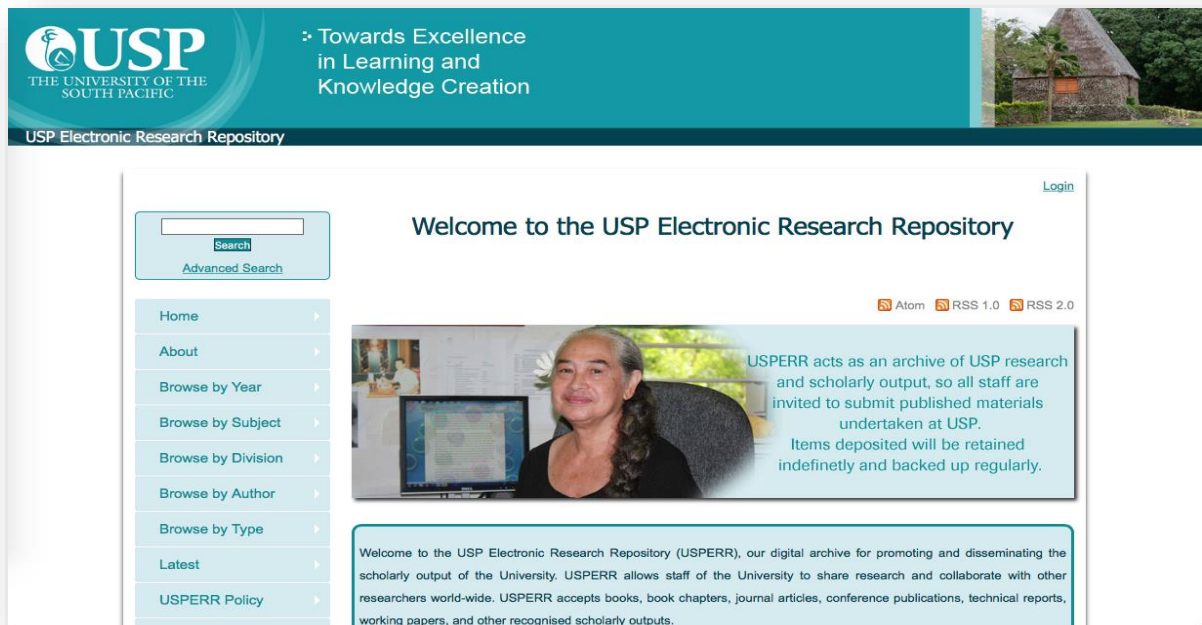


Depositing your Publications into the USP Electronic Research Repository (USPERR)

Step 1:

Go to the USP Electronic Research Repository (<http://repository.usp.ac.fj>)



Step 2:

