

# 5 steps to adding your research to the University Repository

## Step 1 - How do I access the Repository?

All you need is your network login to gain access to the repository at <http://eprints.hud.ac.uk/>.

Once you have logged in you will be taken to your User Area where you can begin to add your research.

Click on [New Item](#) to create a new repository record.

## Step 2 - What can I add?

You can add a range of research outputs, from journal articles to web pages. The item type you choose determines how the rest of the record will display and what information you will need to provide.

|                   |  |  |
|-------------------|--|--|
| <b>Item Type:</b> | <input type="checkbox"/> Article                     | <input type="checkbox"/> Composition       |
|                   | <input type="checkbox"/> Book Chapter                | <input type="checkbox"/> Performance       |
|                   | <input type="checkbox"/> Monograph                   | <input type="checkbox"/> Image             |
|                   | <input type="checkbox"/> Conference or Workshop Item | <input type="checkbox"/> Video             |
|                   | <input type="checkbox"/> Book                        | <input type="checkbox"/> Audio             |
|                   | <input type="checkbox"/> Thesis                      | <input type="checkbox"/> Dataset           |
|                   | <input type="checkbox"/> Patent                      | <input type="checkbox"/> Experiment        |
|                   | <input type="checkbox"/> Artefact                    | <input type="checkbox"/> Teaching Resource |
|                   | <input type="checkbox"/> Show/Exhibition             | <input type="checkbox"/> Web page          |
|                   |  | <input type="checkbox"/> Other             |

For more information on how to add different research outputs please select the [Author Corner](#) link from the Homepage.


## Step 3 - What can I upload?

Most publishers allow the 'Accepted Version' of a journal article to be used in the Repository, that is the author-created version that incorporates referee comments and is the accepted for publication version, usually a Word document.

For further details Sherpa: <http://www.sherpa.ac.uk/romeo> provides reliable information on publishers' copyright policies, but if you are unsure, contact the Repository team. [E.mailbox@hud.ac.uk](mailto:E.mailbox@hud.ac.uk)

## Step 4 - What details do I need?

Try to provide as much bibliographic information as possible when filling in your record. For example:

|  |                                |
|--|--------------------------------|
|  <b>Journal or Publication Title:</b> | British Journal of Social Work |
| <b>ISSN:</b>   | 1468-263X                      |
| <b>Publisher:</b>  | Oxford University Press        |

The information you will need to provide will differ depending on what you are depositing, but the record will clearly tell you what information is required. You also need to choose subject headings, a maximum of 3 is recommended.

## Step 5 – When do my items appear in the Repository?

When you deposit an item the record is held in a Review area, until checked by the Repository Team, before it is placed in public view. This is where we will check any copyright implications on your behalf.

NB Any subsequent edits or additions to the record will need to be passed to the Repository Team after you have deposited your item into the Review Area.



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.

Once this has happened, the record will appear in the Live Area of the Repository, and it will also be searchable via Summon and Google (Scholar) and feed into your staff profile page, for example:

### Research Outputs

Cowton, Christopher J. (2010) [Banking ethics](#). Working Paper. Financial Ethics and Governance Research Group University of Huddersfield, Huddersfield, UK. (Unpublished)

Cowton, Christopher J. and San-Jose, Leire (2010) [Giving credit where it's due – but no more: an ethical analysis of trade credit](#). Working Paper. Financial Ethics and Governance Research Group University of Huddersfield, Huddersfield, UK. (Unpublished)

Cowton, Christopher J. and San-Jose, Leire (2009) [Better payers? An empirical study of the trade credit practices of signatories of payment codes and members of FTSE4Good](#). In: 22nd EBEN Annual Conference, 10-12 September 2009, Athens, Greece. (Unpublished)

Cowton, Christopher J. and San-Jose, Leire (2009) [Codes of payment practice: do they make a difference?](#) In: 2009 SBE Meeting, 6th - 9th August 2009, Chicago, USA. (Unpublished)

Cowton, Christopher J. (2009) [Banking on the banks](#). International Accountant (47). pp. 13-15. ISSN 1465-5144

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