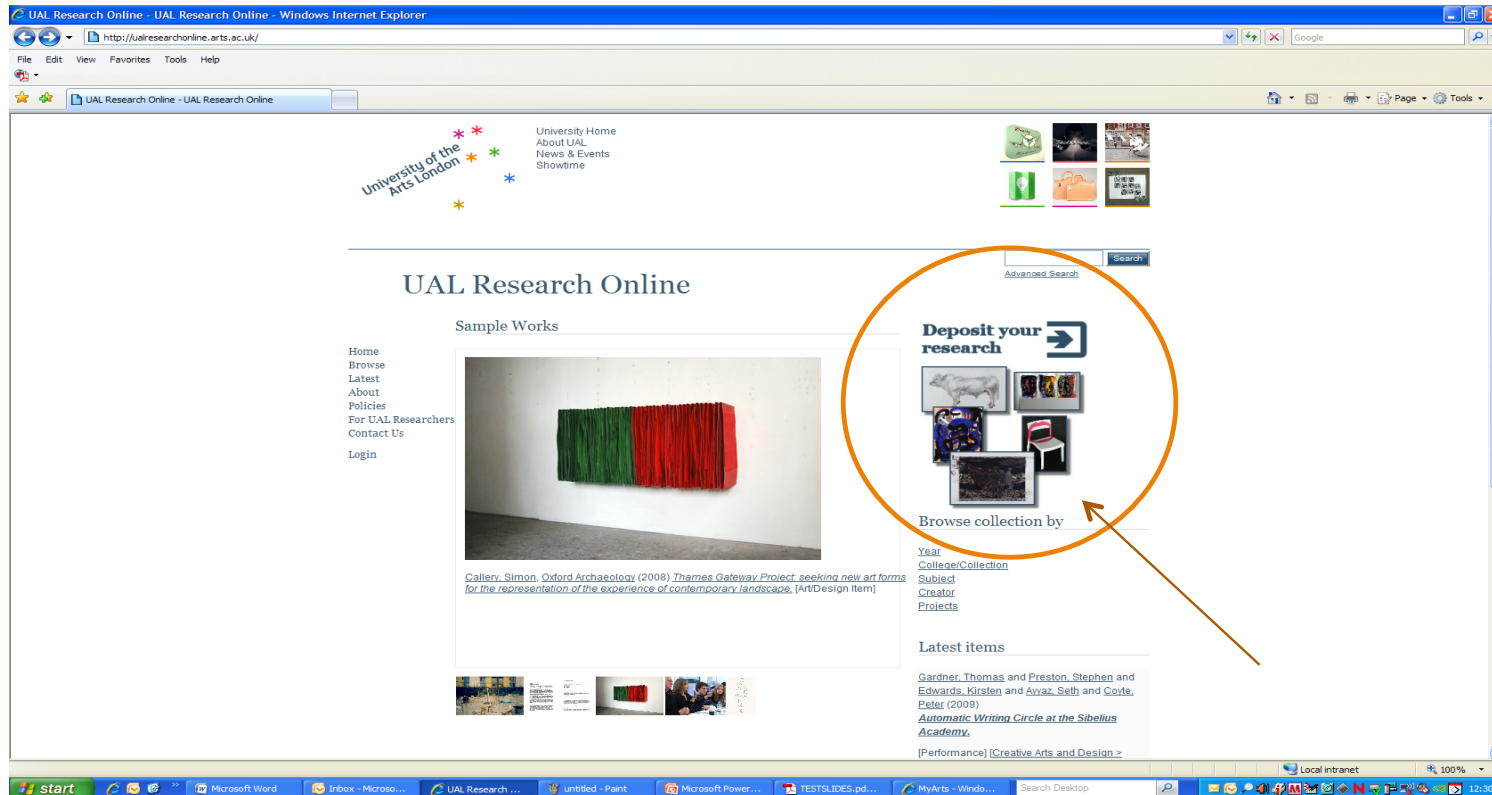


How to Deposit Your Research Outputs:



<http://ualresearchonline.arts.ac.uk/>

On the home page for UAL Research Online click on the icon “**Deposit your research**” on the right hand side of the page.

This will take you to a **login screen**. UAL Research Online uses your university email login and password. If your login doesn't work (or has expired) please contact IT services at servicedesk@arts.ac.uk or go to the UAL website page http://www.arts.ac.uk/docs/UAL_Password_Change_Instructions.pdf to renew your password.

