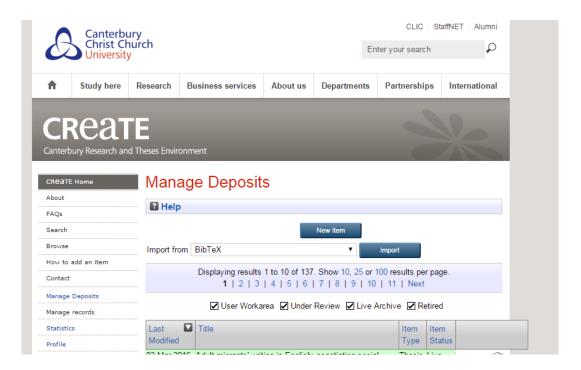
# Step-by-step guide to adding items to CReaTE

To deposit items in the repository, first access the Canterbury Research and Theses Environment (CReaTE). This can be accessed at <u>create.canterbury.ac.uk</u> - which will open in a new window.

You can also access CReaTE via StaffNet (from the 'Academic' menu) or via the University homepage, by clicking on the 'Research and Consultancy' tab and clicking on the CReaTE link; or via the Library Services webpages.

To log in to CReaTE, select 'Login' from the left-hand menu and enter your usual **CCCU computing username and password.** Once logged in, add an item by clicking on the 'New Item' icon (see below).



# 1. Select item type

Select the type of item you are depositing. The item type selected determines what details you will need to enter further on in the process. Once you have chosen the appropriate option, click 'Next' at the top of the web form.

## 2. Add a new document

Here you can upload any full text documents or files you wish to deposit in CReaTE. Publishers' permissions regarding depositing articles in repositories will be checked before the item goes live but if you would like to check these you can do so via <u>Sherpa/Romeo</u>: simply enter the journal title in the search box.

When the item has uploaded, click 'Next'.

Edit item: Article #14380 Type → Upload → Details → Subjects → rioxx → Deposit < Previous Save and Return Cancel Next >
Add a new document
To upload a document to this repository, click the Choose file button below to select the file and the Upload button to add it to CReaTE. You may then add additional files if you wish. You must add the full text of journal articles and conference proceedings for them to be included in the Research Excellence Framework in 2020. See here for more information.
You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.
File From URL
Choose File No file chosen

### 3. Add details

The starred fields are mandatory and *must* be completed in order for you to proceed. If you can provide additional information (e.g. which issue of the journal, any official URLs, etc.) that would be helpful, but it is not essential that you do so.

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Canterbury Research and	d Theses Environment	
CREATE Home	Edit item: Article #14380	
About	Type → Upload → Details → Subjects	b riovy b Donosit
FAQs	Type → Upload → Details → Subjects	→ rioxx → Deposit
Search	< Previous Save and Return Cancel	Next >
Browse		?
How to add an item	CO Title	
Contact		
Manage Deposits		
Manage records		A
Statistics	Abstract	?
Profile		

It is possible to add more than one division if you are working across schools, centres or departments. To do this, press and hold Ctrl at the same time as selecting the relevant divisions:

he divisions with which this item should be associated.
aculty of Arts and Humanities: Centre for Practice-Based Research in the Arts
aculty of Arts and Humanities: School of Humanities: Centre for Research, Kent History and Archaeology aculty of Arts and Humanities: School of Language Studies and Applied Linguistics
aculty of Arts and Humanities
aculty of Arts and Humanities: School of Humanities
aculty of Arts and Humanities: School of Humanities: International Centre for Victorian Women Writers (ICWW
aculty of Arts and Humanities: School of Media Art and Design
aculty of Arts and Humanities: School of Music and Performing Arts
aculty of Arts and Humanities: Sidney De Haan Research Centre for Arts and Health

Please note that it is now mandatory for the REF to add an 'Accepted' date (the date the item was accepted for publication) for journal articles and conference proceedings published as articles (i.e. in a publication with an ISSN), although you will be able to proceed with your deposit if you do not add one.

		Date					Event	
1. Year:	Month:	Unspecified	۲	Day:	?	•	Accepted •	
2. Year:	Month:	Unspecified	٠	Day:	?	۲	UNSPECIFIED Published	
3. Year:	Month:	Unspecified	٠	Day:	?	•	Published Online	
More input ro	ws						Accepted Submitted Completed	

## 4. Select subject area

You can select the relevant subject area for the material. This can be done by browsing the list or using the search box. Click 'Add' to add a subject.

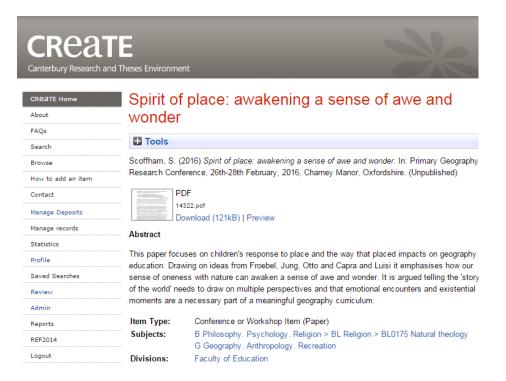
CREATE Home	Edit item: Article #14381
About	Ture & Usterd & Database Database & Database
FAQs	Type → Upload → Details → Subjects → rioxx → Deposit
Search	< Previous Save and Return Cancel Next >
Browse	
How to add an item	Subjects
Contact	Search for subject: Search
Manage Deposits	Clear
Manage records	Add AC Collections. Series, Collected works
Statistics	Add AE Encyclopedias
Profile	Add AG Dictionaries and other general reference works
Saved Searches	Add Al Indexes (General)
Review	Add AM Museums (General). Collectors and collecting (General)
Admin	Add AM0111 Museology. Museum methods, technique, etc.

If you are unsure which subject[s] to apply to your item, this step can be left for CReaTE staff.

#### 5. Deposit

This will move the item into the Review area of the repository where it will await checking by a member of the CReaTE team. If you have uploaded a file, CReaTE staff will check it for permissions and copyright compliance before making the item live in the repository. This may require contact with the copyright holder which could impact upon the speed with which items are added.

Items are normally processed within a few days of deposit, although this could take longer during busy periods.



If you have any further queries, please contact the CReaTE repository team at <u>create.library@canterbury.ac.uk</u>.

For details of our policies, please see the <u>CReaTE repository document</u> [PDF 496KB].