

Adding research via UC People & Research

Adding research to the Repository is quick and easy. The main method for adding your material is via the [UC Profiler](#). Doing so gives you the benefit of dynamic links between your Research Profile and the Repository. It also makes it possible to monitor the use of your work, so it's well worth the effort.

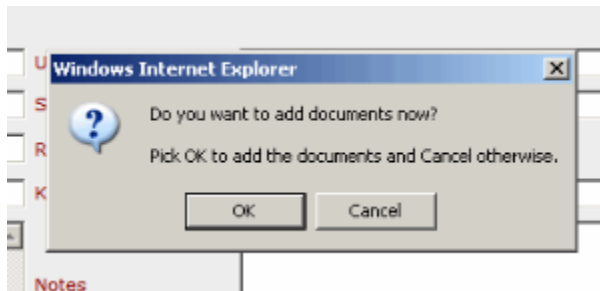
Please note that before your material goes live, we need a signed copy of the [Deposit Licence](#). Only one signed licence is required - all future submissions are covered by the terms of the licence.

Research can be added retrospectively, or you can add documents at the same time as entering a new research 'output' for the first time.

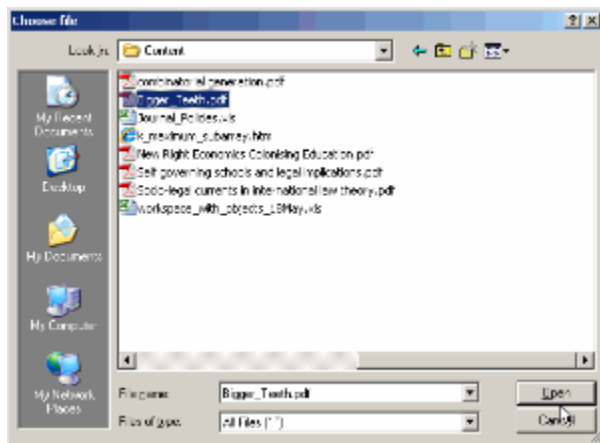
- [Adding a research output to the UCRR through Profiler](#)
- [Adding research retrospectively](#)
- [Which version to upload - copyright](#)

Adding a research output to the UCRR through Profiler

1. Go to the [UC Profiler Database](#)
2. Log in if it requests you to with your standard UC login details
3. Choose the add new output option and create a record of your research.
4. When you click on 'Save', a prompt will ask you whether you want to add your paper. Click OK.



6. Click on the browse button next to the Repository upload box
7. Browse your computer's directory structure to find the file, then click on the file name and then click on the open button



9. Select the [format](#) of the work

11. The screen will refresh and you should now see the file name, the date and time you added it and your username.



Formats	Description
Postprint	The author's final draft version. In peer reviewed publications, this is the amended version directly prior to typesetting.
Preprint	This is typically the accepted draft, prior to peer-review, but can be any version below the postprint.
Published	The published version, either sourced directly from the journal publisher or downloaded from a commercial site. This version typically features a masthead and pagination. This version is normally explicitly copyrighted.
Other	If the work you're submitting isn't a published item - like a software manual, a sculpture or an object, for example - use this category.
Unknown	If you're unsure as whether the document you have is a postprint or a preprint, use this category and we'll investigate

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