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Submit and review your research

Starting off: a guide to submitting and reviewing your research

Submit New Research Item

Import from: BibTeX Import

User Workarea Under Review Live Archive Retired

Last Modified	Title	Item Type	Item Status	Additional Information
30 Mar 2011 16:25	test 5	Symposium	User Workarea	
30 Mar 2011 15:02	Test again	Art/Design Item	User Workarea	
29 Mar 2011 11:01	UNSPECIFIED	Artefact	User Workarea	
29 Mar 2011 10:54	UNSPECIFIED	Art/Design Item	User Workarea	
23 Mar 2011 15:36	Test Item	Show/Exhibition	Under Review	
18 Mar 2011 16:36	UNSPECIFIED	Article	User Workarea	
18 Mar 2011 16:35	UNSPECIFIED	Artefact	User Workarea	
18 Mar 2011 16:11	Testing placebo	Show/Exhibition	User Workarea	
18 Mar 2011 14:49	bla bla bla	Art/Design Item	User Workarea	

Click on **“Submit New Research Item”** button at the top of the screen (A research item refers to the research output). Throughout the process you can find useful information regarding the screens or the input fields by clicking on the **“help”** button. (a dropdown menu will appear)

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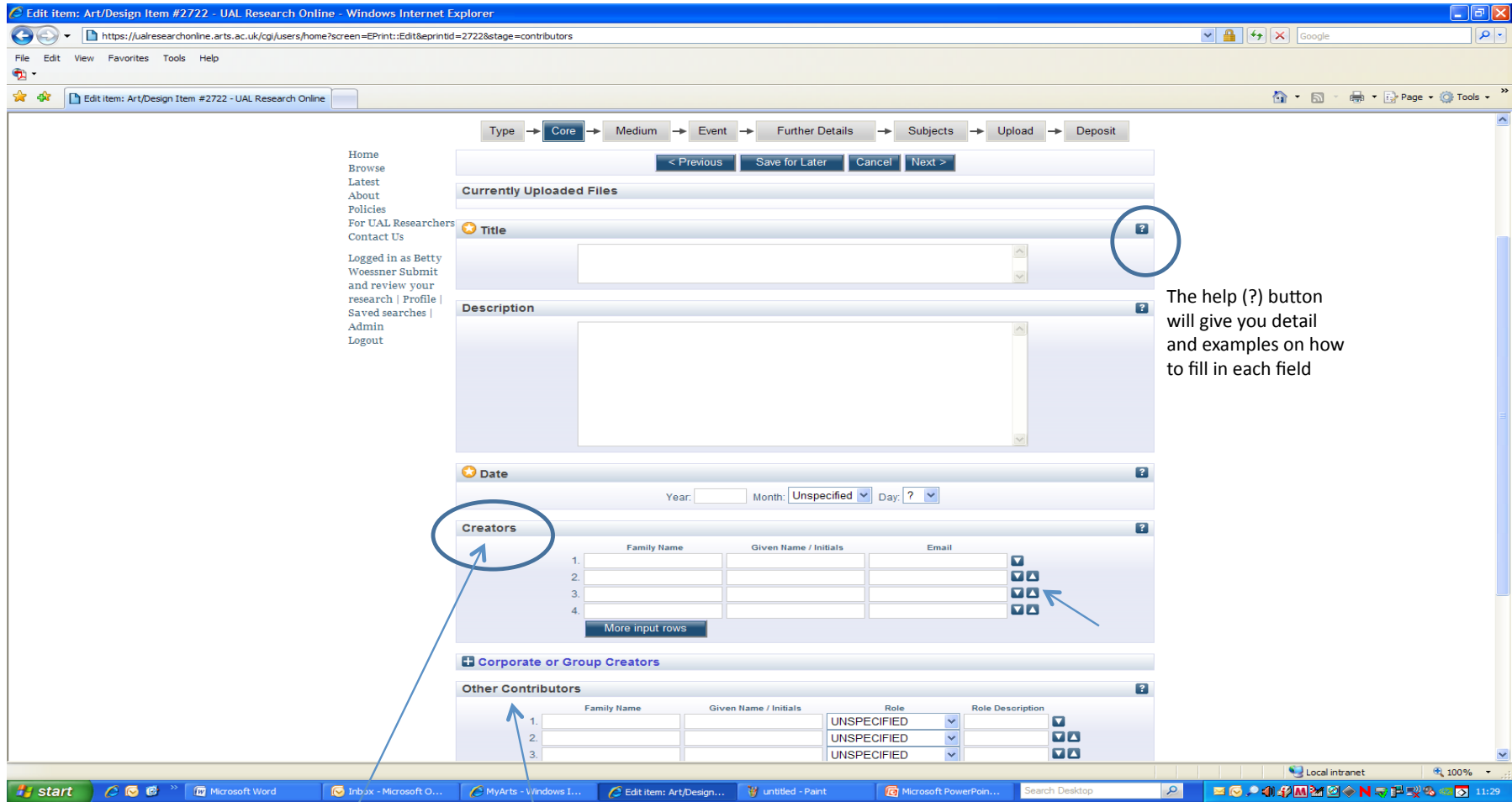
Type of Research

