit

< Previous Save and Return Cancel Next >

By default, most optional fields are hidden. To show or hide all optional fields, click the button below:

Show Optional Fields

Note: only fields and subfields with the star icon - ★ - are compulsory

Add a new document

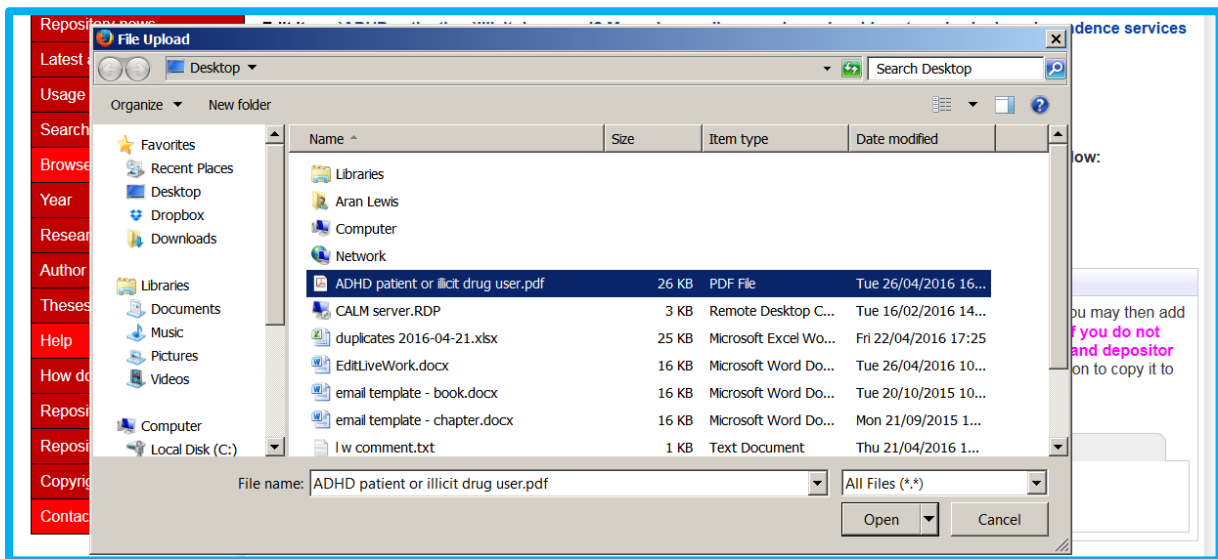
To upload a document to this repository, click the Browse button below to select the file and upload it to the archive. You may then add additional files to the document, such as images for HTML files, or upload more files to create additional documents. **If you do not confirm that you have permission to place the full text on open access, it will be restricted to repository staff and depositor only until we can check with the publisher.** NB free availability of a text on the internet does not constitute permission to copy it to the repository. Permission must be explicit, e.g. a Creative Commons license or publisher's statement.

Use the [SHERPA RoMEO](#) tool to check publisher policies on copyright before depositing.

File From URL

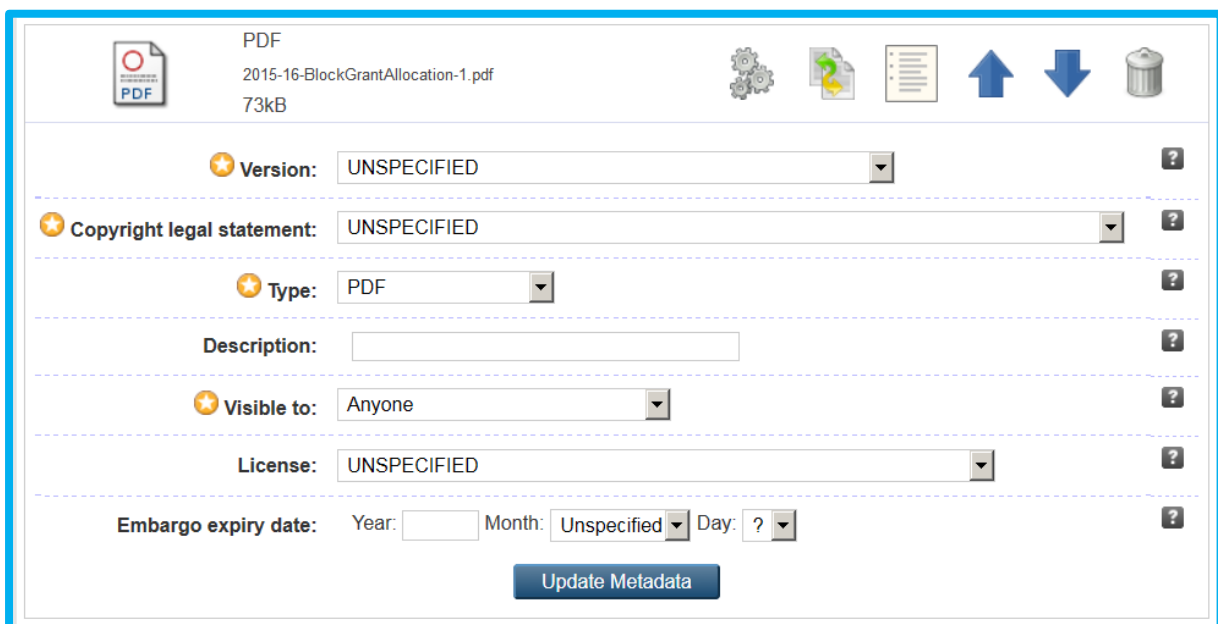
Browse... No file selected.

9. Select the required file in the **File Upload** box:



and click on **Open** to upload the file.

10. When the file has uploaded a list of new fields appears on the screen. Four of these are compulsory but the 3rd and 4th are completed automatically. You will need to select the appropriate option in the 1st and 2nd – **Version** and **Copyright legal statement**.



