e-UCJC Institutional Repository

Self-Archive Guide

How to Deposit a Document in e-UCJC

Universidad Camilo José Cela
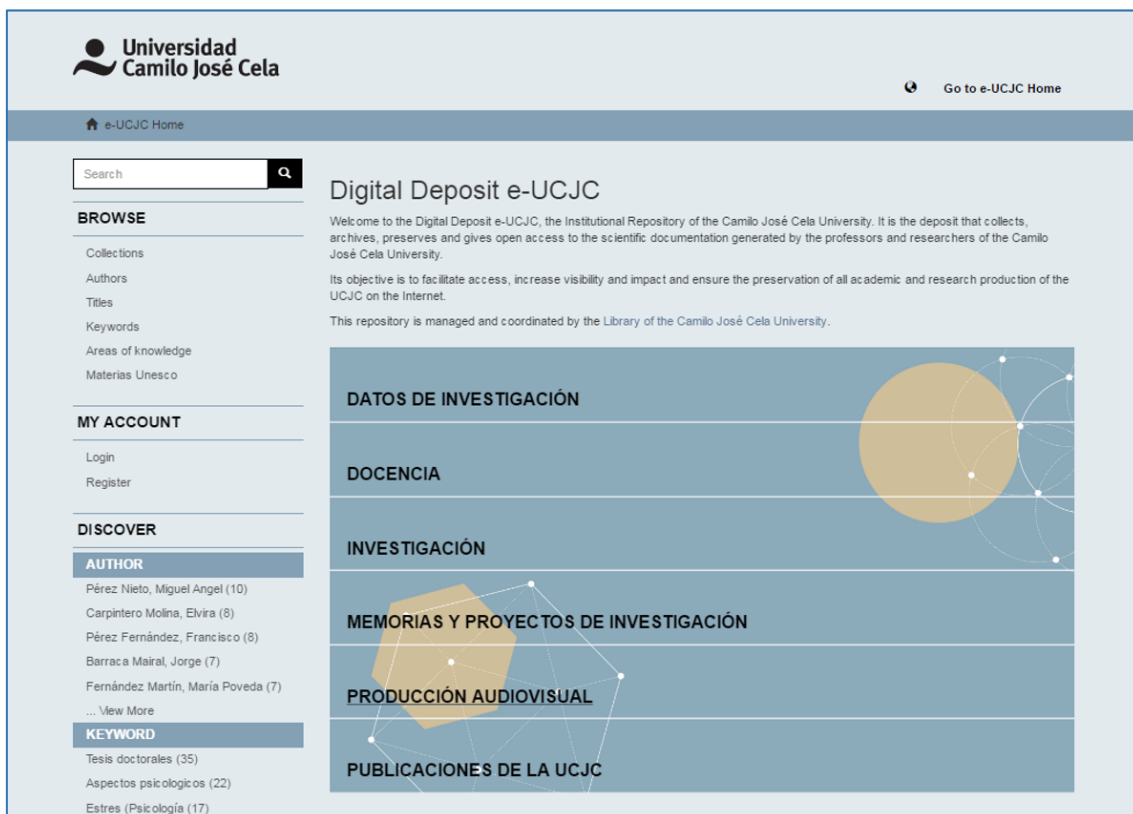
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User Manual

USER MANUAL

INTRODUCTION

The institutional repository of Camilo José Cela University (e-UCJC) is a digitalisation depository for documents derived from scientific and scholarly production. Its purpose is to archive, store, present and provide open-access dissemination of the intellectual production of the university community.

