

Depositing your research output to WIRE via Elements.

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1. An overview of the process

Research output is added to Elements



The output is checked and approved by the Scholarly Communication Team (previously known as The WIRE Team) and any embargo period will also be applied.



Researcher is informed that the deposit has been made live in both WIRE and Elements.

2. Logging into Elements

You can login to Elements by visiting the Elements site – www.wlv.ac.uk/Elements.

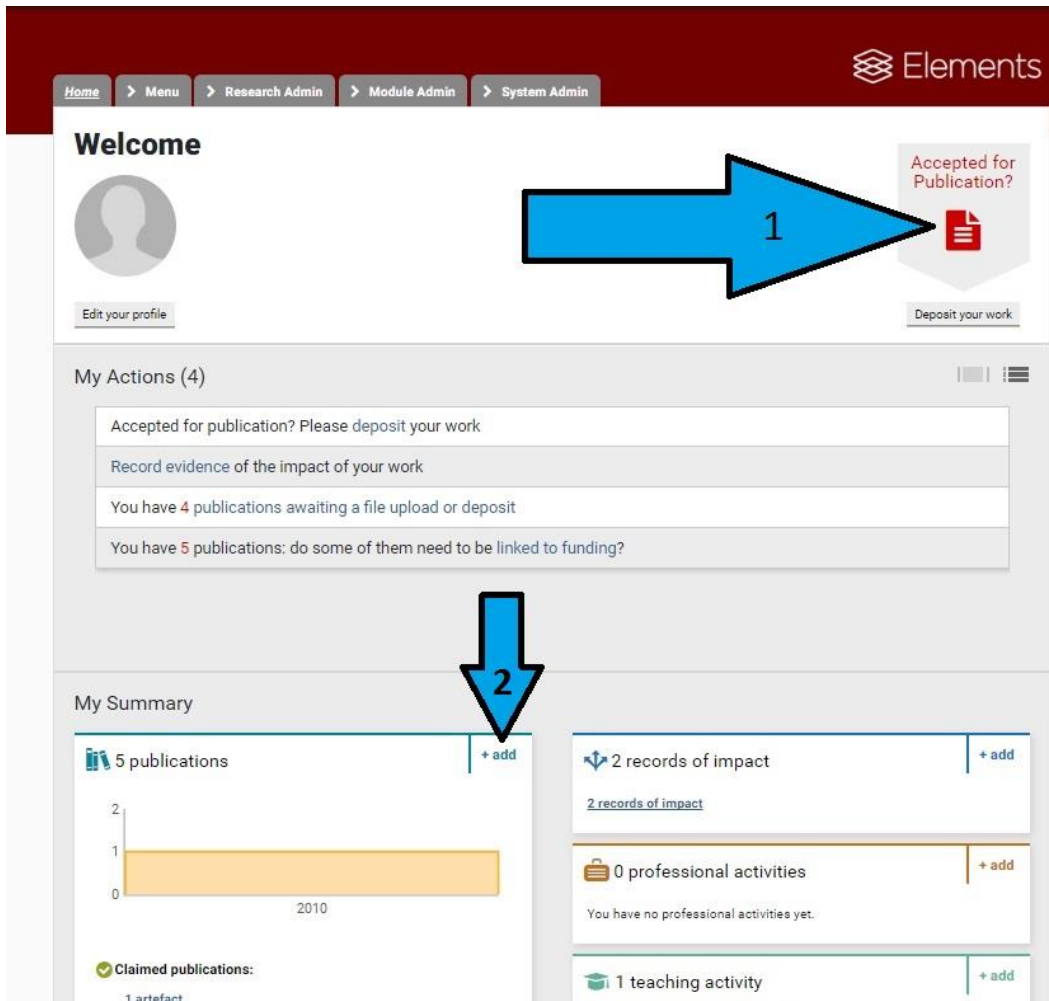
Click on the login button and login using your University IT Account username and password

If you are unable to login to Elements and receive an “incorrect password” error, please contact the IT Service Desk to reset your password by emailing itsupport@wlv.ac.uk or by calling 01902322000 or #2000 from an internal phone.

