



Deposit Guide

Create publication record in Staff Profile system

1. Connect to <https://www.dur.ac.uk:8443/CMSADMIN/data/profiles/>
2. Login using your CIS username and password
3. Select **My profile** from the left-hand menu then
 - **Edit Publications**
 - **Add Publication**

The following screen is displayed:

Import by DOI (Digital Object Identifier)
DOIs can be found on the publisher website - e.g. 10.1068/a43176

DOI

Search by DOI

Import by Publication details
You must enter the journal name or the ISSN/ISBN, the year of publication, and either the author name or the starting page.

- Using the ISSN/ISBN and starting page is more reliable than author name and journal name
- Searching on the minimum amount of information can improve search results

ISSN/ISBN

Starting page

Author surname

Journal/Book/Conference

Volume

Issue

Year

Search by details

Enter details manually
Select category Articles, magazine - New publication

4. Select one of three options to begin a new record
 - i. Enter the publication's DOI number if known or
 - ii. Enter selected key details about the publication or
 - iii. Enter the details manually
5. Select **Submit publication** to check if the record is already in the system
 - If it is, select **Add yourself as a co-author**
 - If not, select **Create publication** to save the new record

OFF-CAMPUS USERS

Cannot access the Staff Profile system directly. Remote access is possible for staff and research postgraduates. Either complete the online form to request access to the [Virtual Private Network \(VPN\)](#). Or contact the [IT Service Desk](#) to request access to [MDS Anywhere](#)

FULL-TEXT ALREADY DEPOSITED IN ANOTHER REPOSITORY? (eg arxiv)

Please enter its URL into the Profile record. The DRO Team will collect the file from the other repository and deposit it in DRO, if copyright permits.

DIGITAL OBJECT IDENTIFIER (DOI)

DOIs are alpha-numeric references used by *some* publishers to uniquely identify online documents such as journal articles and conference papers. If a DOI has been assigned, it can usually be found in the description of the publication on the publisher's website.

10.1068/A43176 is an example of a DOI.



Deposit Guide

Upload full-text and queue for transfer to DRO

1. Select **Upload full text for deposit in DRO** at the top of the publication record or

Select **My profile** from the left-hand menu then

- **Edit Publications**
- **Transfer to Durham Research Online**

The following screen is displayed:

Which version

- Author's accepted peer-reviewed manuscript
- Published version **ONLY** if author has checked that copyright agreement permits its use in DRO *OR* has paid an Article Processing Charge (APC) for 'Gold' Open Access

(Maximum file size 7MB)

Email dro.admin@durham.ac.uk for help to deposit a file larger than 7MB or for other advice and assistance.

2. Select **Browse** to locate the file containing the full-text
3. Select **Upload file**

Which version of full-text to upload?

Final accepted, peer-reviewed manuscript and ONLY the final published version if

- Article Processing Charge (APC) has been paid to the publisher or
- Author has checked that their copyright agreement permits deposit of the final published version

Check which records and files you have in DRO

1. Connect to <http://dro.dur.ac.uk/cgi/search/author>
2. Enter your surname and select your Department
3. Change Export results setting to **DRO publication list**
4. Select **Export**

FILE LARGER THAN 7MB?

This limit will be increased shortly. But in the meantime, please email dro.admin@durham.ac.uk to discuss alternative arrangements to deposit a larger file.

WHAT HAPPENS NEXT?

The DRO Team will check that the details in the Profile record are correct and will add anything missing. They then transfer a copy record to DRO. Finally, they will confirm that the copyright agreement permits the file provided to be made available open access in DRO.

PROCESSING ORDER

Records of outputs with a publication date of 2013 onwards will be processed first, if there is full-text attached. Records will be processed next which indicate that the full-text has already been deposited in another repository.

DRO REPORT

You can produce a basic report detailing your publications available in DRO by following the instructions shown left, then copy/pasting the results into a Word document.