**How DMU researchers can submit their research outputs on to DORA.**

**What should I deposit on to DORA?**

All research outputs and publications produced by academics and researchers at De Montfort University have to be recorded on [DORA](https://www.dora.dmu.ac.uk/).

From 1 April 2016, a full text version of all new DMU articles and conference papers is required to be deposited on the institutional repository. The full text will then be made available to the public (subject to any publisher-imposed embargo periods).

The [DMU Open Access policy](http://www.dmu.ac.uk/documents/research-documents/research-support/final-de-montfort-university-open-access-policy.pdf) has been amended so that it meets the requirements for the post 2014 REF.

The post 2014 REF requires that for a journal article or a conference proceeding (published with an ISSN) to be eligible for the REF a full text version must be deposited in to the institutional repository within 3 months of its acceptance date. Details of the post 2014 REF requirements can be found here: <http://libguides.library.dmu.ac.uk/openaccess/REF>

**How do I submit an item on to DORA?**

The process of recording a research output and depositing a full text version on to DORA is simple and straight forward.

**Logging on to DORA**

First of all you need to log on to DORA using your DMU single sign on details. DORA accounts are automatically created for all academic staff.  
If you are unable to log on, please contact the DORA team at: [dora@dmu.ac.uk](mailto:dora@dmu.ac.uk) or on telephone ext. 6391.

**Completing the submission form**

* After logging on to DORA, click on the “submissions” link in the My Account box on the left hand side of the page.
* Then select the “start another submission” link at the top of the page.
* Select which department you want to submit your research output to from the drop down list.
* The first submission page asks for information about the research output. Please complete as many of the fields as you can. The following fields have to be completed before you can move on to the next page: **author, title, date of issue, citation and output type**.
* The second page asks for more information, again fill in as much information as you are able to. The **funder** and **project identification** fields must be completed. If the research output is not the product of an externally funded project please put **n/a** in both of these fields. If you don’t do this you will be unable to proceed to the next page.
* The third page is only relevant if you are depositing a full text version of your research output. If you are not depositing a full text version please select N/A.
  + The first field on page 3 is asking you to select which Creative Commons licence you want to make the full text available under. Information about Creative Commons licences can be found here: <http://libguides.library.dmu.ac.uk/openaccess/licences>
  + The next fields are asking for information that is important for the REF. If you are depositing a journal article or a published conference proceeding, you need to select the date that it was accepted for publication. If no date is selected then the output may not be eligible for submission to the REF.
  + The final field is asking if there is any reason you think that you are unable to supply a full text version due to reasons covered in the [REF exceptions list](https://s3.amazonaws.com/libapps/sites/922/docs/19233760/Deposit_exceptions.pdf?X-Amz-Content-Sha256=e3b0c44298fc1c149afbf4c8996fb92427ae41e4649b934ca495991b7852b855&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Credential=0ED81C7CPQQADHEZG902%2F20160401%2Fus-east-1%2Fs3%2Faws4_request&X-Amz-Date=20160401T094536Z&X-Amz-SignedHeaders=Host&X-Amz-Expires=60&X-Amz-Signature=6035a355accdf2d1ec44e9a98135701112ecb11f3b9b2660ec343626251629d0)
* The next page is for the deposit of a full text version if required.

**Depositing a full text version of the output**

If you are submitting a **journal article** or a **conference proceeding** (with an ISSN) you are required to deposit a full text version of the output within 3 months of the publisher’s acceptance date.

**Articles and conference papers**: Most publishers will not allow their final published version to be used in an institutional repository. Most publishers will allow the author’s final peer reviewed version (Author’s Accepted Manuscript – AAM) to be displayed on a repository. This is the final version submitted to the publisher without any of the journal’s formatting and typesetting. Publishers often impose an embargo period during which this version cannot be made public. If there is an embargo period the DORA team will find out what it is and make sure that the full text version is not publicly available until the embargo period has passed. Information about full text versions can be found here: <http://libguides.library.dmu.ac.uk/openaccess>

Publisher’s policies toward repositories can be found from the [Sherpa Romeo web site](http://www.sherpa.ac.uk/romeo/)

**Books/Book Chapters:** Most publishers will not allow any version of an author’s book or book chapter to be displayed on an institutional Repository. If a book’s publisher will allow a version of full text to be displayed then we will contact the author for the appropriate version.

The DORA team will check the copyright compliance of all full text items before they are made live. If it is not clear that a publisher allows a full text version to be included in the repository, then the file will be removed before the record is made live.

All completed submissions are forwarded to the DORA team for checking before they are made live. You will receive an email once the item is made live.

If you need to change or edit an item once it has been submitted you will need to contact the DORA team at: [dora@dmu.ac.uk](mailto:dora@dmu.ac.uk)