The screenshot shows the Elements user interface. At the top, there is a navigation bar with 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. The main header area includes a 'Welcome' message, a user profile picture, and an 'Accepted for Publication?' notification. Below this is a 'My Actions (4)' section with four tasks: 'Accepted for publication? Please deposit your work', 'Record evidence of the impact of your work', 'You have 4 publications awaiting a file upload or deposit', and 'You have 5 publications: do some of them need to be linked to funding?'. The 'My Summary' section displays various metrics: '5 publications' (with a bar chart for 2010), '2 records of impact', '0 professional activities', '1 teaching activity', and '0 grants'. It also lists 'Claimed publications' (1 artefact, 2 conferences, 2 journal articles) and 'Pending publications' (none).

3. Depositing your Author's Accepted Manuscript

To deposit an accepted Journal Articles or a Conference Contribution (with an ISSN) click on the **Accepted for Publication** button (arrow 1)



For other Research Deposit types, use the +add button in My Summary (arrow 2)



Title or DOI

[Skip](#)

If your output has already been published, there may already be a record in Elements. Use the search box to check.

If there is a record, skip ahead in this guide the Funding section, if not, continue to follow these steps to enter the details of your output.

***What is your relationship with this journal article?**

<input type="checkbox"/> Author of	<input type="checkbox"/> Editor of
<input type="checkbox"/> Translator of	<input type="checkbox"/> Contributor to

Selecting “Author of” will autofill your name into the author field below.

Essential Information

*** Authors:** No Authors - please add...

Add a person:

Last name (required)	First name(s)
<input type="text"/>	<input type="text"/>

*** Sub type:**

Article

Working paper

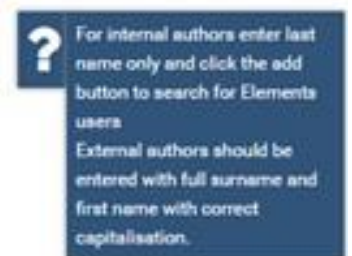
*** Title:**

*** Journal:**


*** Publisher:**

*** Keywords:** No Keywords - please add...

Advice can be found by hovering over the large ? at the side of the screen.




Fill out each required field with as much detail as possible, at the bottom of the list are further optional fields, adding details to these will help create a more complete record for your output.

* Date of acceptance: 

* Funding acknowledgements:

Grant ID

Organisation



Add the date your output was accepted for publication (if journal article or conference contribution)

If there is no external funder for this output, please add 'University of Wolverhampton' to the 'Organisation' field and leave 'Grant ID' blank

When this screen is complete, click **save** to move on.

Next you may add any funding or grant information associated with this output:

- If your publication is linked to a grant within Elements please find and select the grant from the list.
- If your publication is not externally funded please click the "not externally funded" button and continue to the next step.

Which grants are associated with this publication?

Again, click **save** to move on, and you will arrive at this screen:

Thank you

 Your publication is not deposited and is marked as not externally funded.

Do more with this book:



