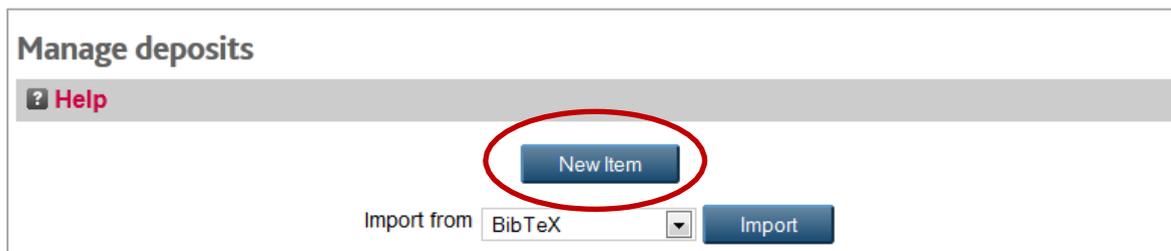


Making a Deposit in ResearchSPAcE

- To access ResearchSPAcE, go to <http://researchspace.bathspa.ac.uk>
- On the left menu, click **Self-deposit (staff only)** and enter your **BSU log-in details**.
- Click on **New Item** to begin depositing your work. There are five steps to complete.



Manage deposits

[? Help](#)

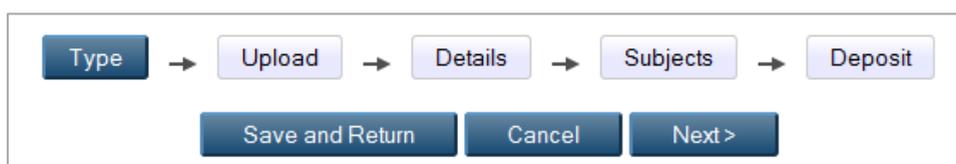
New Item

Import from

Note: You can also import work from a DOI, RefWorks, Bib TeX and more. Email researchspace@bathspa.ac.uk if you require help with any of these.

Step 1: Type

- Select the **Item Type** that best describes your work from the list provided.
- ResearchSPAcE is designed to provide access to the scholarly outputs of Bath Spa University; this includes textual and non-textual research.
- The Item Type you select will automatically generate the appropriate details fields to fill in later.
 - Navigate to the next step by click the **Next >** button at the top or bottom of the screen. You can also skip or go back to a step using the top buttons.



Step 2: Upload

- The University's [Open Access Policy](#), incorporating HEFCE's requirements for the next REF, requires the 'post-print' version of all journal articles and conference proceedings (with ISSNs) to be uploaded into ResearchSPAcE. Embargoes and publisher restrictions will be observed. The Open Access Policy also requires, where possible, the upload of other scholarly research outputs such as book chapters, images, reports, and audio-visual material. For further information please see the [Open Access FAQs](#) or contact us.
- If you are uploading a file, you must tick the box to agree to the deposit licence. This licence gives ResearchSPAcE non-exclusive rights to store your material. You can click on **Terms & Conditions** to read the terms of the deposit licence in full.

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

Please tick that you agree to the **Terms & Conditions** before you can upload files.

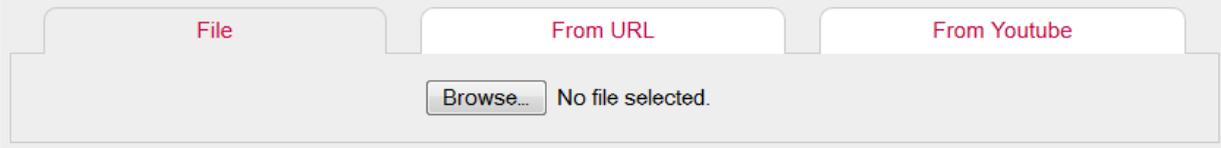
- Then you can either **Browse** and select a file from your computer, or use the other tabs and copy and paste a URL from an external site or Youtube.

Add a new document

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

Please tick that you agree to the **Terms & Conditions** before you can upload files.



The screenshot shows a web interface for adding a new document. At the top, there are three tabs: 'File', 'From URL', and 'From Youtube'. Below the tabs, there is a 'Browse...' button and the text 'No file selected'.

- Click **Next >** to move to the next step.

Step 3: Details

- The details page will be generated from the Item Type you selected at the first step.

Please enter as much information as you can about your work.

Note: Don't worry too much about cataloguing standards... all self-deposited material is reviewed by the Research Publications Librarian before being made 'live'.

- Fields marked with a  are mandatory and must be completed. If you are unsure what to enter into a particular field, click on the  icon for further information.

Note: If you are depositing a journal article you must record the date the work was *accepted by the publisher* (with no further revisions) in the drop-down list of options in the Dates section. This is a key piece of information required by HEFCE for the REF.

- Click **Next >** to move to the next step.

Step 4: Subjects

- This step is optional. If wanted, you can select a subject or subjects that describe your work.

- Click the  next to the general subject name (e.g. N Fine Arts) to expand and then click  to choose a specific subject (e.g. NB Sculpture).
- Click **Next >** to move to the final step.

Step 5: Deposit

- The final step is to click **Deposit Item Now** to send your record to the Research Publications Librarian for review. You will still be able to see a preview of the item record.
- Alternatively, click **Save for Later** if you wish to make more alterations to the record before sending it for review.
- Once the record has been approved it will appear 'live' on the repository and be visible in Google search results within a short time.

Further support

If you require help or further information, please contact researchspace@bathspa.ac.uk