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.
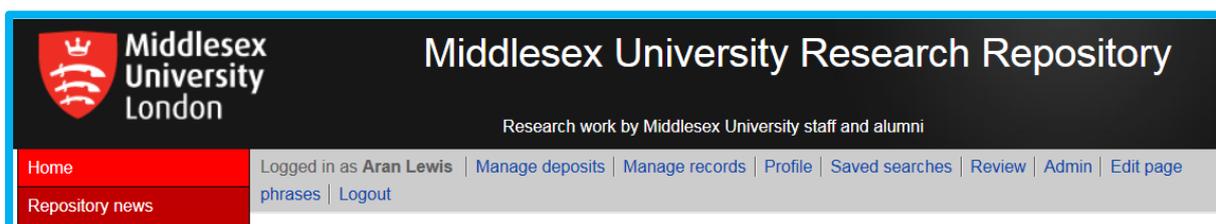

[NB the example above uses a system administrator login; you will see a shorter list of functions in the grey bar]

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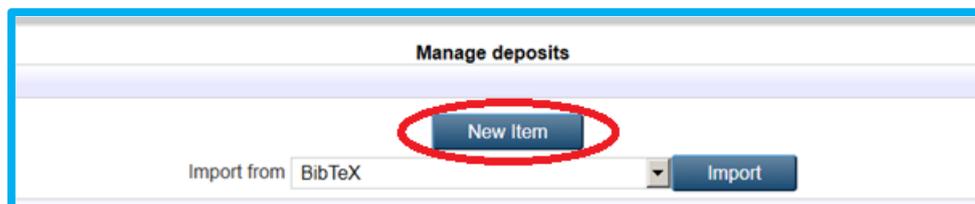
4. Select the most appropriate item type in the **Type** screen. The default is **Article** for journal articles, but there is a range of types for all media including sound and still or motion pictures and digital creations such as websites.

The top of the **Type** screen:
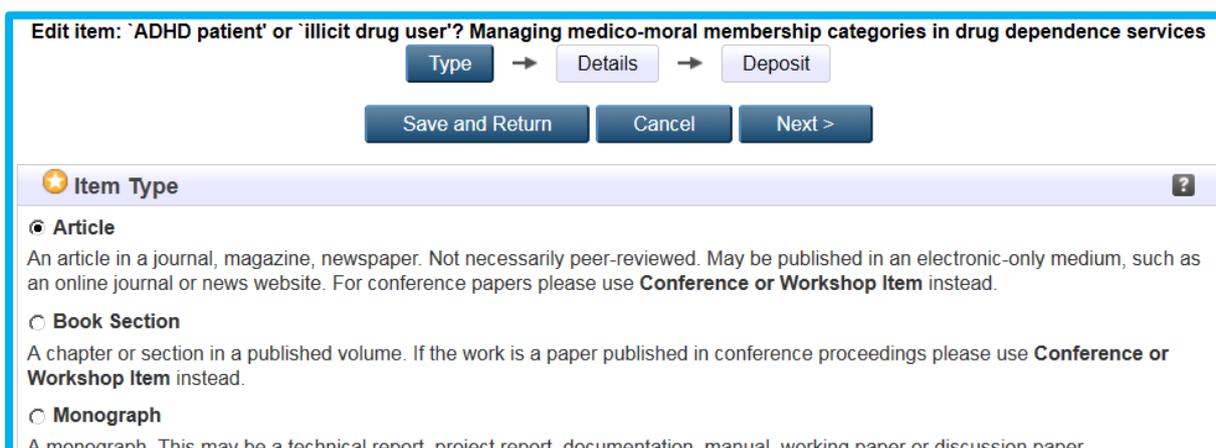
5. Click on **Next** to move to the **Details** screen.

