

The NORA quick deposit guide

<http://nora.nerc.ac.uk>

A quick guide to walk you through the key steps in depositing an item into the NERC Open Research Archive (NORA).

Entering details

- Once you have logged into NORA (your local support team can help if you are unsure of your login details – contact details are at the end of this guide) you will be presented with the following screen:

Manage deposits

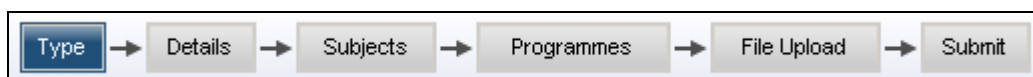
This screen lists all your items in NORA. Use the tickboxes below to show/hide items in each area of NORA and click on the title of an item to view, edit, delete or deposit it.

To sort any column, click on the column heading. Click the column heading again to reverse the sort order. To change which columns are displayed, choose **Modify profile** from the [profile](#) screen and edit your **Display Preferences**.

User Work area. Under Review. Live Archive. Retired.

Last Modified	Title	Item Type	Item Status
No items			

- Click the **New Item** button to start.
- The next screen will allow you to select the type of item that you wish to deposit. Choose whether your item is a book, article, thesis or one of the other available options.
- You can then move through the following stages in two ways. Either click the **Next** button or click on the next tab in the list displayed at the top of the page (shown below). As you progress through each stage, your work is automatically saved.



- Work your way through the fields, completing those ones that are appropriate to your item. The fields marked with a ★ are mandatory. If, at any point, you need further guidance on a particular field you can read the help text by clicking the associated help icon ?.

Uploading files

- Continue to move through the sections adding the appropriate subjects and programmes until you reach **File Upload**. Here, you can upload a copy of your item to the NORA archive. This is mandatory for peer-reviewed articles and conference items, but your research centre may also require mandatory upload of other items. You can find out what your research centre needs by contacting your local NORA support team.
- Items uploaded will usually be post-prints (i.e. the final version sent to the publisher after the review process is complete minus the publisher's typography and layout). You may wish to use the [SHERPA RoMEO](#) link to verify publisher policies before depositing.
- Please note that all items must be uploaded in PDF/a format, which is an ISO standard for the long-term archiving of electronic documents. PDF conversion facilities are available at all Research Centres - contact your local NORA support team or your local IT support teams if you require further guidance.

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.

Please upload a PDF/a version of your document. Native format files can also be uploaded and made available to NORA staff only, but normally they should be preserved in ERMS. If the item you are depositing is peer reviewed you MUST upload a file.

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

Upload new/another document:

- Click the **Browse** button to open a window allowing you to browse the contents of your computer to find the item you wish to upload.
- Once you have found the item, select it and click the **Open** button. You should now see the filename listed in the field above. Then click **Upload**.
- Once the file is uploaded, you can add further details (such as a file description and print version) and, if required, select an embargo period. If you do make any changes, click **Update Document** to save them.
- You can add as many additional, related documents as you wish. Use the same upload option described above.
- There is the option to add supplementary files, which is different from adding additional documents. You can use the link labelled '**Need to add supplementary files to previous upload**' but in almost all cases, this option is not needed. It is available if your original document has embedded files (not normally the case with PDFs).

Submission

- Once you have completed uploading your files, click the **Next** button (or the **Submit** tab) and you will reach the final submission screen.
- If you have failed to complete any of the mandatory fields, you will be given a warning for each field you have not completed. Each warning has a link that will take you back to the missing field.
- Once all of the mandatory fields are completed, you will be presented with a copy of the citation for your item and the NORA deposit agreement. Once you have read and agreed to the terms of the deposit agreement, click on the **Deposit Item Now** button.



- Your item has now been submitted to NORA. An editor will review your submission and, if acceptable, deposit this into the live archive. If the editor finds any problems with your item, they will return it to you with a message explaining why.

Support teams

- If at any stage you need further assistance, please contact your local support team.

British Antarctic Survey	nora@bas.ac.uk
British Geological Survey	nora@bgs.ac.uk
Centre for Ecology and Hydrology	nora@ceh.ac.uk
Proudman Oceanographic Laboratory	nora@pol.ac.uk

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