

## Creating and depositing records using ORCA

This guide will show you how to add your publications to Cardiff University's institutional repository, [ORCA](#), via the main repository interface. This is a guide to using the full ORCA deposit process. This is the best way to deposit for non-standard outputs e.g. compositions, websites and audio/visual content. For outputs with DOIs, DOIs, we recommend using the [Manage My Publications](#) tool in the intranet.

If this is your first time depositing your publications, please check ORCA for your publications before you begin as some may have already been added. To see a complete list of the publications you have in ORCA, go to the [Current Cardiff Authors](#) page and select your name from the alphabetical list. If your name is not listed there it should mean that you have no publications currently in ORCA.

### Logging in

- Go to the ORCA web page at <https://orca.cardiff.ac.uk/> .
- Click on **User Area Login** on the left hand side and enter your network username and password.
- You are now in your **Work Area**. Click on **New Item**.

### Screen 1: Item type

- **Article** is the default description. If you are entering an article, you can go to the next screen. Otherwise, select the description which best describes your publication. If in doubt, choose **Other**.
- Click on the blue **Next** button at the top right of the page.

### Screen 2: Upload

If you are not uploading a full text file, you can skip to the next screen.

- To attach full-text, click on the **Browse** button in the File Tab. Select the correct file from your file space, and click **Upload**.
- When the item is uploaded, click on the **Show Options** plus sign on the right hand side of the form. In the dropdown menu next to **Content** select the version type (e.g. Published), select the **Format** type (e.g. PDF), who the file should be visible to (e.g. anyone/repository staff only) and enter any embargo dates. - [Note: if the text needs to be embargoed, it should be restricted to repository staff only.](#)
- You also have the option to add a Creative Commons license. If you are unsure, leave as UNSPECIFIED.
- For the coversheet field, select **Yes** if you are adding a pre-print or post-print, and **No** if you are adding a published version.

- Click on the **Update Metadata** button. Then click **Next**.

### Screen 3: Details

- Fill in all the fields that you can. **Fields with a star inside an orange circle are compulsory.**
- List all authors **in the order they are listed on the publication**. Use a new line for each author. If the author is from Cardiff University, the name will auto-complete with the email address and unique ID number. If there are multiple authors, click the blue **More Input Rows** button and this will bring up extra rows.
- For articles that fall into the current REF period, the **date of acceptance field** as well as the **date of publication field** should be filled in.
- If the publication has been funded, please fill in the **Funders** field. If there are multiple funders, add each one on a new line. If the publication is the outcome of a project, please fill in the **Project** field with the name and/or number of the project. Click the blue **More Input Rows** button and this will bring up extra rows.
- Click on **Next** once you have completed all the relevant fields.

### Screen 4: Subjects and Schools

- You can add a subject if you find it listed, but these details can also be completed by the ORCA team. Click on the Plus button at the side of each subject heading to open up the list.
- Add as many as are relevant. If you are unsure, go with the broadest scheme i.e. B Philosophy (General) or leave out.
- In the Schools field, add your Cardiff University School – for joint research outputs please add all the relevant Schools and Research Centres that apply. **This field is compulsory.**
- Click on **Next**.

### Screen 5: Deposit

- The item is still in your work area and will remain so until you deposit it in ORCA.
- If you are happy with your entry, click on **Deposit Item Now**. The item now goes into the Review area to be checked by the ORCA team.
- If you still need to work on the entry, choose **Save for Later**. This will save the item to your Work Area where you can go back and re-edit.
- Please note that you cannot make any changes to your record once it is moved to review. If you do need to make changes, contact the ORCA team.

For help in using ORCA, please email [orca@cardiff.ac.uk](mailto:orca@cardiff.ac.uk) or call the library repository team on (029) 2087 6123.