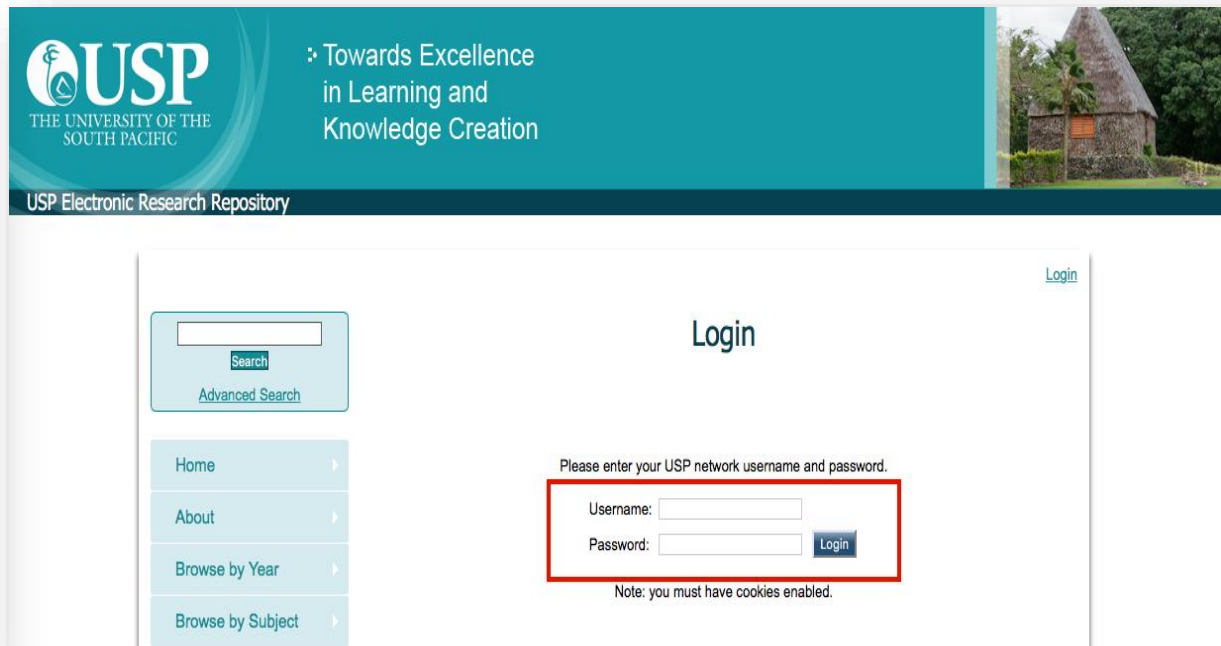
Click on "Login" at the top right hand corner.



Step 3:

Enter your staff username and password.

[NB: Depositing publications are only permitted by Staff. Students must contact the Research Office should they wish to deposit their student papers.]

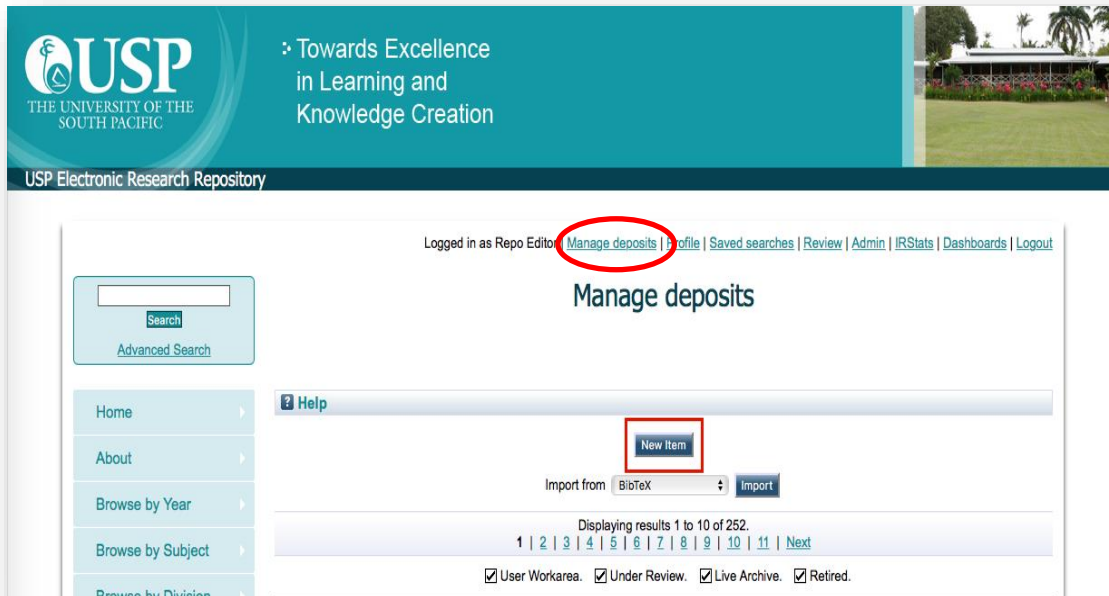


The screenshot shows the login page of the USP Electronic Research Repository. The header features the USP logo (The University of the South Pacific) and the tagline "Towards Excellence in Learning and Knowledge Creation". Below the header, the text "USP Electronic Research Repository" is displayed. The main content area is titled "Login" and contains a search bar with a "Search" button and a link to "Advanced Search". A sidebar on the left lists navigation options: "Home", "About", "Browse by Year", and "Browse by Subject". The login form itself is highlighted with a red border and includes fields for "Username:" and "Password:", followed by a "Login" button. A note below the form states: "Note: you must have cookies enabled."

