

RCM Online Brief Upload Instructions

Go to <http://researchonline.rcm.ac.uk> and log in using your RCM id and password.

1. Journal articles

- If you have a DOI, life is easy – if you don't jump to part 2.
- From the manage deposits tabs (where you are when you log in, or there is a tab-link)
- Click import from and select "DOI (via CrossRef)" and click Import
- Enter your number (the format will be something like this doi:10.3389/fpsyg.2014.00025)
- You can test without importing to check everything is OK and if you're happy, Import Items
- The next field is filled in for you
- Click next
- Choose file - if you don't have it you can get it from the publishers website IF the publisher allows by checking at <http://www.sherpa.ac.uk/romeo.php> (there is also a link in the system when you start the new item process)
- Best practice is to have a title page for the uploaded article stating author names, date, title, where it was published and which version (pre-publication version or final version)
- Click next (everything is filled out for you but check it anyway, the official URL is important)
- Insert or copy and paste the abstract
- Check the names (in creators) and make sure the format is surname and initial (not the whole first name – this will make you more searchable (so there's only one Smith R. and not also Smith, Robert). The system will recognise an existing name
- Select your division (area of research) and fill in any remaining publication details (e.g. "Refereed", "Status" – check the official URL; if there are funders or projects add them and expand and fill in the remaining boxes if you have additional information)
- Click Next and a + "add" an appropriate subject(s) (in broad terms, mostly music but have a rummage if there's anything else appropriate, if you want a subject added please email research@rcm.ac.uk)
- Click next
- In the REF-CC field chose the appropriate REF panel and a deposit exception if necessary
- Deposit item now (you'll see it when it's been checked)

2. All other item types and journal articles without DOI

- Click on New Item
- Select the type of output (e.g. article, thesis etc.)
- Click Next
- Choose file (your file will upload and you will see an icon)
- Best practice is to have a title page for the uploaded article stating author names, date, title, where it was published and which version (eg pre-publication version, final version)
- Click Next and fill in as many fields as required including the journal URL if appropriate (there is a lot of content here)
- When adding your name to the creator field, use surname and initial (not the whole first name – this will make you more searchable (so there's only one Smith R. and not also Smith, Robert). The system will recognise an existing name.
- Make sure you choose your division (area of research)
- Click Next and a + "add" an appropriate subject (in broad terms, mostly music but have a rummage if there's anything else appropriate, , if you want a subject added please email research@rcm.ac.uk)
- Click Next
- Deposit item now