

The [TLRP DSpace](#) repository provides a one-stop shop for [registering publications](#) for project annual reports, Regard and CERUK.

When you register your publication you will be asked to upload a digital copy of the document. Where projects have difficulties depositing whole documents into DSpace due to copyright restrictions special permission should be sought from the publisher. The TLRP office will provide support for this as required. Often publishers will permit the circulation of introductory chapters of books as long as it agreed that their sale will be promoted in the process. Whenever research users are directed to project publications automatically through DSpace, or by the TLRP office or Directors team, full details will be provided on where to purchase copyright copies (from the publisher and/or Amazon). As a general rule the following priorities apply on all publication deposits to DSpace:

- Whenever possible deposit the full publication.
- Where a publisher refuses permission to deposit the full publication deposit the published abstract, introductory chapter, or cover image and back cover blurb.
- Where all of these options are exhausted please provide your own brief abstract or introduction to the publication.

Instructions

Collect together the following electronic copies (in a folder on your desktop). You will need the publication that is to be deposited, a short abstract and you will need to have identified the key terms that are to be applied in identifying the major interests/subject(s) of the paper.

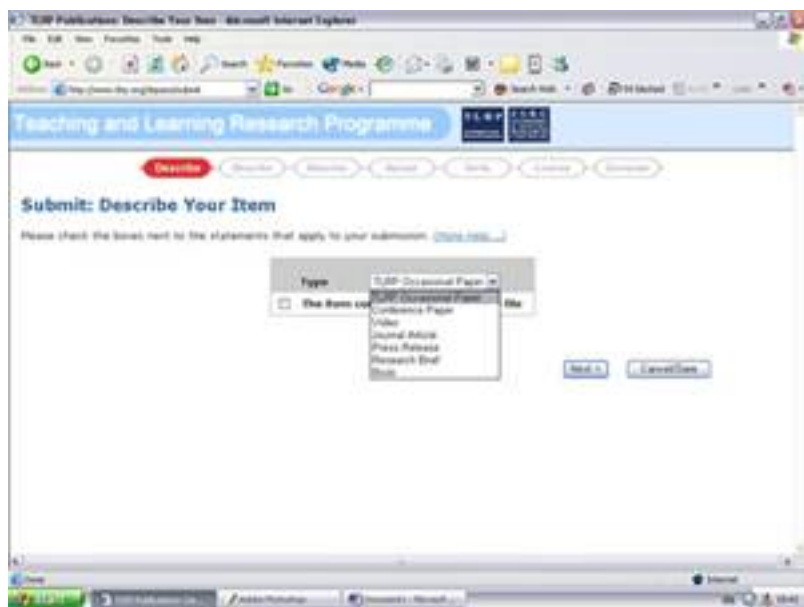
(See <http://www.tlrp.org/manage/admin/metatag.html>).



Access to the DSpace repository can be made via the link in your project (.ltn) workspace, or from the DSpace link on the Programme website (Management - Core Team Intranet), or from: <http://www.tlrp.org/dspace/password-login>

As a new user the first thing you will need to do is to register by selecting the highlighted text at

the top of the box. DSpace will then send you an email with a link to the registration page. When you have completed the details required you will find a **Login** link appears on the left hand margin of the registration page. Follow this link and enter your email address and password.



This will take you to 'My DSpace' where you can 'start a new submission'. In the next two DSpace pages you will need to describe your submission by completing each of the boxes.

On the first 'Submit: Describe Your Item' page you will select the publication 'type'. In most cases only one item will be deposited for each DSpace record so you should not tick the box 'The item consists of *more than one* file'.

On the second 'Describe your Item' page you will provide the bibliographic details. For multiple authors you will need to press 'Add More'. It is important here to adhere to the usual bibliographic conventions, as the data will be applied in bibliographic lists. In logging the 'Research Interests' it is important to remember that these are the key terms that may be used in a search to obtain this title. The terms must relate closely to the major subject of this particular publication and not to the overall project, and the challenge is to **only identify the most significant subjects dealt with in the paper**.

On the third 'Describe your Item' page provision is made for an abstract to be included and this can often be entered simply by cutting and pasting from the publication itself. In cases where copyright has not been available it may be that this will be the same abstract as that deposited as a word or PDF document on the next 'Describe your Item' page where you are invited to browse on your computer for the file that you wish to upload.

You will then be advised if your file was uploaded successfully and invited to check/change this as required and finally verify that all that you have entered is as you intended.

When the submission is completed the submission moves into another workflow system where it is double checked by the TLRP office staff before finally being entered into the repository. There will therefore be a **short** delay (depending on office staffing and other priorities) before the item appears in DSpace serviced and related searches.

Notes:

- A 'book' may be defined as any lengthy one-time publication that is complete in itself, detailed in treatment, and containing a bibliography.
- An occasional paper is a paper commissioned by the TLRP or delivered at a TLRP conference

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