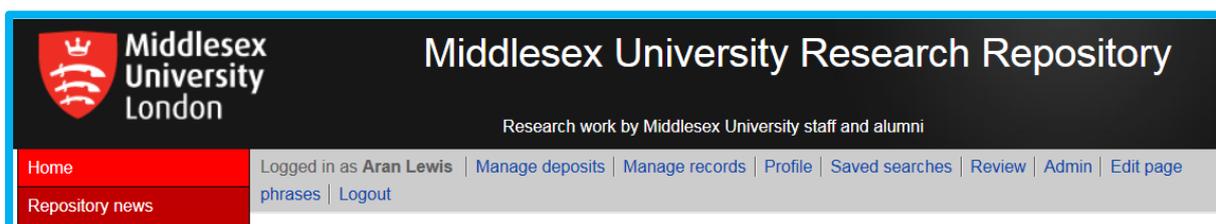


How can I add my work to the repository?

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

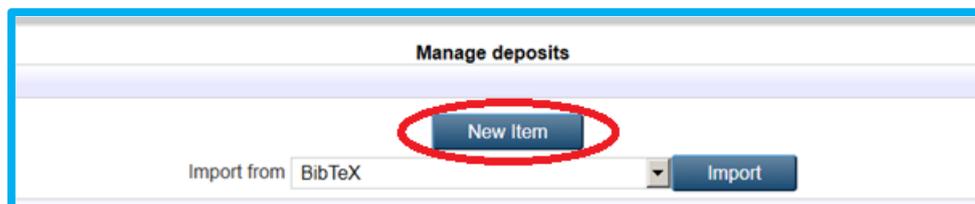


2. Use the username and password that you use to log in to the Middlesex University computer network (NB you do not have to be on campus or connected through VPN to do this). Click on **Manage deposits** to go to your user workarea, the Manage deposits screen.



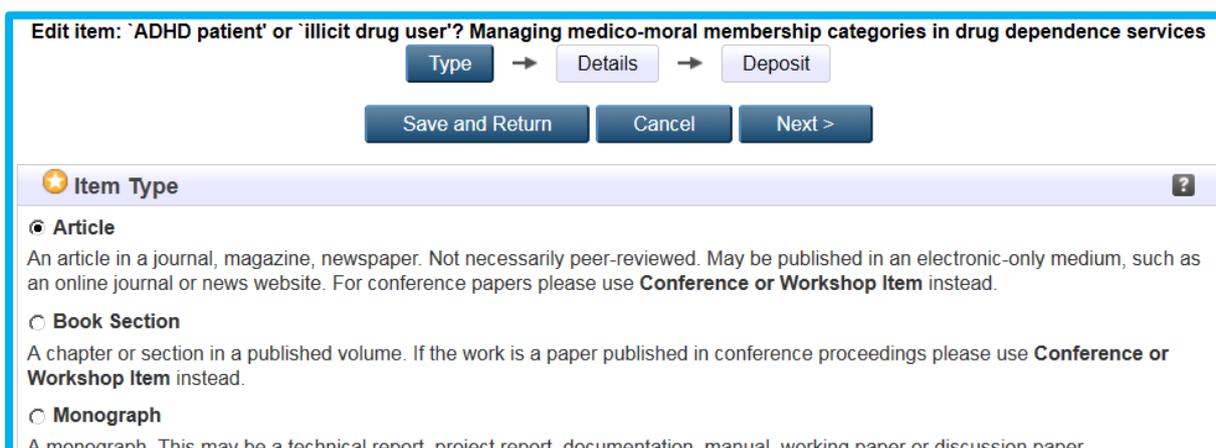
[NB the example above uses a system administrator login; you will see a shorter list of functions in the grey bar]

3. Click on **New Item**.



4. Select the most appropriate item type in the **Type** screen. The default is **Article** for journal articles, but there is a range of types for all media including sound and still or motion pictures and digital creations such as websites.

