FAQ

Q. What type of research outputs may be deposited?

Journal articles, conference papers, research reports, book chapters, occasional papers are the most common formats shared in a repository. Multi-media files are also welcome.

Q. When are embargoes on full text display applied?

Public access to full text is restricted

- To fulfill the 12 month embargo allowed by the UWC Legal Addendum.

- In cases where a specific publisher demands a longer embargo period.

- Where a published work will earn royalties for the author or UWC.

- In cases where a prior agreement is reached with a specific agency.

UWC LIBRARY
empowering our clients

Future Publications

Repositories are an important strategy to bring about wider circulation of publicly financed research.

Open access publishing in open access journals is another strategy for reforming scholarly publishing.

When you are ready to publish your next paper, please consult the list of accredited open access journals, arranged by subject on the Library website.
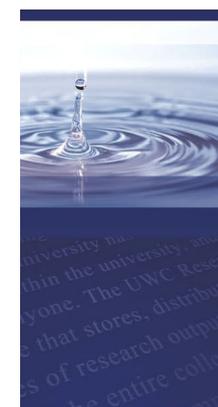
Accredited OA Journals

http://lib.uwc.ac.za/research/index.php/accredited-journals-list.html

OPEN ACCESS

OA PUBLISHING   OA SUPPORT   OA ARCHIVING

UWC Research Repository

A Quick Guide for Submitters

UNIVERSITY *of the* **WESTERN CAPE**

YOUR RESEARCH IS:

discoverable via a Google search

available to those who cannot afford published versions

accessible via a persistent link

preserved to be readable over time

http://repository.uwc.ac.za
Tel: 021 959 2938/repository@uwc.ac.za

Preparatory Work (once-off)

1. Register at
   http://repository.uwc.ac.za

2. The Repository Manager then authorises you to deposit to a collection.

3. You will be invited to submit your work.

Start a new submission

Login and click on Submissions, then "Start a new submission".

Select the collection to which you would like to submit, and click on "Next".

Step 1: Initial Questions

Mark any of the options if applicable. One asks about the peer review status of the work you are depositing, and whether the work has been previously published.

Step 2-3: Describe the item

Fill in as much information as you can.

Author	Last name, first name. No spaces between initials. Full stop after each initial. Click "Add" to specify co-authors.
Title	Use sentence case. No full stop.
Publisher	Name of Publisher
Date of issue	Year of publication

Citation	As for bibliography, eg Surname, Initials (Date). Title, Journal title, volume/issue: pagination. DOI if known
Type	Select the format of content you are submitting, eg, journal article, conference paper, etc.
Keywords	Provide topical keywords that represent the subject matter of your text. Click on "Add More" to add more descriptive keywords
Abstract	Synopsis of the work
Description	More information about item not provided for elsewhere

Step 4: Upload a file

Browse your computer for the file you want to deposit.

You may also upload associated files, eg data files. There is a Description field that allows you to designate their relationship.

If not needed, click on "Next".

Step 5: Verify submission

You will be given the opportunity to check the information you have provided is accurate. Click on "Correct one of these" to amend information.

Nearly Done!

Step 6: Grant Licence

Read through the deposit licence and click on "I grant licence" if you agree to the terms.

The licence certifies that you

Are the author and give the Repository permission to store, distibute and display the work.

Permit the Repository to migrate the content to a different format for preservation purposes and to keep more than one copy as backup.

Have the right to grant these rights without infringing others' copyrights.

NOTE:

The UWC Legal Addendum to Publication Agreement stipulates that UWC authors retain rights to deposit author versions in the Repository.

Please be assured that: The Library will check publisher policy, apply embargoes where necessary and liaise with you to ensure legal compliance.

Step 7: Submission complete!

You will receive an email notifying you that your file is in a pool waiting for verification.

Subsequently you will be alerted once your work becomes publicly accessible in the Repository.