- Art/Design Item**
An art or design item. This might be a digital representation of a physical item(s) or a digital art-work for example a website, image, video, painting, drawing.
- Show/Exhibition**
An artists exhibition or site specific performance-based deposit.
- Performance**
Any type of performance work, for example music or dance.
- Video/Film**
Any type of video/film which would not fit under art and design item. This would include documentaries and other broadcast material.
- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book**
Published or forthcoming. Also includes conference volumes and edited collections.
- Book Section**
A single section or chapter that appears in a book. Published or forthcoming.
- Monograph**
This may be a manual, working paper or discussion paper.
- Report**
This may be a technical report, project report or research documentation.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.

The help (?) button will give you detail and examples on how to fill in each field

Select the type of item you wish to submit as your output from the list provided and click on **Next**. This will lead you to a series of screens where you can input the details. Each type of output will have its own set of detail which relates specifically to it.

NB: The **orange** star in the left hand corner of each field denotes fields which are mandatory. If you do not fill in these fields you will not be able to move to the next screen. Please skip any screens or fields which you feel are not relevant to your output.



The help (?) button will give you detail and examples on how to fill in each field

You can insert any date in the “Date field” and depending upon the type of research you are describing, please either insert a date of publication, date of creation, made public or available. **For forthcoming outputs please put an estimated date.** “**Creators**” refer to the authors or makers of the work. You can prioritise the creators’ contribution by clicking on the up down arrows. “**Other Contributors**” are those who have had a specific role in the output. You can select their role from the drop down menu or insert free text in the “**Role Description**” box.

Windows Internet Explorer

https://ualresearchonline.arts.ac.uk/cgi/users/home?screen=EPrint::Edit&seprintid=2722&stage=event

Edit item: sdg;sfb:FBANERH

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Navigation: Type → Core → Medium → **Event** → Further Details → Subjects → Upload → Deposit

Buttons: < Previous Save for Later Cancel Next >

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Locations / Venues

Location	From Date	To Date
1. <input type="text"/>	Year: <input type="text"/> Month: Unspecified Day: ?	Year: <input type="text"/> Month: Unspecified Day: ?
2. <input type="text"/>	Year: <input type="text"/> Month: Unspecified Day: ?	Year: <input type="text"/> Month: Unspecified Day: ?
3. <input type="text"/>	Year: <input type="text"/> Month: Unspecified Day: ?	Year: <input type="text"/> Month: Unspecified Day: ?

More input rows

Number of Pieces

Related Exhibitions

1. <input type="text"/>	▼
2. <input type="text"/>	▼ ▲
3. <input type="text"/>	▼ ▲

