UWE Research Repository
How to add your work to your staff profile and the repository

1) Access the repository from the Library Homepage: http://www1.uwe.ac.uk/library/

You can also access the repository by:

- Typing “uwe eprints”, or “uwe repository” into a search engine. Direct link appears at or near the top of the list in Google.
- Going direct to: http://eprints.uwe.ac.uk (just eprints.uwe.ac.uk works)

2) Log-in by clicking on the word “Login” and entering your UWE username and password.
3) Use the “New Item” button to enter all the details manually.

4) From now on, you can navigate through the pages using either the “Previous” and “Next” buttons, or by clicking on the appropriate screen button (e.g. “Keywords” if you want to add keywords). You must complete all the screens and agree to the deposit agreement, before you can submit an item.

5) Firstly, agree to the Deposit Agreement. Click the Radio button that says “Yes, I accept...” It’s your responsibility to say that what you are adding is your work and check co-authors are happy for you to upload items, but the Repository Team will check the copyright on any items you add. We enforce a strict take-down policy if we are challenged.

6) Select the item type, then click “Next”. We accept most item types, from journal articles to book chapters to performances. As long as the work is part of your research, you can add it.

Using DOI Numbers
If you know the DOI number of your journal article you can use “import from” to automatically add most of an article’s information. The DOI (digital object identifier) is a number attached to almost all journal articles to uniquely identify them. To use this feature:

a) Instead of clicking “New Item” select “Import from DOI (via CrossRef)"
b) Click “Import”.
c) Paste the DOI number into the white box
d) Click on the “Import Items” button
7) Whenever possible, enter the full text of your publication by clicking on Browse, selecting the relevant file from your PC and clicking “Upload”.

Depositing the author’s final version of a work (this is the final draft, post peer-review, before it was formatted by the publisher) is usually OK to do – 80% of publishers allow us to add this version.

8) Complete the item details. All the starred fields must be completed before you can continue.

9) Click “Next”. An orange warning screen will appear if you’ve left any required fields uncompleted. You will need to go back to the previous screens and complete these. Once they have been completed, go to the “Keywords” section. Add any keywords you wish to, separating them with a comma. You may leave this section blank. Click Next.
10) Click “Save for Later” (if not finished) or “Deposit Item Now” if wanting to deposit now. If you choose to deposit the item, your entry will go to a “review” area where it will be checked by the Repository Team before being made live.

11) If you get lost, or want to know what you have added, Click the “Manage Deposits” link to check what you have added.
   - Yellow items (if user workarea is ticked) haven’t yet been deposited. Use the world icon to deposit, the bin to delete, or the pencil icon to edit. Hovering over the icons will tell you what they do.
   - Grey items (if under review is ticked) have been deposited and are waiting to be reviewed by a member of Repository Staff – you can only view these items, not edit them.
   - Green items (if live archive is ticked) are those that have been deposited and made live

Alternatively, you can search for live items using the Search tabs on the left hand navigation bar (Simple and Advanced Search)

For more help, e-mail eprints@uwe.ac.uk