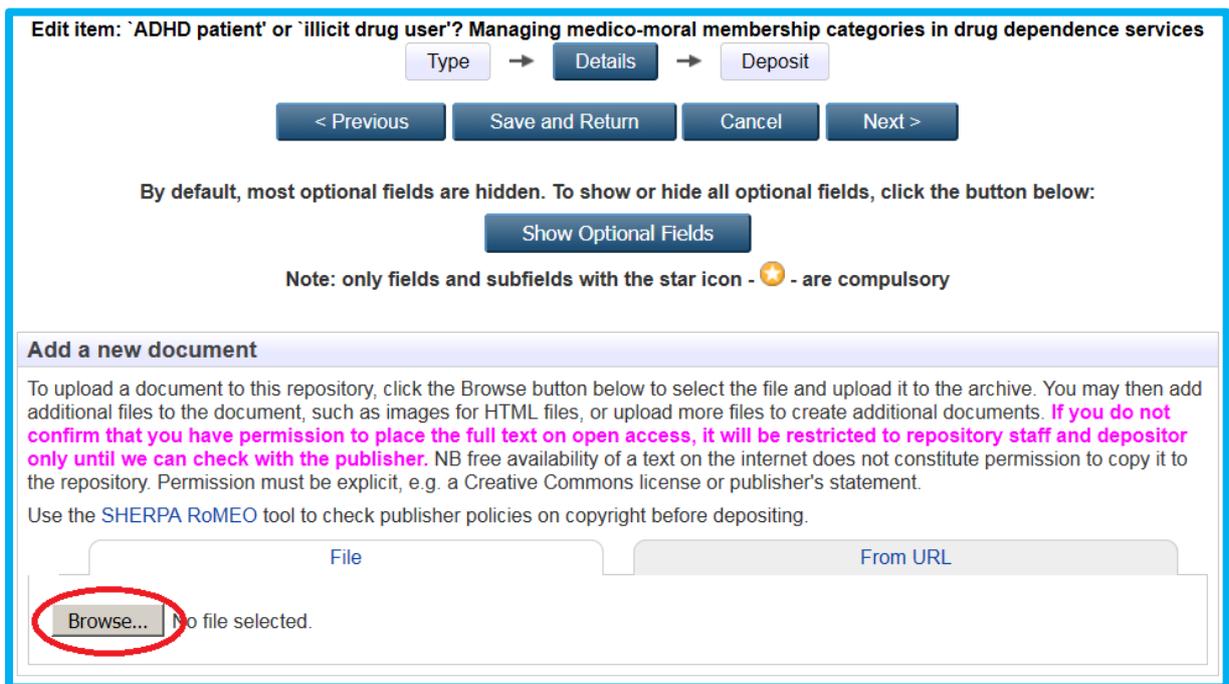
The top of the **Type** screen:



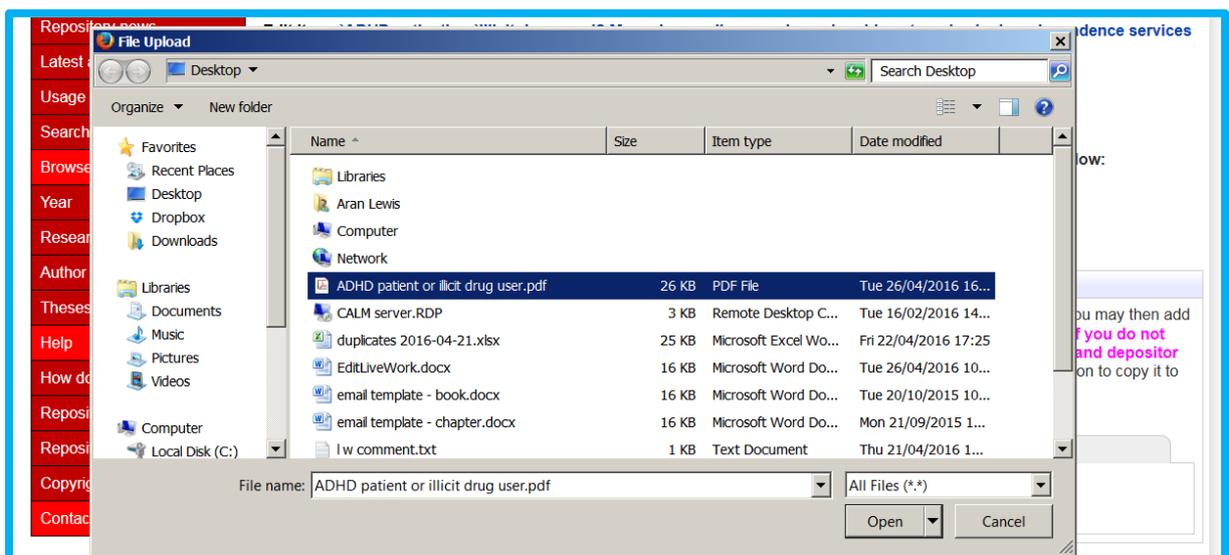
5. Click on **Next** to move to the **Details** screen.

6. If you have no full text document to add, scroll down past the **Upload** field and skip to paragraph 11 below.

7. 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 zipped and uploaded), click on **Browse** to locate and upload the file.



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



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

9. 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**.

PDF
2015-16-BlockGrantAllocation-1.pdf
73kB

Version: UNSPECIFIED

Copyright legal statement: UNSPECIFIED

Type: PDF

Description:

Visible to: Anyone

License: UNSPECIFIED

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

Update Metadata

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)

Description: Supplementary material

Visible to: [Obsolete heading - do not use]

License: Other

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

Copyright legal statement: UNSPECIFIED

Type: I do not have permission to place this work on open access / don't know

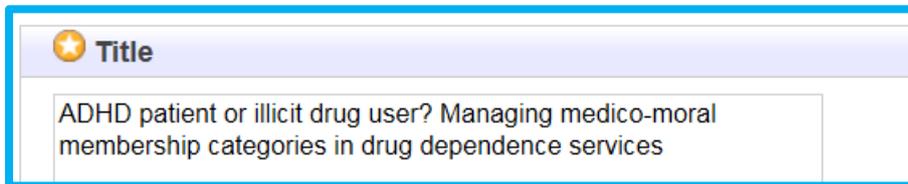
Description:

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.

