This guide will show you how to quickly and easily add your publications to Cardiff University's institutional repository, ORCA.

If this is your first time using ORCA and Manage My 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.

Login to the student or staff intranet as appropriate at https://intranet.cardiff.ac.uk/ and search for **Manage My Publications.**

Deposit Method 1: DOI deposit

DOI deposit is the preferred method – it is the quickest and easiest option.

- Insert the DOI (Digital Object Identifier) into the box provided and click **Get Record**. The DOI is usually part of the URL and will look something like **10.0123/acp.123**
- If you are only submitting publication data, you can click the **Submit** button now.
- If you want to add full text, click the **Choose File** button next to Full Text.
- When you have successfully uploaded the file, additional fields will appear in the form: **Text version**, **Acceptance date** and **Embargo date**. Select the appropriate dates in the calendar if you know them. If not, leave the field blank. Acceptance date is necessary to determine REF compliance.
- Select **submitted version**, **accepted version** or **published version** from the text version drop-down menu. **Pre-prints** are submitted draft document before peer-review. **Post-prints** are the accepted, corrected peer-reviewed draft document. **Publishers' versions** will have the publisher's identity, logo, pagination, branding, formatting and layout.
- Press **Submit** once you have filled in all the fields you can. You will receive a message confirming your item has been submitted.

Deposit Method 2: Quick Deposit

If the publication has no DOI, you can use the Quick Deposit tab to manually enter basic publication details. Mandatory fields are marked, e.g. * Authors. A manual deposit form is also available in the Research Portal and is linked to from this page.
- Select the item type from the drop-down menu. **Article** is the default option. If **Book, Book section** or **Conference** do not adequately describe the publication, select **Other**.
- Add authors as **Surname, Given Name(s)** (Smith, Jane) and **one per line**. Press **Add Another Author** to add an additional author line. Cardiff authors names should auto-complete, but if this does not happen, or they are authors from another institution, just

type names in manually and repository staff will complete linking during the review process.

- If you are adding details of books or book sections, you will have the option to add editor names as well.
- As with DOI deposit you can add a full text file as well. Once a file is added **Text Version**, **Embargo Date, and Acceptance Date** fields become available. For journal articles and conference proceedings with an ISSN, an acceptance date is necessary to determine REF compliance.
- Press **Submi**t once you have filled in all the fields you can. You will receive a message confirming your item has been submitted.

Deposit Method 3: Web of Science import

The Web of Science bulk deposit option for publication data has been modified to upload publications from 2017 onwards only. If you have a large number of pre-2017 publications to add, please contact the ORCA Team or your subject librarian for advice.

- Enter your surname and initials to identify your publications on Web of Science.
- Click the **Get Records** button.
- Use the checkboxes to the left of the title to select publications you wish to deposit.
- Further pages of results can be seen by clicking on the page numbers at the bottom of the list.
- Once you have selected all your titles, press **Submit**.

My Publications

The **My Publications** tab lists all your publications that are currently live in ORCA and linked to your profile. At the bottom right of the panel you can choose to export this list in a variety of formats.

- By default, all the publications listed here are exported to your external school web profile. To enable this profile, contact your school or college IT or web officer.
- To highlight selected publications, click on the checkboxes to the left of the titles you wish to select.
- Click on Apply Changes at the bottom of the form. Please allow 24 hours for any changes to be updated.

Please note that you will need to have your Selected Publications tab enabled as the default tab on your web profile for this option to be effective. Your IT contact can help with this.

For further help in using Manage My Publications and ORCA, you can email the library repository team at orca@cardiff.ac.uk, or phone us on (029) 2087 6123.