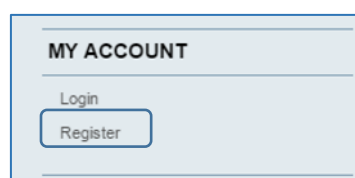This guide describes the steps necessary to deposit documents.
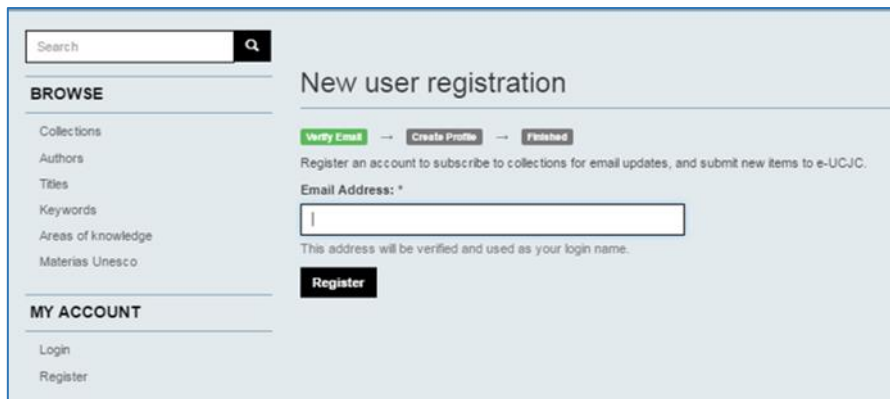
New User Registration

Go to: https://repositorio.ucjc.edu

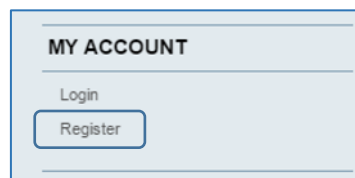Click on "Registro" [Register] in the menu on the left

A screen will open to enter the data requested (use a corporate e-mail account):
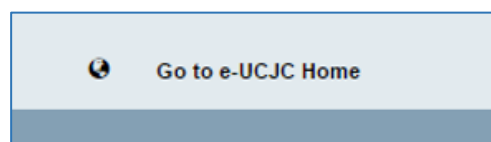

When you have registered, you may enter in either of two ways:
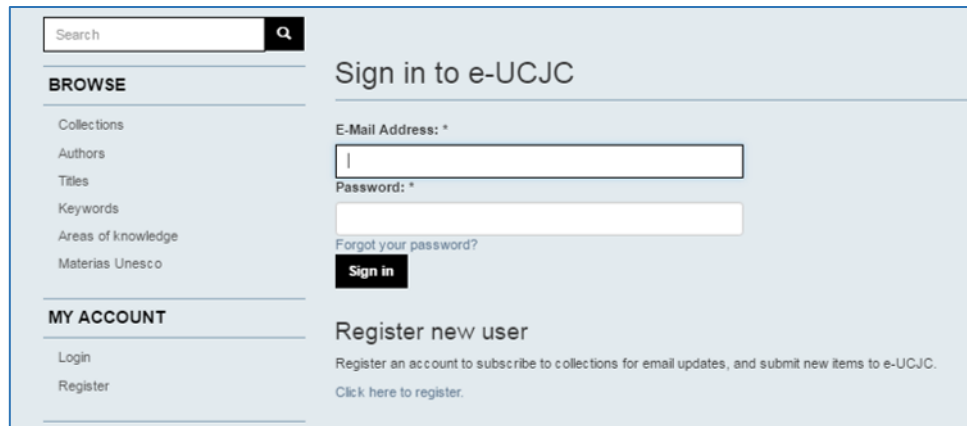
1. On the menu on the left, in the section "MI CUENTA" [MY ACCOUNT]

