RCM RESEARCH ONLINE:

UPLOADING INSTRUCTIONS

Please note that all items uploaded will be checked by an editor (a member of Research Office staff) before being released into the live archive.

Login

Log in to RCM Research Online with your username and RCM password. Your username is your email address without @rcm.ac.uk

Upload

Text items should be uploaded as PDF files and not as Word documents. Excel spreadsheets, zip files, MP3, MP4 and WAV files can also be uploaded.

1. After logging in you should be taken to your *Homepage*, if not, go to this page, and click on *Upload*.
2. Go to *Manage Deposits* (top of the page) and your new, blank upload should appear in the table.
3. In the right-hand column, click on the 'paper with magnifying glass' icon – this will open the upload for editing.
4. Go to the *Details* tab.
5. Find where it says *Type* on the left side of the page and click on *Edit item* opposite this. Choose the item type from the list.
6. Go to *Upload* on the row of boxes linked by arrows:

7. Go to *Choose File* and select the file from your device.
8. When it has uploaded, click on the + sign where it says *Show options* and choose the *Content*, *Type*, who it will be *Visible to*, the *License*, and the *Language* from the drop-down menus. If the item needs to be embargoed fill in the *Embargo expiry date*.
9. If there are further documents/other items to upload as part of the same entry repeat steps 7 and 8.

Details

Please note that the fields described below are those that appear when uploading an article. While many of the fields will be the same or similar for other item types, they may appear in different orders and there may be some additional/different fields in some cases. If your item is not an article please follow the instructions below for uploading and then look at the *Additional notes for item types other than articles* section, which begins on page 4, for how to complete any additional fields.

1. Go to *Details* on the row of boxes linked by arrows:

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

2. Fill in the *Title* and *Abstract* (if there is no abstract you can leave this blank).
3. For the *Creator(s)*, fill in surnames and initials only.
4. Choose the relevant *Division* (i.e. faculty or department). Hold down the shift key if you wish to associate the item with more than one division.
5. Insert the *DOI* if there is one, and whether or not the item has been *Refereed* and its publication *Status*.
6. Enter the *Journal or Publication Title*. If the journal is already on the system the details will appear in a drop down menu when you type in the title – if these are correct click on this and the *ISSN* and *Publisher* fields will complete automatically. If it is not on the system you will need to fill these in manually.
7. For the *Official URL*, use the DOI if there is one, otherwise use the publisher's webpage or other relevant link.
8. Fill in the *Volume*, *Number*, *Article Number* and *Page Range* if you have these.
9. For the *Dates,* if the item is a journal article published in a journal with an ISSN you <u>must</u> include the accepted date. The accepted date is the date on which the author is notified that the article has been peer reviewed, that (if applicable) all necessary changes have been made in response to that review, and that the article is ready for the final process of copyediting and typesetting. Please also input the published date if the item is published.
10. Additional links can be added to *Related URLs*: please note that if you add SoundCloud or YouTube links here the audio/video will appear on the public webpage for the item.
11. Add details of the *Funders* and *Projects* if relevant, and also your *Data Access Statement* if you have one.
12. Add a *Contact Email Address* if you wish to. If any of the items uploaded are not open access, or if no documents are uploaded at all, this will create a *Request a Copy* link on the public webpage which will allow people to contact you by email

to request copies. If you would not wish to be contacted in this way do not complete this field.

13. There is no need to fill in the *References* box unless you particularly want to.
14. *Uncontrolled Keywords*: add a few words or short phrases which describe the content of the item.
15. Add any *Additional Information* you think may be useful - this <u>will</u> appear on the public webpage for the item.
16. Add any *Comments and Suggestions* you may have for the Research Office - these will not be displayed to the public.

Subjects

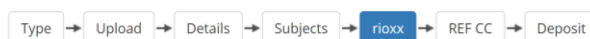1. Go to *Subjects* on the row of boxes linked by arrows:

Type → Upload → Details → **Subjects** → rioxx → REF CC → Deposit
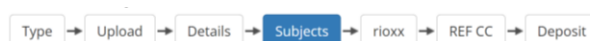
2. Choose the relevant subjects for your item: more than one may be chosen.

Rioxx

This is for items with a Creative Commons licence and/or *Article* item types only.

1. Go to *rioxx* on the row of boxes linked by arrows.

Type → Upload → Details → Subjects → **rioxx** → REF CC → Deposit

2. If the item has a Creative Commons licence, go to *License ref* and click on *Override the default mapping by providing a value*. Put in the URL for the licence you are using (these can be found here: https://creativecommons.org/about/cclicenses/) and the start date. The start date will either be the date you are depositing the item, or if it has already been published open access with a Creative Commons licence, the date of publication. If the item is embargoed it will be the date when the embargo expires.
3. For *Article* item types only: Go to *APC* and choose the option from the menu which best reflects the arrangements for any Article Processing Charge associated with the article.
4. Ignore all other fields in this section.

REF CC

This is the REF Compliance Checker, and is for *Article* and *Conference or Workshop Item* types only.

1. Go to REF CC on the row of boxes linked by arrows:
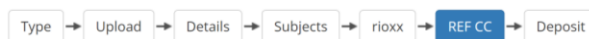
2. If the item has a publisher embargo tick the box under *Pre-Publication Embargo* and fill in the *Embargo length* in months.
3. If the item is published gold open access tick the box under *Gold OA* to confirm this.
4. If the item is being uploaded late (i.e. after the relevant deadline for uploading given by the REF) tick the appropriate exception from the list of *Deposit Exceptions, Access Exceptions* and *Technical Exceptions* and give an *Explanation* in the box provided.

