

How to deposit in SHURA

Go to SHURA <http://shura.shu.ac.uk>

Choose Login (top right)

Login with your university username and password. It needs to be a University staff login.

This takes you to the **Manage deposits** screen.

For manual deposit

1. Select **New Item**

Then select item type. if you are unsure of type, read the descriptions.

Item Type

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**
A chapter or section in a book.
- Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**
Unpublished conference items such as PowerPoint slides, the script of an oral presentation, or a conference poster. You must upload a document - abstracts will not be accepted. If the conference item has been or will be published in a journal or in a volume of conference proceedings, then please use "article" or "book section" instead.
- Authored Book**
An authored book or a conference volume.
- Edited Book**
An edited book or a conference volume.
- Thesis**
A thesis or dissertation.

Then select **Next >**

2. Add descriptive information in the details page. This symbol is used for mandatory fields.

Complete as many fields as you can. You need to include:

- * **Title**
- * **Creators**
- * **Refereed**
- * **Status**
- * **Journal title**

Please enter the either the relevant Research Centre or Department (not both)

Dates Enter at least one year and select an event type from the drop-down list - for **Article** and **Conference or Workshop Item** deposits, you should enter at least the **Accepted** date.

Date			Event	
1. Year:	2016	Month: August	Day: 04	Accepted
2. Year:	2016	Month: September	Day: 02	Published Online
3. Year:	2016	Month: October	Day: 21	Published

Then select **Next >**

This takes you to the **Upload** page. Here you should upload the version of the paper that we are allowed to archive.

Upload has the function to **Add a new document**

Use to locate the file. **Browse...**

Complete the file description. Content type should be either Accepted version or published version. If the paper has a Creative Commons licence, select it from the drop down list under license.

The screenshot shows a metadata form for a PDF file named "Davids - team synergies in sport.pdf" (221kB). The form includes the following fields and options:

- Content:** Accepted Version (dropdown menu)
- Type:** PDF (dropdown menu)
- Description:** (text input field)
- Visible to:** Anyone (dropdown menu)
- License:** All rights reserved (dropdown menu)
- Embargo expiry date:** Year: (text input), Month: Unspecified (dropdown), Day: ? (dropdown)

At the bottom of the form is an **Update Metadata** button. A "Hide options" link is visible in the top right corner of the form area.

Then select **Next >**

You are then at the **Deposit** page.

Select **Deposit Item Now** when you have completed this process.

You can also use **Save for Later** if you wish to save it and are not ready for depositing.

You will see it in your Manage deposits area when you login in. Your entry will not be checked by an editor until you have actually done **Deposit Item Now**

After Deposit, your item will go to a Review process and a SHURA editor will check the entry, ensuring that it complies with publisher self-archiving policies including embargo periods.

How to deposit in SHURA

Go to SHURA <http://shura.shu.ac.uk>

Choose Login (top right)

Login with your university username and password. It needs to be a University staff login.

This takes you to the **Manage deposits** screen.

Deposit using a unique identifier (doi or PubMed id)

If you have a doi or PubMed id, you can use the import tool. This is on the Manage deposits screen.

1. Select "DOI (via CrossRef) or PubMed ID from the import from drop-down list.

Import from

Import Items from DOI (via CrossRef)

Enter a DOI or DOIs, one per line e.g. doi:10.1006/jmbi.1998.2354

2. Paste the doi or PubMed ID into the box

and then choose

*Occasionally the doi is not found in the system and you get an error message.
If this happens, you need to use the manual method.*

3. You then need to check and edit the information that has been imported.

You may need to:

- * [Copy and paste the abstract in](#)
- * [Add the email addresses to the SHU authors](#)
- * [Add the Research Centre or Department \(Not both\)](#)
- * [Update the dates field information \(see manual instructions\)](#)
- * [Select an option for the Referred and Status fields.](#)

You can then select

4. You will then be at the Upload page and can add a document as described on page 2.

After Deposit, your item will go to a Review process and a SHURA editor will check the entry, ensuring that it complies with publisher self-archiving policies including embargo periods.