The NORA quick deposit guide

A quick guide to walk you through the key steps in depositing an item into the NERC Open Research Archive (NORA). There are two methods: 1. Manually adding an item; 2. Importing an item using a DOI.

- Once you have logged into NORA (if you are unsure of your login details contact your local NORA team) you will be presented with the following screen:

1. Manually adding an item:

- Click the **New Item** button to start.
- You can then move through the following stages in two ways. Either click the **Next** button or click on the next tab in the list displayed at the top of the page (shown below). As you progress through each stage, your work is automatically saved.

Uploading files

- Continue to move through the sections adding the appropriate subjects and programmes until you reach **File Upload**. Here, you can upload a copy of your item to the NORA archive. This is mandatory for peer-reviewed articles and conference items, but your research centre may also require mandatory upload of other items. You can find out what your research centre needs by contacting your local NORA team.

- Items uploaded will usually be post-prints (i.e. the final version sent to the publisher after the review process is complete minus the publisher's typography and layout). You may wish to use the SHERPA RoMEO link to verify publisher policies before depositing.
- Click the **Browse** button to open a window allowing you to browse the contents of your computer to find the item you wish to upload.
- Once you have found the item, select it and click the **Open** button. You should now see the filename listed in the field above. Then click Upload.
- Once the file is uploaded, you can add further details (such as a file description and print version) and, if required, select an embargo period. If you do make any changes, click **Update Metadata** to save them.
- You can add supplementary files and any additional, related documents using the same upload option described above.
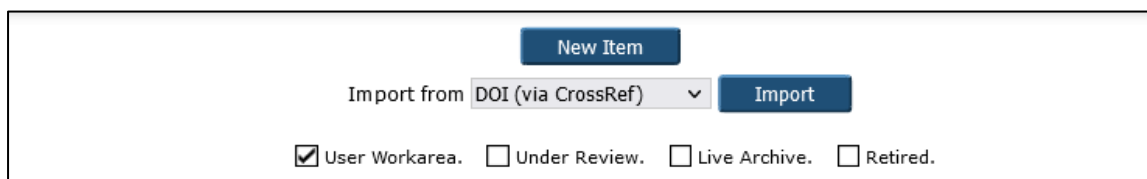
Submission

- Once you have completed uploading your files, click the Next button (or the Submit tab) and you will reach the final submission screen.
- If you have failed to complete any of the mandatory fields, you will be given a warning for each field you have not completed. Each warning has a link that will take you back to the missing field.
- Once all the mandatory fields are completed, you will be presented with a copy of the citation for your item and the NORA deposit agreement. Once you have read and agreed to the terms of the deposit agreement, click on the **Deposit Item Now** button.
- Your item has now been submitted to NORA. An editor will review your submission and, if acceptable, deposit this into the live archive. If the editor finds any problems with your item, they will return it to you with a message explaining why.

2. Importing an item using a DOI

If your item is already published and has a DOI, you can import the basic metadata fields into a new NORA record.

- In **Manage Items** instead of selecting New Items, choose **DOI (via CrossRef)** from the dropdown and select **Import.**

- In the next screen enter the DOI and select **Test without Importing**.
- A green tick will show if the DOI is found, click **Import Items** and the basic metadata fields will be populated in a new NORA record. If a record already exists in the repository with the same DOI a warning message will display to avoid duplication.

Test run completed: 1 item(s) found.

Enter a DOI or DOIs, one per line e.g. doi:10.1006/jmbi.1998.2354

doi:10.1006/jmbi.1998.2354

Test without Importing   Import Items

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- Follow the same steps under **Uploading files** and **Submission**.

If you have any queries contact your local NORA team under **Contact Us**.