Deposit

1. Go to *Deposit* on the row of boxes linked by arrows:
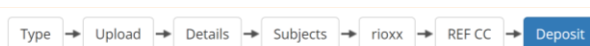
2. The system may warn you if there are any sections which have not been fully completed. If you do not have the necessary information to complete them at present please ignore these warnings.
3. If any of the documents uploaded are not open access and you have not entered a contact email address you may receive a warning as follows:

You do not have to provide a contact email address if you do not wish to.

4. Click on *Deposit Item Now* – this will send the item through to 'Review' where it will be checked by an editor (a member of Research Office staff) before being released into the live archive.

Additional notes for item types other than articles

Book section

In the *Details* section:

- Fill in the author(s) of the section/chapter as *Creators* and the editors of the book as *Editors.*
- If the book is part of a series put this in the *Series Name* field.
- Fill in the *ISBN*.

You do not need to complete the *rioxx* section.

Report

In the *Details* section:

- Complete the *Monograph Type* field.
- Complete the *Institution* and *Department* fields

You do not need to complete the *rioxx* section.

Conference or workshop item

In the *Details* section:

- Choose the *Presentation Type*.
- If the item is a conference contribution in a conference proceedings publication with an ISSN you <u>must</u> enter an accepted date in the *Dates* section. The accepted date is the date on which the author is notified that the item has been peer reviewed, that (if applicable) all necessary changes have been made in response to that review, and that the item is ready for the final process of copy-editing and typesetting. Please also input the published date if the item is published.
- Fill in the *Event Details*.

In the *rioxx* section:

- If the item has a Creative Commons licence fill in this section as described for *Articles* on page 3 above.
- If an Article Processing Charge has been paid for the publication go to *APC* and choose the option from the menu which best reflects the arrangements for payment.

In the *REF CC* section

- Complete any relevant fields as described on pages 3-4 above.

Book

In the *Details* section:

- If the book is part of a series fill in the *Series Name* field.
- Fill in the *ISBN*.
- You do not need an accepted date: fill in the published date instead, even if this is in the future.

You do not need to complete the *rioxx* section.

Edited book

In the *Details* section:

- Fill in the editors of the book as *Editors* and not as *Creators*.
- If the book is part of a series fill in the *Series Name* field.
- Fill in the *ISBN*.

You do not need to complete the *rioxx* section.

Thesis

In the *Details* section:

- Choose the *Thesis Type* and *Thesis Name*.
- Under *Status* choose *Published*.
- Under *Dates* fill in today's date and choose *Published* in the *Event* field.
- Fill in the *Institution* (which will be 'Royal College of Music') and *Department* fields.
- Complete the *Projects* field if your thesis was part of a larger RCM research project such as Music, Migration and Mobility.

You do not need to complete the *rioxx* section.

Patent

In the *Details* section:

- Complete the *Patent Applicant* field.

You do not need to complete the *rioxx* section.

Artefact

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Show/Exhibition

In the *Details* section:

- Complete the *Number of Pieces* field if this is relevant.
- Complete the *Venue Details*.

You do not need to complete the *rioxx* section.

Composition

In the *Details* section:

- Fill in the *Composition Type*.
- You may prefer to input the date completed in the *Date* section, rather than the date published. You don't need the month and day if you don't have these – only the year is necessary.

You do not need to complete the *rioxx* section.

Performance

In the *Details* section:

- Under *Status*, choose *Published*
- Do not fill in irrelevant fields such as *Media of Output* and *Publisher*.
- Put the date of the performance in *Dates*, and choose *Published* for the *Event*.
- Complete the *Venue Details*.

You do not need to complete the *rioxx* section.

Image

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Video

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Audio

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Broadcast

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Website

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Edition

In the *Details* section:

- Include the composer's name in the title field, e.g. '*Bizet: Carmen*'
- Where the edition contains the work of multiple composers use another appropriate title such as '*English keyboard music c.1650-1700: a series of facsimiles of manuscript sources.*'
- Put the editors of the edition in the *Creators* field.

The citation produced by the repository will appear in the following format:

> Meyn, N. and Heher, H. (2020) *Egon Wellesz: Drei Lieder Op. 24*. RCM Editions, London.

You do not need to complete the *rioxx* section.

Presentation

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Dataset

In the *Details* section:

- Complete the *Type of Data* field.

You do not need to complete the *rioxx* section.

Experiment

There are no additional fields for this item type, and you do not need to complete the *rioxx* section.

Teaching Resource

- Complete the *Copyright Holders* field.
- Complete the *Pedagogic Details* section.

You do not need to complete the *rioxx* section.

Portfolio

This item type collects a number of other items from the repository together.

- In addition to the *Type*, *Upload*, *Details*, and *Subject* pages you will need to complete the *Portfolio* page which can be accessed via the row of boxes linked by arrows:
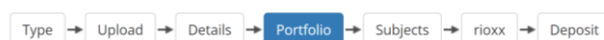
- In the *Portfolio Items* fields put in the E-prints number of each item you wish to add to the portfolio. The E-prints number for an item is the sequence of numbers at the end of the URI, so in the example below it is the numbers highlighted in yellow:

  https://researchonline.rcm.ac.uk/id/eprint/<mark>2388/</mark>

- You can also type the title, or the first few words of it, into the box and the lookup function will search for the item.

There are no additional fields for this item type on the *Upload*, *Details*, or *Subject* pages and you do not need to complete the *rioxx* section.

Other

This is for items within the scope of the repository, but not covered by the other categories. There are no additional fields for this item type, and you do not need to complete the *rioxx* section.