More input rows

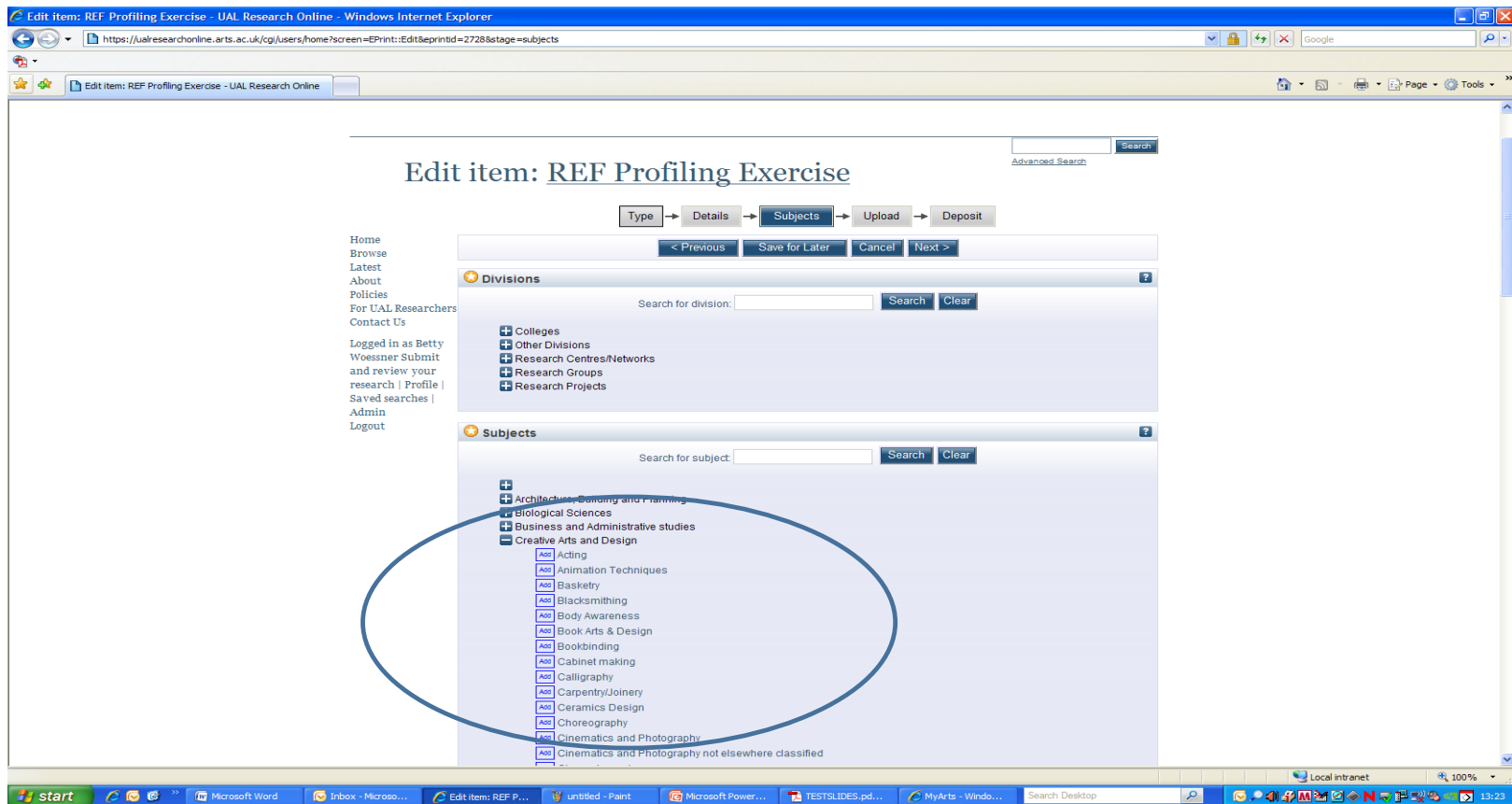
Buttons: < Previous Save for Later Cancel Next >

