Quick Reference Guide to using Manage My Publications

This guide will show you how to easily and quickly add your publications to Cardiff University’s online repository, ORCA. A video tutorial can be viewed here: http://youtu.be/uKF-8SKAscE

ORCA can be searched for your publications at http://orca.cf.ac.uk/

If this is your first time using Manage My Publications and ORCA, please search ORCA for your publications before you begin. Some may have already been uploaded.

Logging in
- Go to https://portal.cf.ac.uk
- Log in using your network username and password.
- Click on the Research tab.
- The Manage My Publications panel can be found on the bottom left.

How to deposit your publications
From the Manage My Publications panel you have three methods of depositing your publication information.

These can be accessed through the Web of Science, DOI Number and Quick Deposit tabs.

Method 1. Web of Science
You can identify your publications by searching the Web of Science. This is an easy way of depositing large numbers of publications at once.

1. Use the Surname/Initials search to identify your publications on Web of Science.

2. Use the checkboxes to select publications you wish to deposit. The full text article can be uploaded (if copyright allows, see below) by using the Browse button to navigate to the file on your computer. Further pages of results can be seen by clicking on the page numbers above the list.

3. Once you have finished selecting your articles, press ‘Submit’. You will receive an email once your item has been quality checked and has been made live.
Method 2. DOI Deposit

You can use the publication’s DOI number to deposit individual publications.

1. Insert document’s DOI, and then click ‘Get Record’. The document information will be automatically retrieved. **NOTE:** if you are adding the document on behalf of someone else, you should add their User ID in the ‘On Behalf Of’ field.

2. The full text article can be uploaded (if copyright allows, see below) by using the **Browse** button to navigate to the file on your computer.

3. Once you have finished, press ‘Submit’. You will receive an email once your item has been quality checked and made live.

Method 3. Quick Deposit

You can use the Quick Deposit to manually enter publication data, if no DOI exists.

1. Mandatory fields are marked with * and must be completed.

2. Please omit the full-stop from the end of the publication title. Question marks are permitted. Subtitles should be preceded with a colon [:]. Please only capitalise the first word and proper nouns.

3. Author names should be in the format FAMILY-NAME GIVEN-NAME, eg. Bond James. Cardiff University email addresses will automatically be found. Use a new line for each name.

4. The full text article can be uploaded (if copyright allows, see below) by using the **Browse** button to navigate to the file on your computer.

5. If you are adding the document on behalf of someone else, e.g. line manager, you should add their username in the ‘On Behalf Of’ field. **DO NOT FILL IN THIS FIELD** - it will generate an error

6. Once you are finished, press ‘Submit’. You will receive an email once your item has been quality checked and made live.

Need more information on your publisher’s copyright policy? Check here: http://www.sherpa.ac.uk/romeo/

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