2. In the top right-hand corner clicking on "Mi e-UCJC" [My e-UCJC]

Once you have clicked on either of the two ways to enter, the identification window will open. Enter your complete e-mail address, for example, *ejemplo@ucjc.edu*.
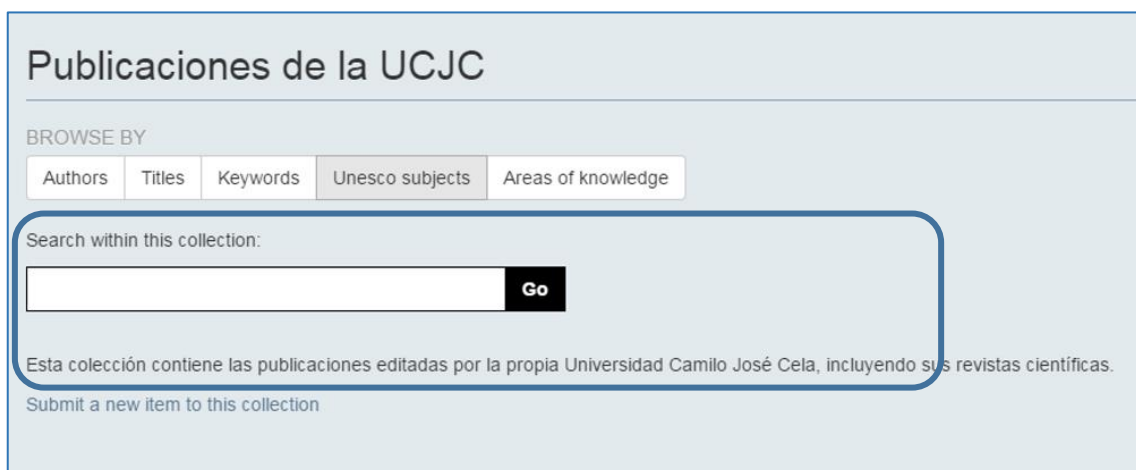
How to deposit

Once you have entered your profile, in the upper right-hand corner, where *Mi e-UCJC* [My e-UCJC] was before, the user name now appears, and your name will be shown. You can see that the main page has not changed.
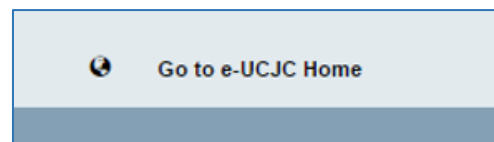
On this first page, you can search for information related to the type of collection where you want to upload the documents. You can also search for documents which may be of interest. For example: click on the *PUBLICACIONES* [PUBLICATIONS] collection.
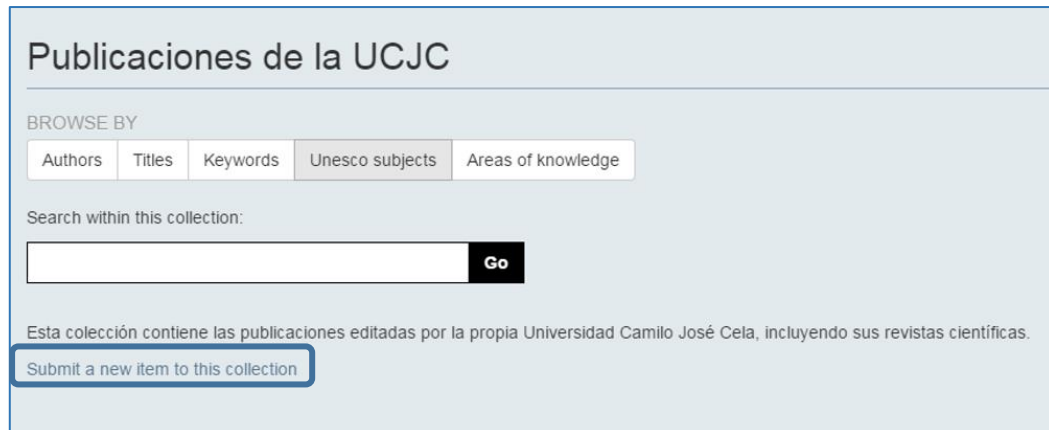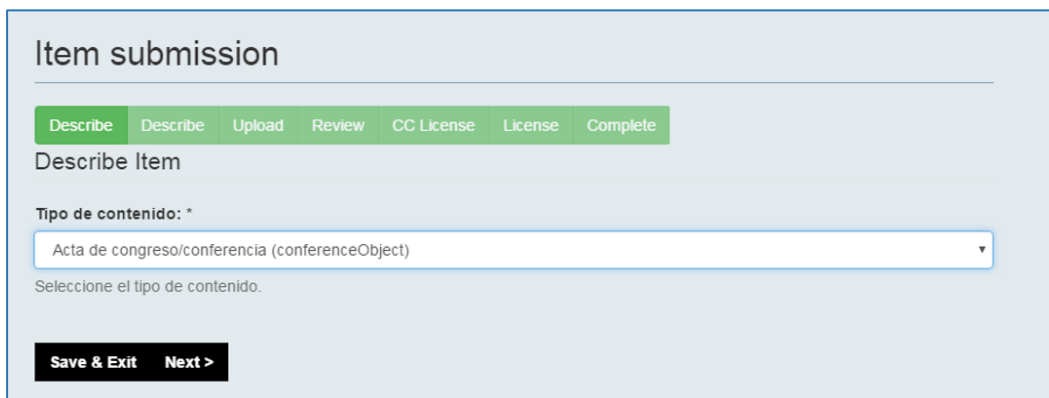

