HOW TO DEPOSIT YOUR WORK IN RESEARCHSPACE

Route 1: Self-depositing your work

- ➤ Access ResearchSPAce at https://researchspace.bathspa.ac.uk/ .
- ➤ Click the **Login** button in the top right of the page and use your Bath Spa login details.
- ➤ Click the **New Item** button to create a new record.

Alternatively, you can use the 'Import from' shortcut to import DOIs, BibTeX files, etc... if you have the work's details in that format.

- ➤ You use multiple tabs to create your repository record. Navigate between them by clicking the tab headings themselves or the **Next >** button. The first tab is TYPE.

TYPE

- ➤ Select the **Item Type** that best describes your work from the list provided. The option you select will automatically generate the appropriate fields to fill in later.

UPLOAD

- ➤ Upload a file to the record by clicking **Browse…** and selecting a file from your computer.

*The current REF open access policy requires the 'author accepted manuscript' text version of journal articles and published conference proceedings with ISSNs to be uploaded when you create a record for these output types. Do this **within three months of the output being accepted for publication by the editor after peer review**. Also forward the acceptance email to repositories@bathspa.ac.uk for REF auditing purposes.*

*Uploading book text, chapter text, report text, exhibition images and performance material is **optional** and records for these output types can be created at any time. Contact the repository team for more details or read the Sulis page for staff on Open research.*

DETAILS

➢ The fields shown on the Details tab depend on the Item Type selected on the first tab.
➢ Fields marked with a white star on an orange background are mandatory. The question mark icon will give you more information about a particular field.

*If you are depositing a journal article, REF policy requires you to record **the date the work was accepted by the editor** using the drop-down list of options under Event in the Dates section and selecting Accepted. If the date of publication is not known, leave it blank.*

	Date			Event	
1. Year: 2022	Month: May	Day: 15	Accepted	▼
2. Year: 2022	Month: July	Day: 06	Published	▼▲
3. Year:	Month: Unspecified	Day: ?	UNSPECIFIED	▼▲

➢ Please enter as much information as you can about your work. All details will be checked by the repository team before the record is made public.

*For exhibitions and performances it is important to focus on your contribution within the overall event. For solo events the **Title** field can be the name of the event. For group events, use the **Title** field to add in the titles of your works that were exhibited/performed and the separate **Event Title** field for the name of the event. For artworks also include their year of creation if it differs from the year of the exhibition. See the examples below.*

Bonnell, M (2021) *Imparaticci.* Eagle Gallery EMH Arts, London, UK, 15 September – 8 October 2021.

Vyner, T (2022) *Reportage illustration as visual journalism in two World Cups (2018).* In: Seeking Vision, University of Newcastle, NSW, Australia, 19 - 21 January 2022.

➢ You can use the **Research Centres and Groups** field to label your work as being part of one (or more) of these. You can also label your work using the **United Nations Sustainable Development Goals** field if relevant to your research area**.**

SUBJECTS

➢ This tab is optional. You can select the subject/s that describe your work.

USER DEPOSIT AGREEMENT

➢ Tick the **Yes, I agree** button to sign the User Deposit Agreement for GDPR purposes. The Terms & Conditions are available to read on this tab. The repository holds information about your work under a non-exclusive licence and does not claim copyright of the material that is hosted by the repository.

DEPOSIT

➢ Click **Deposit Item Now** and the record will be sent to repository staff for review.

Route 2: Depositing your work with repository staff assistance

➢ Email repository staff at repositories@bathspa.ac.uk with details of your work. The information needed is generally as shown below. You can also include information about which **Research Centre or Group** or **UN SDG** the work could be labelled as.

BOOK	book title, co-authors/editors, publisher, year
CHAPTER	chapter title, co-authors, book title, editors, publisher, year
ARTICLE	article title, co-authors, journal title, date of acceptance, text file
PERFORMANCE	performance title, event title, location/s, date/s, your role in the production, eg. choreographer, director, etc..
SOLO EXHIBITION	exhibition title, location/s, date/s, short description of artworks included, curator/s
GROUP EXHIBITION	title/s and description/s of artworks contributed and their years of original creation, exhibition title, location/s, date/s, curator/s
REPORT	report title, co-authors, commissioning body, short description
OTHERS	give basic details, extra information may be requested

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*Uploading book text, chapter text, reports, exhibition images and performance material is **optional** and informing repository staff about these output types can be done at any time. Contact the repository team for more details or read the Sulis page for staff on Open research.*

➢ Repository staff will create a record on your behalf. When the record is ready for you to approve, they will send an email request for you to sign the User Deposit Agreement. This step is mandatory due to GDPR.

  o Log in to ResearchSPAce and you will come to your **Manage Deposits** page. Find your new record highlighted in yellow in the list. Click the 'globe with an arrow' symbol to the right of the record title and that will take you to the Deposit tab.
  o Click the User Deposit Agreement tab next to the Deposit tab and tick the box to agree.
  o Click the Deposit tab again and then click **Deposit Item Now**. The record will then made public by the repository team.

Sometimes the repository team will find details of your new work in university newsletters or via alerting services. In these cases, they will create a record using this information before emailing you to request approval.