

Northumbria University Repository Deposit Guidelines

Self Archiving

Self-archiving is not yet fully available.

Mediated Archiving

Mediated Archiving is a service from Library and Learning Services enabling you to submit research outputs to Northumbria Research Link.

When you choose to use the service you will be required to provide details of your research output which will then be checked with publisher/copyright owner for permission to deposit into Northumbria Research Link.

Based on publisher/copyright owner requirements, you are then asked (when applicable) for the appropriate version (e.g. journal articles – final peer-reviewed version or publisher's version) of each output for deposit.

NB. For mediated archiving you must read the NRL deposit licence before submitting your material as the NRL administrator will need to grant this licence on your behalf.

(Permission will be taken as granted for mediated deposit unless stated otherwise by person(s) depositing their material)

Submission Procedure

- **Read the Northumbria Research Link Deposit Licence:**
For self-archiving you must read the deposit licence and then complete the agreement section in the Deposit Submission Form.

For mediated-archiving you must ensure that you are willing to allow the repository administrator to grant this licence/complete the agreement section in the Deposit Submission Form on your behalf.
- **Contact your School “Guardian of Outputs”**
Each School has designated a “Guardian of Outputs”. They are the link between the School and the repository administration and are the initial point of contact for

research staff. To find out the name of the Guardian of Output in your School, email the Research Support team research@northumbria.ac.uk, or e-mail the Repository Manager at: lr.openrepository@northumbria.ac.uk

The “Guardian of Outputs” will forward your research to the repository administrators on your behalf (including any accompanying files). Each School will follow their own agreed submission procedures.

- **Complete the Deposit Submission Form**

(To be filled in by those with no School “Guardians of Outputs”)

If you are not affiliated to a School please fill in the Deposit Submission Form.

The Deposit Submission Form should contain as many bibliographic details as possible of the work you wish to deposit e.g. a journal article should include the following information:

Author(s)

Title of article

Page numbers (where known)

Year, volume and issue

Journal Title

Publisher

ISSN (if known)

DOI (Digital Object Identifier) (if available/known)

Collection(s) in Northumbria Research Link in which the output should be included.

Attach an electronic copy of the article (if available) – final peer-reviewed version preferred.

Library and Learning Services will then check the copyright status of the work, identify any requirements for open access deposit made by the publisher/copyright owner.

Who do I contact if I have any questions about depositing my e-thesis?

If you have any questions about Northumbria Research Link, e.g. how to submit a work, the copyright of your work, then please e-mail the Repository Manager at:

lr.openrepository@northumbria.ac.uk