

## Introduction to deposit using BIROn


Log in with your ITS username and password. Your user profile enables you to create items and deposit them, but nothing goes “live” until checked by the BIROn team.


Click on **Manage Deposits**. You’ll see:

- A **spread sheet**-style display which shows your items. On new accounts this will be empty.
- The **New Item** button.
- The **Import Item** button.

Click on the “**New Item**” button - You’ll see the following tabs

<b>TYPE</b>	<b>UPLOAD</b>	<b>BIBLIOGRAPHIC INFO</b>	<b>SCHOOL</b>	<b>DEPOSIT</b>
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Within each tab is at least one field; click on  for guidance on each. You can click “**Save and Exit**” at any time, and move between tabs using **Next/Previous** buttons and/or the tabs outlined above.

**You only need to fill in the mandatory fields** marked with a . You can move along the workflow without completing them, but this generates an alert message. You can choose to fill in non-mandatory fields, otherwise the BIROn team will complete them.

### **TYPE**

The default type is Article. Bibliographic Info fields will change depending on what type you choose. For example, choose Book Section and the ISSN field is replaced by an ISBN field.

### **UPLOAD**

A simple Browse/Upload system for attaching full-text. If you upload a file, the Full-Text Format and Visible To fields default to “Text” and “Anyone” respectively. The Content field indicates which version you are uploading, i.e. Submitted/Accepted/Published.

### **BIBLIOGRAPHIC INFO**

#### **Title** -

BIROn checks publication titles against current content as you type, so if you input a title which is already on the system, you’ll see a warning message: *“The following records matching this title already exist in the archive. Please check that you are not entering a duplicate record.”*

#### **Authors** -

This field auto-completes, looking up a name against authors on the database and filling in the details. We no longer use Staff ID, so you can ignore it.

#### **Refereed** -

This refers to the published version, *not the file you’ve uploaded*. Most major journals are peer-reviewed, so use “Reviewed” unless you know otherwise.

#### **Status** -

HEFCE requires deposit of the final accepted draft within three months of acceptance, so the most commonly required option will be “In Press”. If already published, choose “Published”.

## Journal or Publication Title - 🌟

This field also uses auto-complete. Start typing a title and the system try to match it to those in the database, supplying ISSN and Publisher (if known). ISSN and publisher fields are not mandatory.

## SCHOOL 🌟

### School/Research Centre

Use the drop-down menus to select your school. More than one can be added where authors collaborate across departments.

Only Law allows you to “add” it at the School level, because it has no sub-departments. All other Schools need to drill down to department level using ➕.

## DEPOSIT

This screen allows you to either

- **Deposit** the item in the review cache (where it will be checked by us and sent live), or
- **Save** it to your own work area for later.

In either case, the item will appear on the **Manage Deposits** screen, which is the Spread sheet-style display you see when you log-in. Each item is colour-coded by status:

Yellow items are in your cache and **have not been deposited for review.**

Purple items are in review, and cannot be edited further by you unless returned by BIROn admins.

Green items have been reviewed by us and are now live on the system.

Grey items were live but have been removed, usually because they were duplicates.

You can tick/untick the boxes to see any combination of these statuses.

## TIPS

### **Check your profile**

With more than 10,000 records, you probably already have publications on BIROn deposited by us. You can [Browse by Person](#), find your publications and save time duplicating them. If you'd like to add a full-text file to an already live publication, please [email](#) the file and publication details to us.

### **Know your full-text versions**

Submitted – Your first submitted draft to the journal, before peer review. These are no longer accepted because they are incompatible with HEFCE, College and Funder policies.

Accepted – Your final submitted draft after peer review, but before publication. Also known as “Author’s Accepted Manuscript”. This is the draft required by HEFCE’s new OA policy.

Published – The final, type-set, formatted and branded “Version of Record”. Usually permitted on BIROn only if published via Gold Open Access.

### **Don’t fret about copyright**

If you’re worried about copyright, you can check journal Open Access policies on [SHERPA/ROMEO](#), and cross-check them against Funder policies on [SHERPA/FACT](#). However, we check all deposits for compliance and will not knowingly put anyone at risk of infringement. If we can’t use a file, we’ll lock it and ask if you have a more suitable draft.

### **Experiment!**

Anything you create stays in your work area, and won’t be seen by anyone else until you deposit it. Even once deposited, nothing goes live without us checking it.

### **If all else fails...**

Take a look at the [BIROn YouTube Channel](#), or [get in touch with us](#).