

## Learning & Information Services

# Step by Step Guide to Submitting to WIRE

Research has shown that work published in Open Access institutional repositories can gain more citations than research published in journals that limit access through paid for subscriptions. That means increased exposure to your work and all the benefits that come with it. Increasingly, more research funding bodies are insisting that work carried out under their grants must also be deposited within an institutional or subject specific repository.

### What should I submit?

You should submit any of your research output that is relevant to your subject and is in the public domain. This could include published articles, books or book chapters, technical reports, conference papers, images, multi-media files and theses. We recommend that you read the deposition licence and the WIRE statement document before you submit an item.

### How should I submit it?

There are two ways to get your research into WIRE. Repository staff can deposit the work on your behalf, or you can undertake the process yourself. This latter method is known as **self-archiving**. (Note that only members of the University of Wolverhampton are able to submit content to WIRE).

If you would like repository staff to archive material on your behalf, please e-mail your work to the WIRE team ([wire@wlv.ac.uk](mailto:wire@wlv.ac.uk)). It will help to speed up the process if you also complete the Key Metadata form (<http://www.wlv.ac.uk/lib/media/departments/lis/documents/Wire-Key-Metadata.docx>) and send it with your work. The submission will then be completed for you.

### Self-archiving

To start self-archiving, you first need to register with WIRE at <https://wlv.openrepository.com/wlv/register>. You may need to check the University's iCritical spam filter for the return registration email from [biomedcentral.com](http://biomedcentral.com).

Once you have registered, ask the WIRE team ([wire@wlv.ac.uk](mailto:wire@wlv.ac.uk)) to give you permission to submit to a particular collection or collections. They will confirm the permission by return email.

## Step 1

Once you have permission, click on the "Submit an item" tab, located under the banner "Wolverhampton Intellectual Repository and E-Theses" and enter your email address and WIRE password.

### Log In to WIRE

If you are not already an WIRE user and are affiliated with WLV, [register now](#).

E-mail Address:

Password:

## Step 2

Choose the collection you want to submit your item to.

Wolverhampton Intellectual Repository and E-Theses >

### Submit: Choose Collection

#### How should I submit it?

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If you would like repository staff to archive material on your behalf, please e-mail your work to the [WIRE team](#). It will help to speed up the process if you also complete the [key metadata](#) form and send this with your work. The submission will then be completed for you.

Alternatively, you can deposit your work using the self-archiving process detailed in the [Quick guides](#) section – Info for new users

Select the collection you wish to submit an item to from the list below, then click "Next". [More Help...](#)

#### Collection



Centre of Academic Practice (Formerly ILE)  
Institute for Learning Enhancement (ILE)  
**Learning and Information Services**  
Staff Papers  
**E-Theses**  
E-Theses  
**Centre for Art, Design, Research and Experimentation (CADRE)**  
Art Practice and Critical Theory  
Art, Design and Creative Technology  
Art, Society and Environment  
Contemporary Design and Applied Art  
**School of Humanities**  
Languages and Linguistics  
**School of Media**  
Media and PR

[Next >](#) [Cancel](#)

## Step 3

Here's where you begin to describe your item as fully as possible. A quick way of obtaining its key metadata is by using a PubMed ID or a Publisher's DOI – that's if your item has been published already. These will automatically populate some of the fields of the subsequent page.

You can check for a PubMed ID at <http://www.ncbi.nlm.nih.gov/pubmed/citmatch>. Publishers' DOIs can be checked at <http://www.crossref.org/>.

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### Submit: Describe your Item

[Pre-populate](#) [Describe](#) [Describe](#) [Upload](#) [Verify](#) [License](#) [License](#) [Complete](#)

There are two methods of submitting items to this repository: you can either enter the item's descriptive information (metadata) manually or pre-populate some of the fields using a PubMed ID or a DOI. You will then be able to add a file or files, or submit the metadata only (you will be able to add a file later). You will be able to review and edit your submission before it is archived. You will also be required to accept a standard license agreement.

- If you have a PubMed ID, or a publisher's DOI you can enter it below. The information available from these sources will be used to pre-populate the submission form. You will still be able to update any of these fields or add additional metadata.