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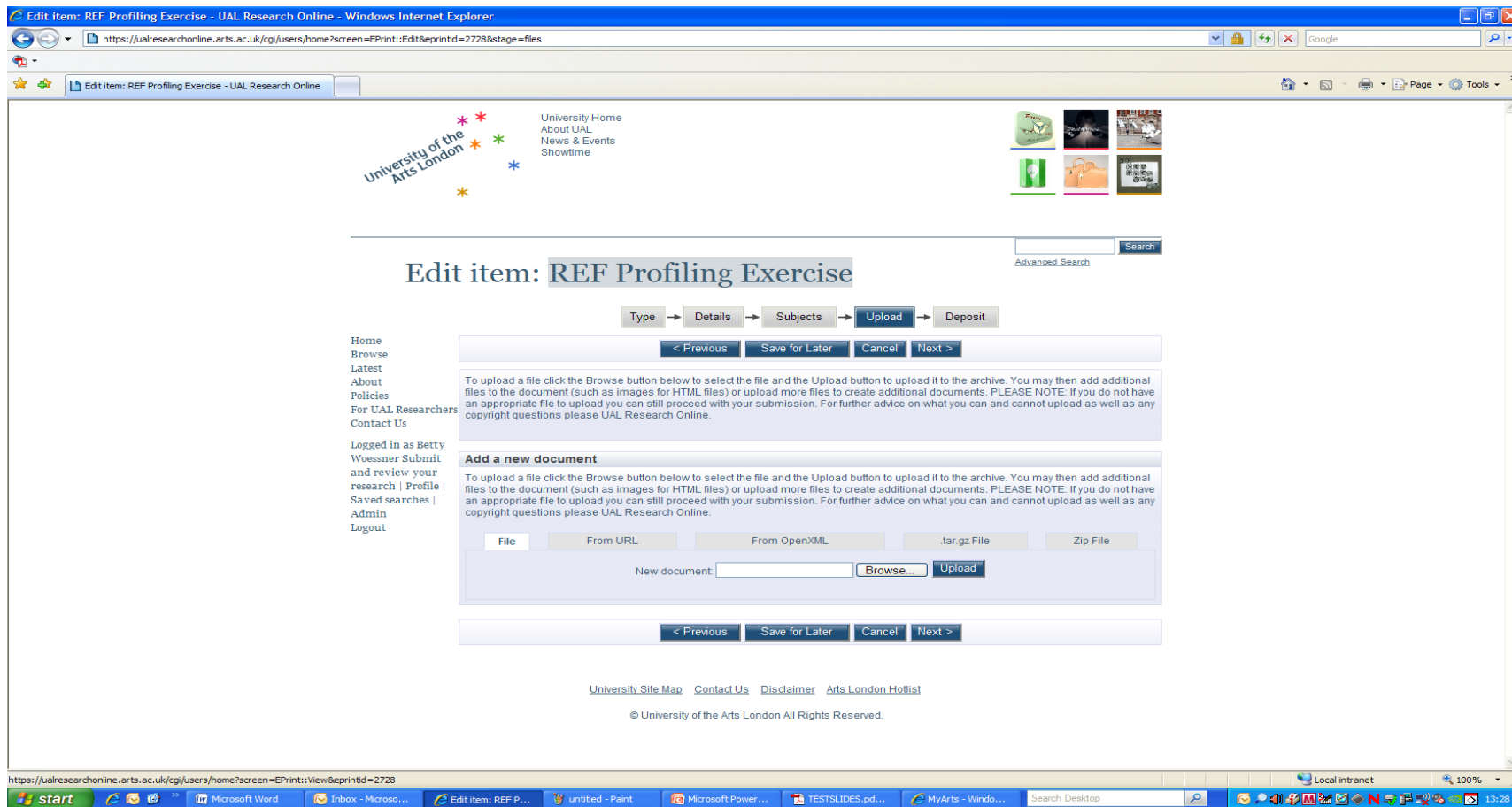
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There is a status bar which will tell you how far along in the process you are and you can navigate back and forth to specific pages.



You can apply multiple subject areas to your work. Each subject area expands to show additional themes. You can also add keywords as free text in the Keywords/subjects not otherwise listed area.



The **Upload** page enables you to upload your associated material. To upload a file click the **Browse** button to select the file and the Upload button to attach it to the archive. *You may then add additional files to the item (such as images for HTML files) or upload more files to create additional documents.* **PLEASE NOTE:** *If you do not have a file to upload at this time you can still proceed with your submission. Files can be uploaded after the submission process.*

Deposit item: REF Profiling Exercise - UAL Research Online - Windows Internet Explorer

https://ualresearchonline.arts.ac.uk/users/home?screen=EPrint:Deposit&printid=2728

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In order to register your submission, click on the **Deposit Item Now button**. Submission details do not have to be fully exact. You can save an incomplete submission for editing at a later date but please deposit it so that it can be reviewed for this exercise.

To input another item click on **Submit and Review your research** in the left hand navigation. You will then return to the start.

Contacts

- If you are experiencing problems or have any questions please email the research helpdesk at:
research.helpdesk@arts.ac.uk
- Telephone the helpdesk- ext. 4112 or (0207) 514 4112 from outside.

Hours: 10:00 a.m. – 5:00 p.m.

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