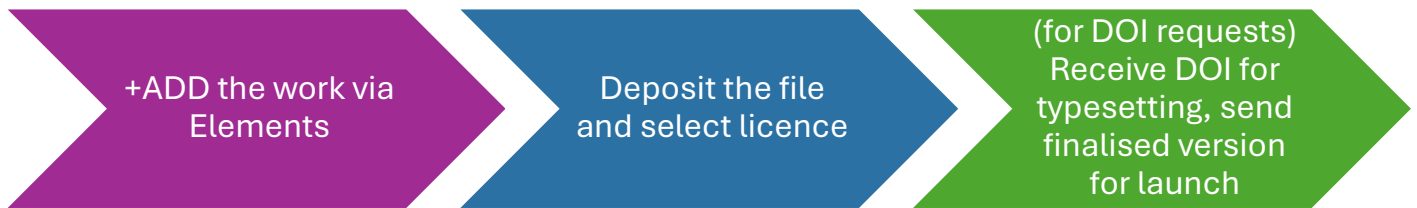


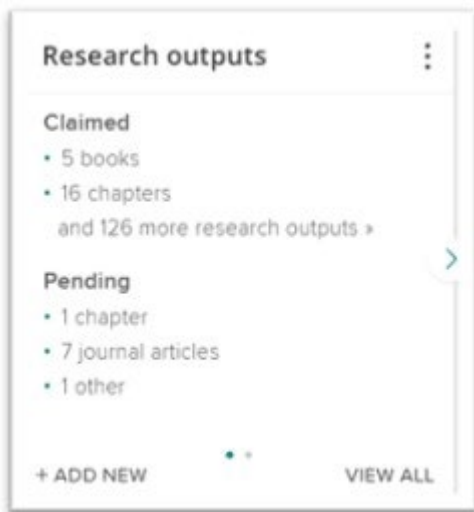
Repository publishing:

*Launch your work for open access in Swinburne figshare
(includes requesting a DOI for typesetting if required)*



Manually add the new work to Elements

1. Log into [Swinburne Elements](#). At your *Research Outputs* tile, click **+ADD NEW**.



2. Select the **type** of work.
3. Fill in the **+ADD NEW** form, providing **as much descriptive information** as possible.
 - Allow the record to default to **PUBLIC** (we will not launch any attachment until you send us the finalized version).
 - Ignore fields for works already published e.g. URL, ISBN/ISSN, publication date etc.
 - Adding the title first will perform a background search just to ensure it doesn't already exist.
 - Click **skip** if this is a brand-new work.
 - Adding your co-authors: Elements will try to match to Swinburne ppl first, and you can 'add new author' for any that are external.
 - Keep in mind that this info will form the public record.
 - Adding an abstract/summary, keywords etc. are excellent for enhanced public discovery.
4. Add any **funding** if funded.
5. Click **Deposit to Swinburne figshare**.

Attach the file (and request a DOI if needed for typesetting):

6. Take note of the *Deposit advice*, and attach the file.

Note: if you require a DOI for typesetting, attach the draft version:

The screenshot displays a two-column interface. The left column, titled 'Deposit advice', contains 'Institutional advice' and text explaining that the repository is a publishing platform for research outputs, with a note about file size (over 2GB) and a link to 'contact us'. It also provides instructions on how to reserve a DOI by uploading a draft version and adding a deposit comment. The right column, titled '1. Prepare deposit (step 1 of 3)', features an 'Upload a file' section with a 'Choose file:' label, a 'Choose File' button, and a 'No file chosen' status. A 'Use this file' button is also present, along with a 'Leave without depositing' link.

7. Select **reuse licence**

A reuse license such as provided by [Creative Commons](#) (CC) informs people what your preferences are for reuse of the work.

Swinburne encourages authors to consider licensing for the most **open possible usage**, e.g. CC-BY (authors must be attributed) or CC-BY-NC (attribution, no commercial use).

Learn more here: [Open Knowledge Foundation: Guide to Open licensing](#)

8. If you have attached a draft version and need to reserve the DOI for typesetting etc, add a **Deposit comment**:

“Draft version attached. Please send through a DOI for typesetting”

The screenshot shows a 'Deposit comment' field with a text area containing the text: 'Draft version attached. Please send through a DOI for typesetting'. A green vertical line is visible on the left side of the text area.

You can also add to your comment the **date of launch** if you have one, but please allow the team at least one (working) day allowance of time for processing and turnaround.

The repository team will hold your deposit and not launch the work until the finalized version is supplied.

9. Click **Deposit**.

DOI requests: Receive your DOI for typesetting, email finalised version to the figshare team for launch

The repository team will process your request then email through your reserved DOI for typesetting.

We will hold your deposit in our work queue (i.e., not publicly visible/accessible) while we await your final version.

When it is ready, send your *final typeset version* through to us via email

figshare@swin.edu.au

We will publish/launch it for open access for you.

More information:

- [About Swinburne figshare](#)
- [About Swinburne Elements](#) (staff login required)
- [About Open Access](#)
- Contact the *Swinburne figshare* team: figshare@swin.edu.au