Repository Frequently Asked Questions

What files do I need to provide to the repository?
The repository will usually hold a PDF version of your document. There are a number of reasons for this

- they tend to be smaller than a word file
- they retain their layout consistently
- it is considered that the PDF format will be more sustainable
- most people can view them (many cannot open .docx, .pptx and .xlsx files).

If someone is submitting an item for you we also ask for a Microsoft Word version of your document so that details such as title and author can be copied from it. This eliminates the possibility of mis-typing these details.

What should I call my file?
Think about the person who will be downloading the file, when they find the document on their computer in 3 months time, will they know what it is? Try to give your document a name that will tell them where it came from and what it is about e.g. HELP CETL Interim Report.pdf . If you require help with this contact Robert.stillwell@plymouth.ac.uk

How do I submit an item?
This can only be done by an authorised person. You should navigate to the collection in which you wish to deposit the item and click on *Submit a new item to this collection.*

If you cannot see *Submit a new item to this collection* link you may be in a community rather than a collection

When there is more than one author, does it matter what order I enter them?
Yes, if there is more than one author enter their names in reverse order i.e. Enter the name of the lead author last.

Where do I enter the date that my resource was published?
In the Initial Questions of the submission process asks whether the contribution has been published or distributed previously. Check this box and you will be able to fill in the date and citation information for your contribution.

What are Subject Key Words and Phrases?
Key words form part of the description of an item in the repository. They are important as they help people and search engines, e.g. Google, find relevant resources.

You can enter a number or words or phrases, up to 6 is usual. After entering each one you should click *Add* and it will appear under the *Subject Keyword* entry box.

What is the difference between the *Abstract* box and the *Description* box?
The *Abstract* is a description of the contents of the item i.e. what it is about; many journal articles will already have an abstract. The *Description* refers to other relevant information about the item such as where a presentation was made.

What is the *File description* box?
Where a contribution has more than one file, for example a paper and an presentation, the file description box enables you to enter a brief description of each file. Otherwise you can leave this box blank.

What if I want to stop part way through submitting an item?
You can select the *Save & Exit* button at the bottom of each submission page. This will keep the data you have entered. You can access it again by clicking on *Submissions* under *My Account* on the left hand side of the screen. You must be logged in to see this.

When you have completed submitting an item you will get an email with the handle number.

What is a handle number?
This is a number that is unique to each submission but there may be more than one file associated with a handle number e.g. Microsoft Word and Adobe pdf versions of a document.

How do I link to an item in the repository?
Linking to items within a repository is an efficient and reliable way of accessing resources. When viewing you will notice each item has a unique address (URI) which looks like this http://hdl.handle.net/10293/xxx. You should use this address to link to the document as it will never change.