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Quick guide to depositing in 5 steps

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Log into <u>https://eprints.chi.ac.uk</u> using your staff username (not your email address). Your name will appear on the top right.

Step one: start upload journey

Click on the menu button 'Upload Item' or use the 'Upload Item' link in the page.

Step two: choose item type

You can now choose the item type, e.g. 'article' or 'conference item', etc.

Click 'next' to get to the 'details' screen

Step three: add details

- 5 Please complete all fields with an orange star, e.g. 'title', 'journal name' and most importantly 'Dates', 'REF' and 'Refereed'.
- 6 Please make sure the **'accepted date'** is set.

All other data can be added now, or later, either by you or by the library team. Click the "Next" button at the top or on the bottom of the screen to proceed.

Step four: upload your work

- Next, use the 'choose file' option to find your accepted manuscript*; the file name will appear on the screen, when loaded.
- Then click the 'upload' button to upload your accepted manuscript, also called *'Author Accepted Manuscript' (AAM).

*The AAM is the manuscript after the peerreview but before the journal formatting has been applied. You can find this manuscript attached to the congratulatory email of your editor, or follow the instructions in this PDF: https://tinyurl.com/findAAM

9 You can ignore all additional fields that will appear; we have pre-populated them for your convenience.

Step five: deposit

- Now scroll up all the way to the top and click the 'deposit' button on the top right of the screen.
- Finally, scroll to the middle of the screen and click either 'save for later' to complete more metadata later, or choose the button 'Deposit Item now'.

This will send your article or deposit to the review queue to the library team. Rest assured **this will <u>not</u> make the deposit live.**

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