It gives a description of the type of collection and also a search window for querying any other user's document. The information shown here is the same no matter what collection you click on.
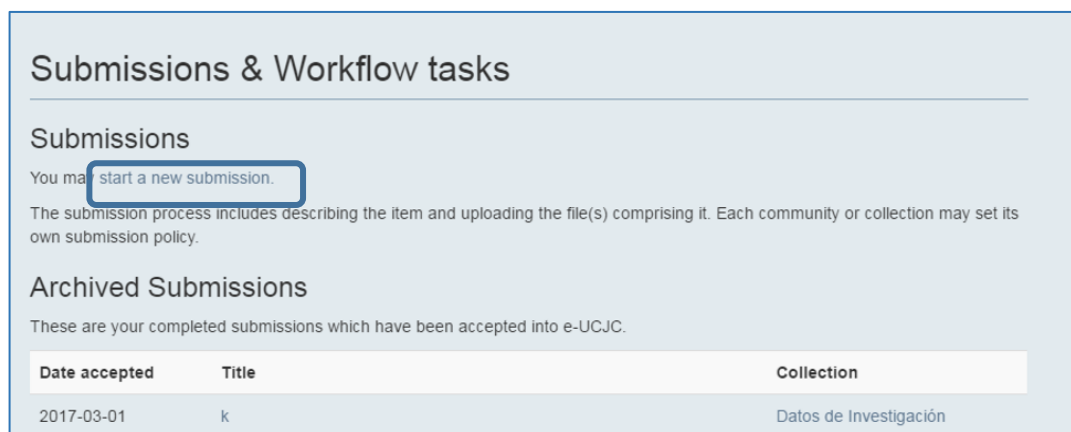
Uploading documents

Step 1: Describe

There are two ways to start uploading a document:

1. Right on the information page for each collection, click on *"Enviar un ítem a esta colección" ["Upload an item to this collection"],* and a window will open for you to select the type of document.
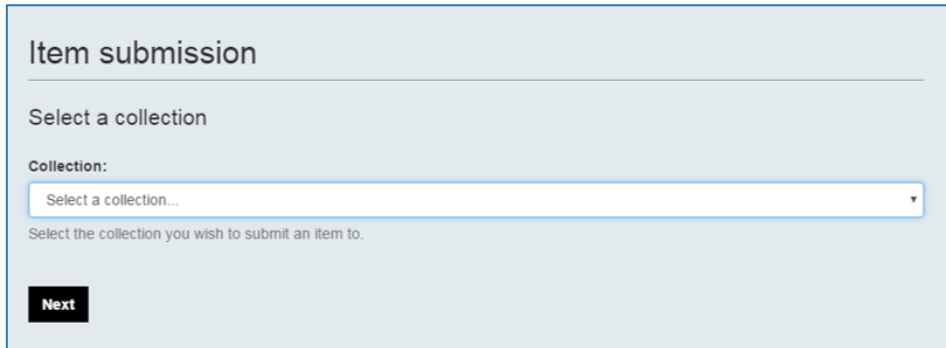