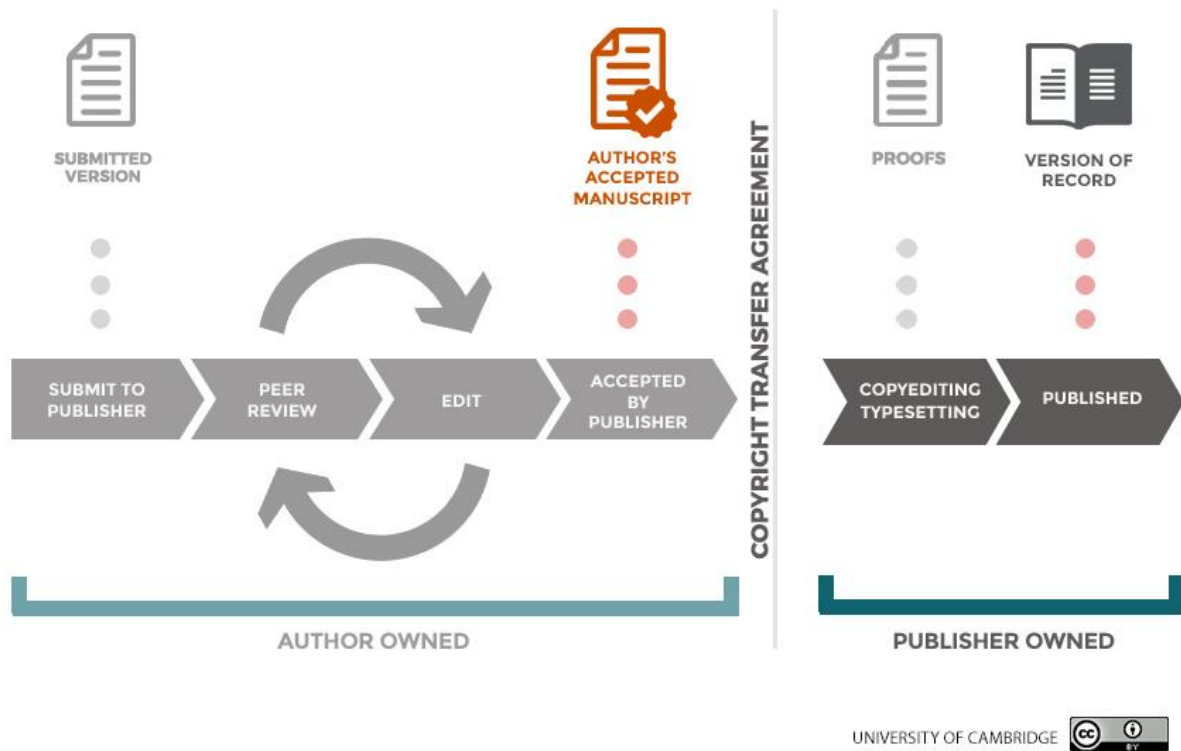
Deposit to WIRE



View your publication details

Now you have created the record and linked to any funding or grants connected with the output, you can **now upload the full text document**, usually the author's accepted manuscript. Click on **Deposit to WIRE** to move to the next step.

This diagram shows where in the publication process this is taken from:



For further help with manuscript version guidance please contact the Scholarly Communications Team at WIRE@wlv.ac.uk

You are about to deposit this media to **WIRE**.

1. Prepare deposit (step 1 of 2)

1 local file has been selected:

 aam diagram.jpg 

[+ Upload another file](#)

2. Complete deposit (step 2 of 2)

By depositing, you confirm that you agree to the [University of Wolverhampton WIRE Deposit licence](#).

Deposit

Click on **Deposit** to archive the file in WIRE.

4. Next steps

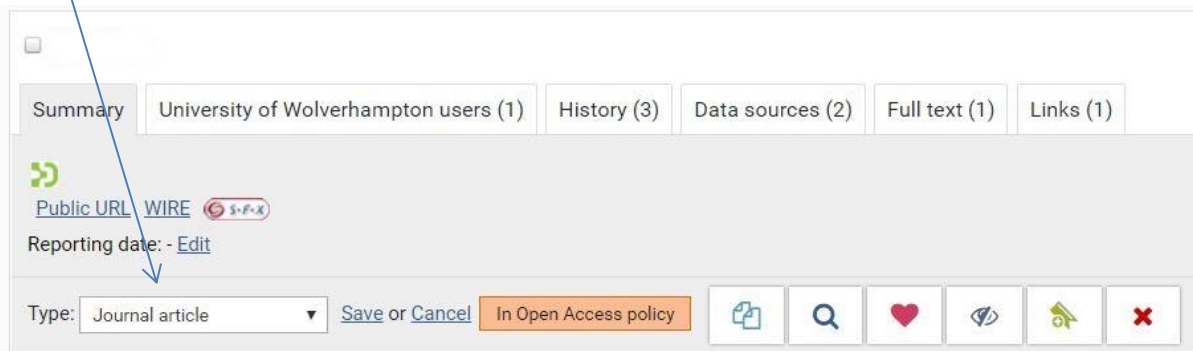
This will complete your deposit and the Scholarly Communications Team will review the deposit and set an embargo if needed. You will be sent confirmation of the deposit with the WIRE link included in the email.

If you have any questions, please contact the Scholarly Communications Team at:

WIRE@wlv.ac.uk

Notes:

- Once the item has been reviewed and made live, it is possible to edit certain fields such as the item type:



- Research Administrators should no longer deposit on behalf of academic staff as this must be done by the author of the output.