Select the appropriate option in the **Version** menu, e.g. **Final accepted version** if you are adding the author's final post-peer review manuscript (recommended – most journal and some book publishers allow this version to be used; published versions are usually banned).

★ Version:	UNSPECIFIED	?
★ Copyright legal statement:	UNSPECIFIED	?
★ Type:	Final accepted version (with author's formatting) Published version (with publisher's formatting) [Obsolete heading - do not use]	?
Description:	Supplementary material [Obsolete heading - do not use]	?
★ Visible to:	[Obsolete heading - do not use]	?
License:	Bibliography Other	?

Then select the appropriate option in the **Copyright legal statement** menu.

★ Copyright legal statement:	UNSPECIFIED	?
★ Type:	I have permission to place this work on open access immediately from all rights holders I have permission to place this work on open access with an embargo I do not have permission to place this work on open access / don't know	?
Description:		?

If you select the 1st option, “I have permission ... immediately ...”, we will make the full text live without further checks. If you select the 2nd, “I have permission ... with an embargo”, we will block public access to the full text until we have ascertained the length of embargo required, and if you select the 3rd, “I do not have permission ... don't know”, we will block public access to the full text until we have ascertained what the publisher allows.

11. When finished, click on **Update Metadata**, then scroll down to the **Title** field.

12. Check that the title -

★ Title
ADHD patient or illicit drug user? Managing medico-moral membership categories in drug dependence services

and all other compulsory fields (marked with a white star in a yellow circle) in the rest of the **Details** form, have been completed.

13. You will need to select a date type from the menu in the **Dates** field, and if the work is a journal article or conference item with an ISSN, you will need to add the Accepted date. The Accepted date must include year, month, and day; for other date types only the year is required.

Dates

ARTICLE AND CONFERENCE ITEMS - the full date of acceptance for publication must be entered for REF2020 compliance monitoring. Please also enter the published date if known. NB for conference papers, presentation = published.

Example:
1. | Accepted | Year: 2015 | Month: January | Day: 17 |
2. | Published | Year: 2015 | Month: September | Day: ? |

EVERYTHING ELSE - enter at least a year and the date type. Use the published date if known. For events and exhibitions, presentation / public performance = published.

Example:
1. | Published | Year: 2015 | Month: Unspecified | Day: ? |

	Date type	Year	Month	Day	
1.	Published	2009	Unspecified	?	▼
2.	Accepted	2008	November	14	▼ ▲

[More input rows](#)

14. When you have completed the **Details** form, click on **Next** to go to the **Deposit** screen.

Deposit item: 'ADHD patient' or 'illicit drug user'? Managing medico-moral membership categories in drug dependence services

Type → Details → Deposit

I hereby certify that the information I am submitting to Middlesex Research Repository is accurate; that permission has been granted by all relevant rights holders for any copyrighted material to be included; and that I have placed material on [open access](#) only when I have the legal right to do so. I declare that I or the author(s) upon whose behalf I am submitting this work agree to the terms of the [Deposit licence](#) which grants Middlesex University Research Repository the right to store the work and to make it permanently available publicly for free on-line subject to any access restrictions required by law or stipulated by the author(s). I understand that Middlesex University Research Repository does not assume any responsibility if there is any breach of [intellectual property rights](#) in distributing these files or metadata.

Middlesex University undertakes to remove any offending material immediately upon receipt of a [complaint](#).


PLEASE NOTE: Clicking on the Deposit Item Now button indicates your agreement to these terms.

Items deposited by 5pm UK time will usually be added to the live archive the following working day.

[Deposit Item Now](#) [Save for Later](#)

NB If you have not added any full text documents in the **Upload** screen, the deposit screen will show a message recommending upload of full text:

Deposit item: 'ADHD patient' or 'illicit drug user'? Managing medico-moral membership categories in drug dependence services

 • You have not **uploaded any documents**. While this is not essential, it is strongly recommended. However, if you do not have any documents you can legally upload, please click on **Deposit Item Now** below to proceed.

[Type](#) → [Details](#) → [Deposit](#)

I hereby certify that the information I am submitting to Middlesex Research Repository is accurate; that permission has been granted by all relevant rights holders for any copyrighted material to be included; and that I have placed material on [open access](#) only when I have the legal right to do so. I declare that I or the author(s) upon whose behalf I am submitting this work agree to the terms of the [Deposit licence](#) which grants Middlesex University Research Repository the right to store the work and to make it permanently available publicly for free on-line subject to any access restrictions required by law or stipulated by the author(s). I understand that Middlesex University Research Repository does not assume any responsibility if there is any breach of [intellectual property rights](#) in distributing these files or metadata.

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[Deposit Item Now](#) [Save for Later](#)

15. To assent to the repository copyright agreement and deposit the item, click on **Deposit Item Now**. If you have completed all compulsory fields, this moves your work to the **Review** section of the repository, where it will be checked by repository staff, edited if necessary, and moved to the live archive for public access.

View Item: ADHD patient or illicit drug user? Managing medico-moral membership categories in drug dependence services


 Item has been deposited.

 Your item will not appear on the public website until it has been checked by an editor.

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

16. If you have left any compulsory fields blank, your entry will not be deposited and you will see a message like this:

Edit item: 'ADHD patient' or 'illicit drug user'? Managing medico-moral membership categories in drug dependence services

 • You haven't filled out the required [Journal or Publication Title](#) field.

[Type](#) → [Details](#) → [Deposit](#)

[< Previous](#) [Save and Return](#) [Cancel](#) [Next >](#)

17. Add the missing data, click on **Next**, then on **Deposit Item Now**. The item will be checked briefly and moved to public display by a repository administrator, usually the next working day.