2. From the menu on the left in "MI CUENTA" [MY ACCOUNT], "Envíos" [Uploads] a page will open where you can fill in the information on recent uploads and any that are pending. Click on "comenzar un nuevo envío" [start a new upload].
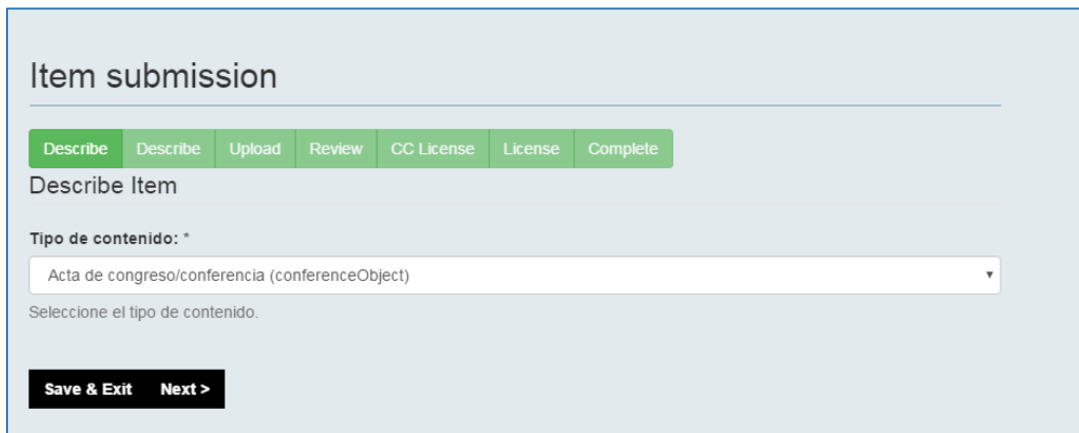
Then you select the collection where you want to upload the document.

This possibility requires you to select the collection, but not the same way as before (1), because now you are already in the desired collection.

Once you have selected the collection, selection of the type of document appears.

When you have selected the type of collection and document, click on "siguiente" [next]

This is where you fill in the compulsory fields and any you think are necessary.

Item submission

Describe | Describe | Upload | Review | CC License | License | Complete

Describe Item

Autor(es): *

Last name, *e.g. Smith*   First name(s) + "Jr", *e.g. Donald Jr*

[   ]   [   ]   **Add**

                                                               Lookup

Introduzca el nombre del autor(es).

Título: *

[   ]

Introduzca el título principal.

Datos del congreso: *

[   ]

Introduzca el nombre y número del congreso, fecha y lugar de celebración.

Fecha de publicación: *

Year   Month   Day

[   ]   [▼]   [   ]

Introduzca la fecha de publicación. Puede no introducir el día y/o el mes si no son aplicables.

Editorial:

[   ]

Introduzca la editorial.

Referencia bibliográfica:

[   ]

Introduzca la referencia bibliográfica de este ítem.

On this page you can choose whether the document has an embargo. The date when the embargo ends is selected in the next screen (Step 2: Upload).

Note: to upload the video file in the field "external links" we must copy and paste the link from where the video is displayed, for example, the link to the YouTube channel. This way we avoid having to upload the file and we can play it in streaming.

Step 2: Upload

On this page you can select the date when the embargo ends. **If you do not select the date, even if you chose embargo in the last step, the document will remain open to the public.**

Once the document has been loaded and the fields required and those you consider necessary have been filled in, click on *siguiente [next].*

This page shows a summary of the data related to the document that is to be uploaded and provides an opportunity to make any changes in the previous fields.

If everything is right, click on *siguiente [next].*

In the fold-down menu, choose the type of licence you want to assign to the document as information to users who make use of it, that is, any restrictions on third-party use.

If you select assign CC Licence (recommended), in a matter of seconds, a series of permissions for use by third-party use will be enabled:

When you have selected the permissions you want, click on *siguiente [next]*.

If you do not assign a CC licence and you click on *siguiente [next]*, you go on to Step 5. Licence.

What repercussions does it have if you do not select a CC licence?

The CC Licence selected from those permitted by Creative Commons is shown on the items deposited so the potential user knows the conditions of use and reuse of contents which must be respected. If no selection is made, since the assignment of a CC Licence is optional, no CC Licence or the CC logo will be on the item.

For more information regarding the Licence see Creative Commons.

Step 5: Licence

The last step is showing the e-UCJC repository user licence. Click on *aceptar [accept]* and *completar envío [complete upload]*. Acceptance of this licence is compulsory to publish the document in the e-UCJC.

When the depository licence has been accepted, it confirms that the document has been uploaded correctly.

- For further information see repositorio@ucjc.edu