Step 4:

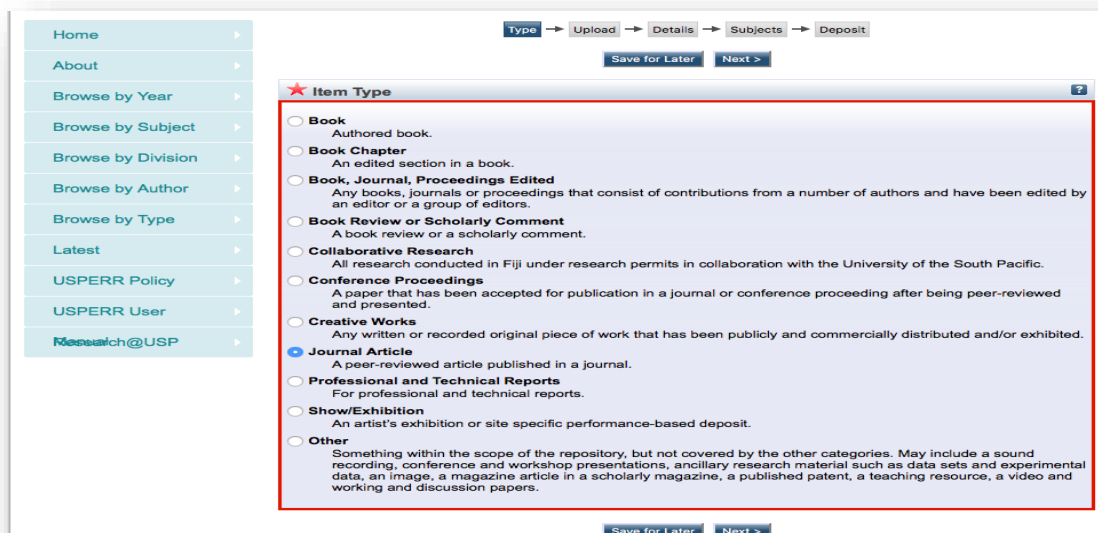
To enter a publication into the repository click on “**Manage Deposits**”, this will show you your USER Workarea

Click on “**New Item**” to begin your deposit



Step 5: ITEM TYPE

Select the type of publication that best suits your article and then click on “**Next**”



Step 6: UPLOAD

Upload document(s) if available. It is recommended that you click on the link provided: “[SHERPA RoMEO](#)”, to ensure that you do not violate any copyright policies of the publisher or regulations restricting this article from public access.

Logged in as Repo Editor | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [IRStats](#) | [Dashboards](#) | [Logout](#)

Edit item: Journal Article #9668

Type → **Upload** → Details → Subjects → Deposit

< Previous Save for Later Next >

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.

File From URL From OpenXML .tar.gz File Zip File

New document: Choose File no file selected Upload

< Previous Save for Later Next >

Select document by clicking on “**Choose File**” then “**Upload**” document

Logged in as Repo Editor | [Manage deposits](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [IRStats](#) | [Dashboards](#) | [Logout](#)

Edit item: Journal Article #9668

Type → **Upload** → Details → Subjects → Deposit

< Previous Save for Later Next >

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.

File From URL From OpenXML .tar.gz File Zip File

New document: **Choose File** no file selected **Upload**

< Previous Save for Later Next >

Before clicking “**NEXT**” make sure that the “**Visible to**” option corresponds to SHERPA RoMEO’s publisher policies.