#### PubMed ID

#### Publisher's DOI

- To manually enter the item metadata click the 'Next>' button below to go straight to the submission form.  
NOTE: Some publishers have certain conditions about you self-archiving work they have already published. You can look up their policies on [SHERPA's Romeo database](#).

Click 'Next >' to continue.

[Next >](#) [Cancel/Save](#)

If your item hasn't been published, or you don't have a PubMed ID or publisher's DOI, you'll need to enter all the information about your item manually.

## Step 4

Even if you use a PubMed ID or Publisher's ID, you'll still need to fill in some fields yourself. The more comprehensive and accurate the data you add here, the easier it'll be for others to find your work. You can also enter external links, which might include a link to the full text on a publisher's site.

### Submit: Describe your Item

Pre-populate Describe Describe Upload Verify License License Complete

Please enter the requested information about your submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. ([More Help...](#))

Fields marked with "\*" are mandatory.

#### Language

Please select the language of the title of your item.

English

#### \* Title

Enter the main title of the item.

Managing construction in communities in conflict

#### Authors

Enter the names of the authors of this item below.

Smith, John

Last name, First name(s) + Jr e.g. Smith, Donald Jr

Remove This Entry

Add More

Find and Add

#### Affiliation

Enter the affiliation of the authors.

University of Wolverhampton

## Step 5

The next page continues the description. Add as many subject keywords as you can. These are the words that will enable a searcher to find your work.

### Submit: Describe your Item

Pre-populate Describe Describe Upload Verify License License Complete

Please enter information about your submission below. ([More Help...](#))

Fields marked with "\*" are mandatory.

#### Description

Enter any other description or comments in this box.

Managing knowledge in the construction industry  
Site manager work and the use of coaching in areas  
of conflict; Architectural work as practice: Materialized  
[semiosis](#)

#### Subject Keywords

Enter appropriate subject keywords or phrases below.

Building	Remove	construction	Remove
Built environment	Remove	war zone	Remove
civil unrest	Remove	project management	Remove
time delays	emergency measure:	Add More	

#### Series/Report No.

Enter the series and number assigned to this item by your community.

Add More

#### Sponsors

## Step 6

At this point, you can upload the document or item to which your description refers. If you don't want to upload it, or aren't permitted to because of a publisher's restriction (see below), the final WIRE submission will consist of metadata only.

If your work has already been published in a journal or book, please be wary. Publishers often have policies about archiving work. If you don't comply with them, you'll be in breach of your publisher's copyright terms.

So before you upload an already published article, please look at your publisher's policy on archiving via the SHERPA's RoMEO service at <http://www.sherpa.ac.uk/romeo/>. Please follow its guidance on what you can and cannot archive.

Publishers' policies fall into four categories:

ROME colour	Archiving policy
<a href="#">green</a>	can archive pre-print <i>and</i> post-print or publisher's version/PDF
<a href="#">blue</a>	can archive post-print (ie final draft post-refereeing) or publisher's version/PDF
<a href="#">yellow</a>	can archive pre-print (ie pre-refereeing)
<a href="#">white</a>	archiving not formally supported

A "pre-print" means the version of the paper before peer review, and a "post-print" means the version after peer-review, once revisions have been made.

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### Submit: Upload a File

**Pre-populate** **Describe** **Describe** **Upload** **Verify** **License** **License** **Complete**

Click 'Browse' to search for the file you wish to upload from your computer. Once you have found the file click 'Open' on your explorer window and then 'Next' on this page to proceed to the next step. [More Help...](#)

Please note that WIRE is able to preserve the content of certain types of files better than other types. [Information about file types and levels of support for each are available.](#)

To skip this step please click 'Skip'

Document File:

No file chosen

File Description:

Please give a brief description of the contents of this file, for example "Main article", or "Experiment data readings".

Embargo Ends on:

/  /  (dd/mm/yyyy) \*Access to items

If the file is under embargo, please enter the end date of the embargo below

Sometimes, a publisher will allow you to archive a work after a certain period of time has lapsed. If this is the case, add the date on which the embargo ends. On that date, the work will be made accessible in WIRE.

## Step 7

Check your submission and make any amendments.

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### Submit: Verify Submission

**Pre-populate** **Describe** **Describe** **Upload** **Verify** **License** **License** **Complete**

#### Almost there!

Please spend a few minutes checking your submission. If anything is wrong, you can go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [More Help...](#)

If **everything is OK**, please click the "Next" button at the bottom of the page.