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

11. Check that the title -

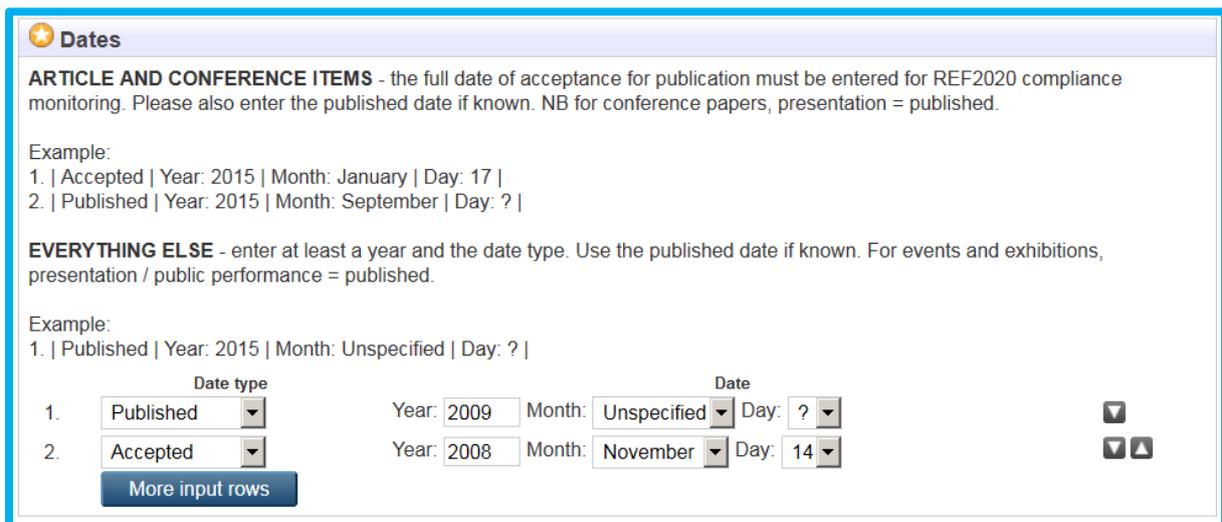


★ Title

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.

12. 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.

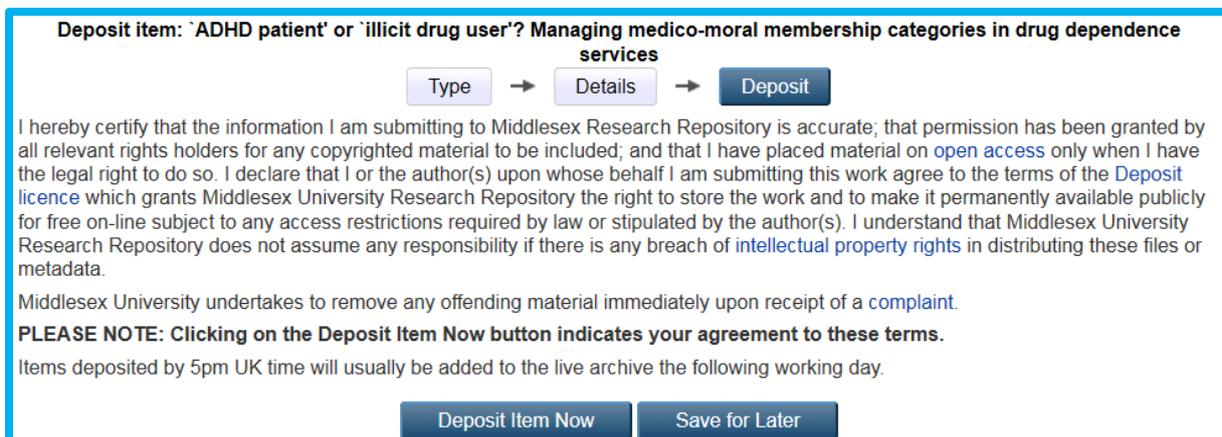
Example:

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

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

More input rows

13. 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.

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](#)

14. 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.

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

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

 • You haven't filled out the required [Refereed](#) field.
• You haven't filled out the required [Status](#) field.

[Type](#) → [Upload](#) → [Details](#) → [Misc.](#) → [Deposit](#)

Before depositing this item you must resolve the problems identified.

[Save for Later](#)

16. 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.