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.
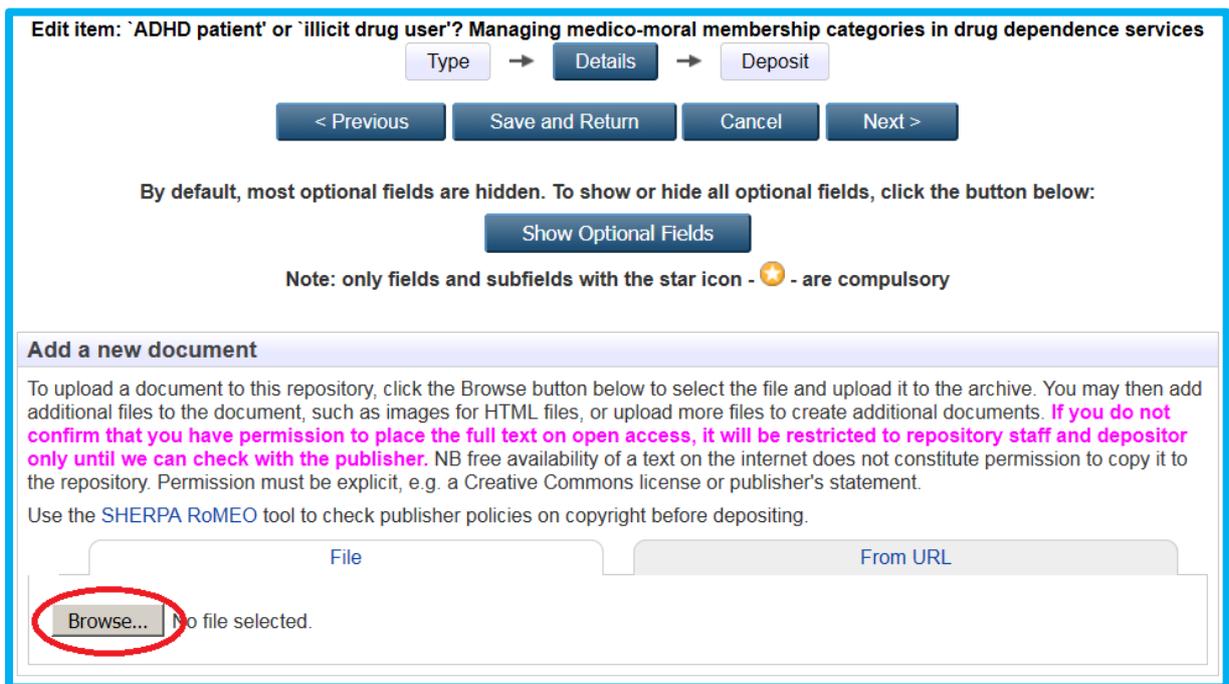
8. Select the required file in the **File Upload** box:
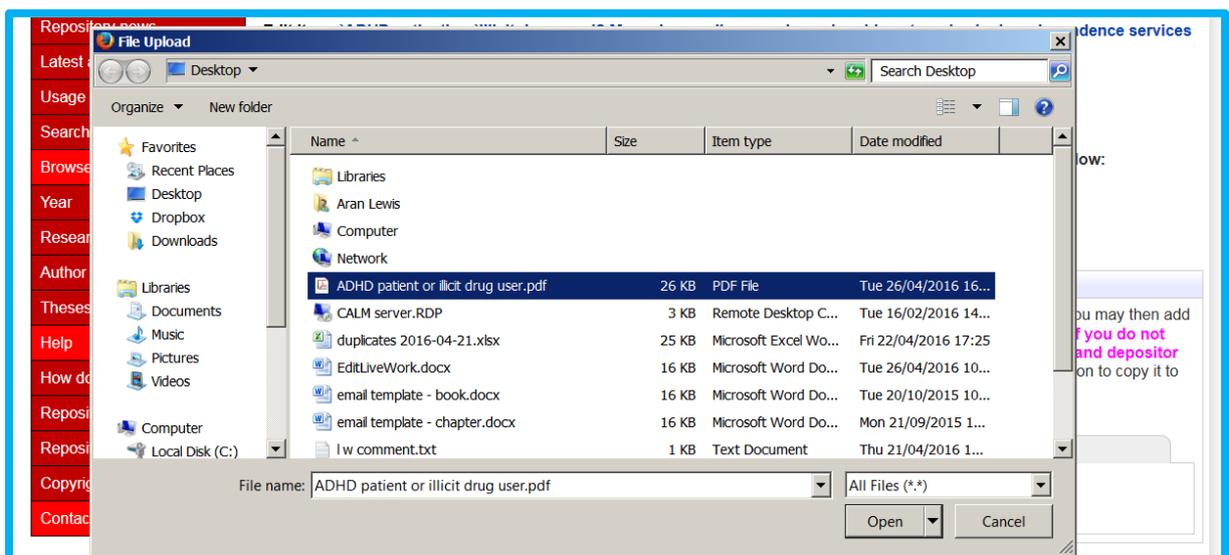
and click on **Open** to upload the file.