The screenshot shows the 'Add a new document' form. On the left is a sidebar with navigation links: 'Browse by Year', 'Browse by Subject', 'Browse by Division', 'Browse by Author', 'Browse by Type', 'Latest', 'USPERR Policy', 'USPERR User', and 'Research@USP'. The main form area has a title 'Add a new document' and instructions. Below the instructions are tabs for 'File', 'From URL', 'From OpenXML', '.tar.gz File', and 'Zip File'. A 'New document:' section shows 'Choose File' and 'no file selected' with an 'Upload' button. A file icon for 'Microsoft Excel 1027Kb' is shown. The 'Metadata' tab is active, displaying fields for 'Content' (UNSPECIFIED), 'Format' (Microsoft Excel), 'Description' (empty), 'Visible to' (Anyone, highlighted with a red box), 'License' (UNSPECIFIED), and 'Embargo expiry date' (Year, Month, Day). A 'Hide options' link is on the right. At the bottom are '< Previous', 'Save for Later', and 'Next >' buttons.

Step 7: DETAILS

Fill in all publication details especially those with the red stars. The boxes “?” on the right hand side helps you to understand what information is required for each item.

The screenshot shows the 'Edit item: Journal Article #9668' form. On the left is a sidebar with navigation links: 'Home', 'About', 'Browse by Year', 'Browse by Subject', 'Browse by Division', 'Browse by Author', 'Browse by Type', 'Latest', 'USPERR Policy', 'USPERR User', and 'Research@USP'. The main form area has a title 'Edit item: Journal Article #9668' and a breadcrumb trail: 'Type → Upload → Details → Subjects → Deposit'. Below the breadcrumb are '< Previous', 'Save for Later', and 'Next >' buttons. The form has several sections: 'Title' (with a red star and a red box around it), 'Abstract' (with a red box around the '?' icon), 'Authors' (with a red star and a red box around it), and 'Divisions' (with a red star and a red box around it). The 'Authors' section has a table with columns: 'Family Name', 'Given Name / Initials', 'Affiliation', and 'USP Staff/Student ID'. There are four rows of input fields. A 'More input rows' button is at the bottom. The 'Divisions' section has a single input field.

Step 8: SUBJECT

Select the relevant subject fields by clicking on the “+” icon and then add the appropriate fields.



You can choose multiple subject fields.

Click “NEXT” once you have selected all the relevant subject fields.



Step 9: DEPOSIT

Once you are satisfied with your entry and you have read the terms of the agreement provided, you can click on “**Deposit Item Now**” to put the entry under review. This entry will be vetted by the Research Office before it is put on live.

The screenshot shows a web interface for depositing research. At the top, a progress bar consists of five buttons: 'Type', 'Upload', 'Details', 'Subjects', and 'Deposit'. The 'Deposit' button is highlighted in blue. Below the progress bar, there are two paragraphs of text. The first paragraph is for work deposited by its own author, and the second is for work deposited by someone other than its author. Both paragraphs state that the user grants the USP Electronic Research Repository the right to store and make the material publicly available, and that the repository does not assume responsibility for copyright breaches. The first paragraph also mentions that all authors are urged to prominently assert their copyright on the title page. Below the paragraphs, a line of text states: 'Clicking on the deposit button indicates your agreement to these terms.' At the bottom, there are two buttons: 'Deposit Item Now' and 'Save for Later'. The 'Deposit Item Now' button is circled in red.

Type → Upload → Details → Subjects → Deposit

For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant USP Electronic Research Repository the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that USP Electronic Research Repository does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)

For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at USP Electronic Research Repository) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.

Clicking on the deposit button indicates your agreement to these terms.

Deposit Item Now Save for Later

Notes:

- ❖ Once you have deposited your publication, you will not be able to make any more changes to your entry. If you wish to amend your entry after depositing, please contact the Research Office and we will be able to make the changes for you.
- ❖ Should you be required to provide more information you will be notified by the Research Office via email or the entry will be returned to you so that you can make the required amendments before re-depositing.