You can safely check the files you've uploaded - a new window will be opened to display them.

Language	English
Title	Investigating the properties of WIRE - test
Authors	Williams, Mark Alexander, Tobias
Affiliation	University of Wolverhampton
Other Titles	None
Date of Issue	24-May-2015
Publisher	None
Citation	None
Journal	Journal of WIRE discoveries
Abstract	The article explores to extent to which the influence of an institutional repository such as WIRE can be extended into the hinterland of academic pragmatism.
Identifiers	
Additional Links	None

**Correct one of these**

## Step 8

If your submission includes an item not covered by copyright terms from a publisher, you can license your work under a Creative Commons licence, with conditions you specify here.

Wolverhampton Intellectual Repository and E-Theses >

### Submit: Use a Creative Commons License

**Pre-populate** **Describe** **Describe** **Upload** **Verify** **License** **License** **Complete**

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**Allow commercial uses of your work?** ([more info](#))

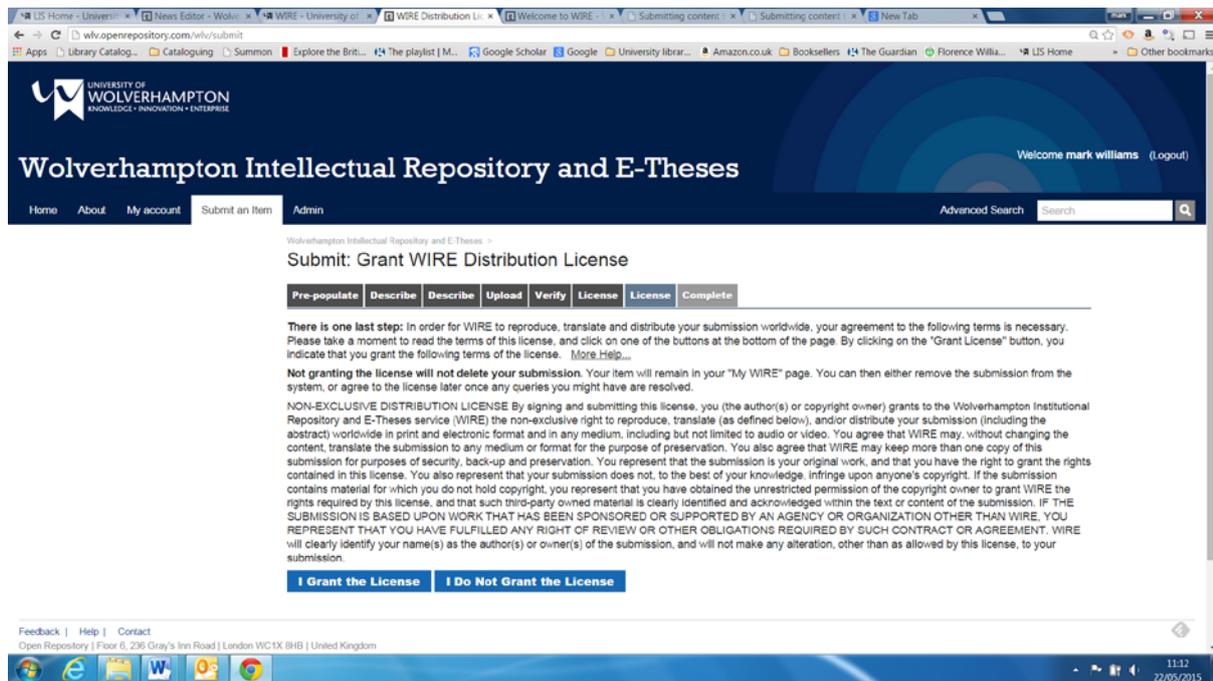
Yes  
 No

**Allow modifications of your work?** ([more info](#))

Yes  
 Yes, as long as others share alike ([more info](#))  
 No

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Creative Commons does not provide legal advice or services. We provide form legal documents; the rest is up to you.

Once you've chosen the licence terms, you'll need to "Grant the licence" if you agree them.



## Step 9

Your WIRE submission is complete now. The WIRE team will check it and you'll receive an email once the submission goes live. You can check on the status of your submission through the MY WIRE page.