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**.

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).

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

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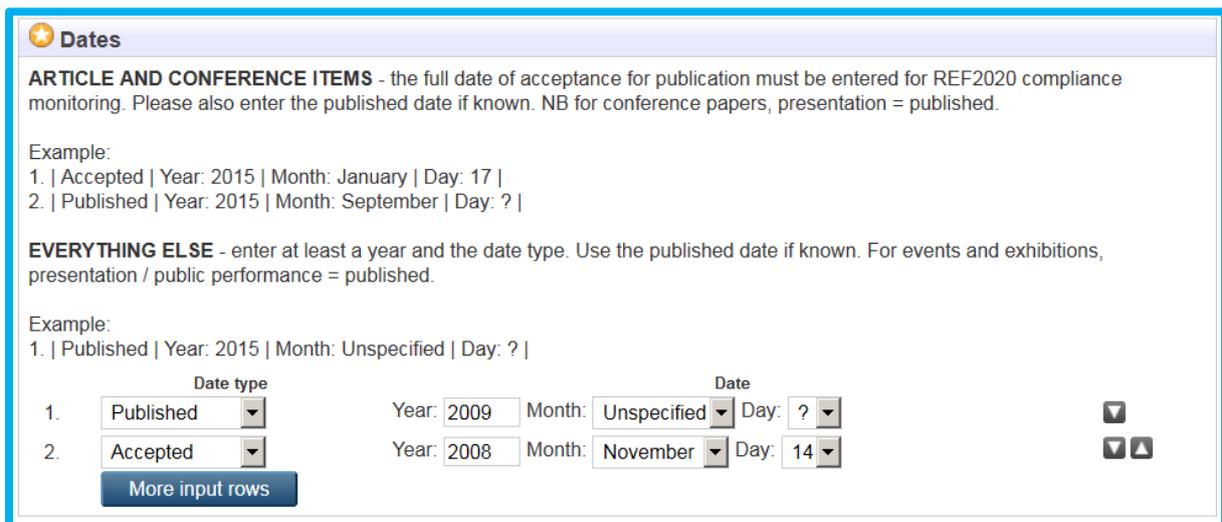
11. Check that the title -
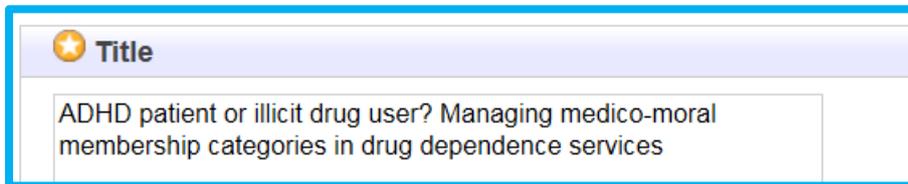
and all other compulsory fields (marked with a white star in a yellow circle) in the rest of the **Details** form, have been completed.

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.

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

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:

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.

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

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.