

Step-by-Step Guide to Depositing your Work in T-Stór

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Introduction to T-Stór

<http://t-stor.teagasc.ie/>

T-Stór is the Teagasc Open Access Repository. It runs on software called DSpace. It has a hierarchical structure – the top-level categories are “Communities” which, for Teagasc, are the Research Programmes, plus Irish Journal of Agricultural and Food Research. These are sub-divided into “Collections”, which for T-Stór correspond to the research departments in each Programme area (or volumes for IJAFR). Documents are held in one of these Collections. Other Communities and Collections may be added as we develop T-Stór further. Click on the [FAQ](#) for more information about repositories, Open Access and T-Stór.

This may look like a long list of instructions, but it’s actually quite straightforward. After you’ve uploaded one or two documents, any further uploads should only take a few minutes of your time. If you’d rather not do this yourself, the **Repository Administration can upload a document for you**. All you need to do is send them the document and any details which cannot be read from the actual document itself (such as Journal, RMIS number or Funder for the research project). Have a look at a record in T-Stór before you start to see what information is required.

You can contact the Repository team by email for help at Teagasc-repository-help@teagasc.ie. Alternatively, call Máire Caffrey on (01) 8059577.

If you need to leave the process for any reason, you can save your work at any stage of the deposit process by clicking on the “Cancel/Save” button. When you return to your “My T-Stór” page later, this will be available for you to continue with the process from where you saved it.

Register:

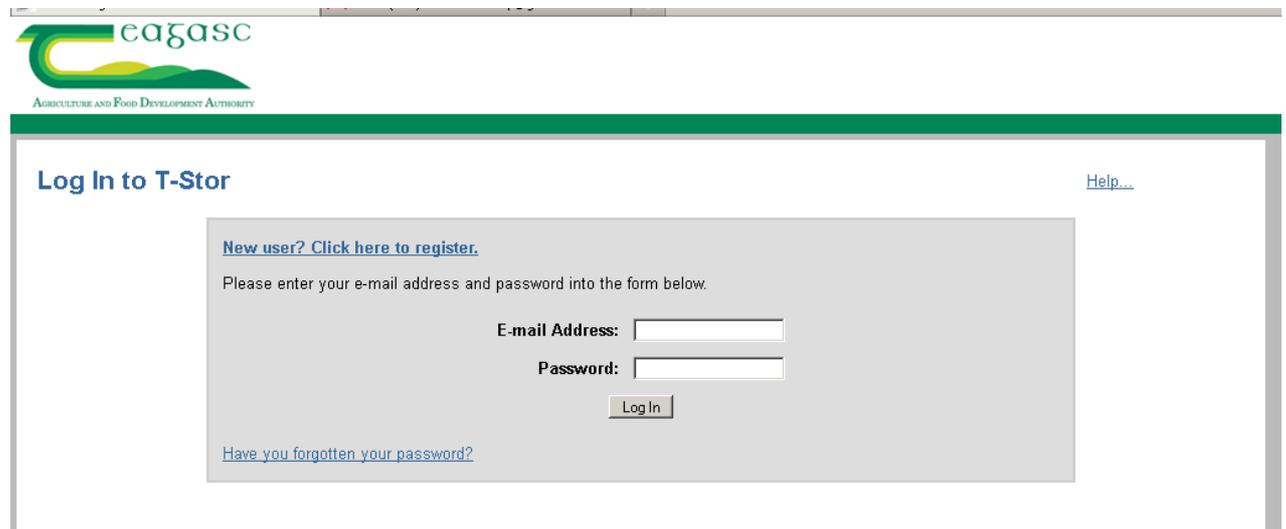
Before you start to submit your work, you will need to register. From the T-Stór home page, click on the link ‘My T-Stór’ in the left hand navbar. Rather than logging in, select the link ‘New user? Click here to register’. You’ll see the User Registration screen below. Enter your Teagasc email address in the box provided, and press the ‘Register’ button.

An automatic email will now be sent to you. You must follow the link contained in the email to complete the registration process. An email is sent to the user in order to stop a spammer creating hundreds of accounts.

You are now ready to upload a document. Make sure you have the citation details to hand and the correct document version available. (See below).

Step 1: Log in

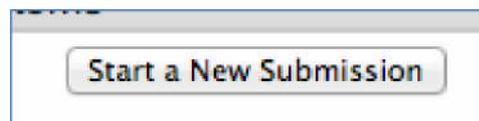
From the T-Stór home page, click on the link 'My T-Stor' in the left hand navbar. Enter your email and password and Log In.



The screenshot shows the Teagasc logo at the top left, with the text 'Teagasc' and 'AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY' below it. The main heading is 'Log In to T-Stor' with a 'Help...' link on the right. Below the heading is a registration link: 'New user? Click here to register.' The instructions state: 'Please enter your e-mail address and password into the form below.' The form contains two input fields: 'E-mail Address:' and 'Password:'. Below the password field is a 'Log In' button. At the bottom of the form is a link: 'Have you forgotten your password?'.

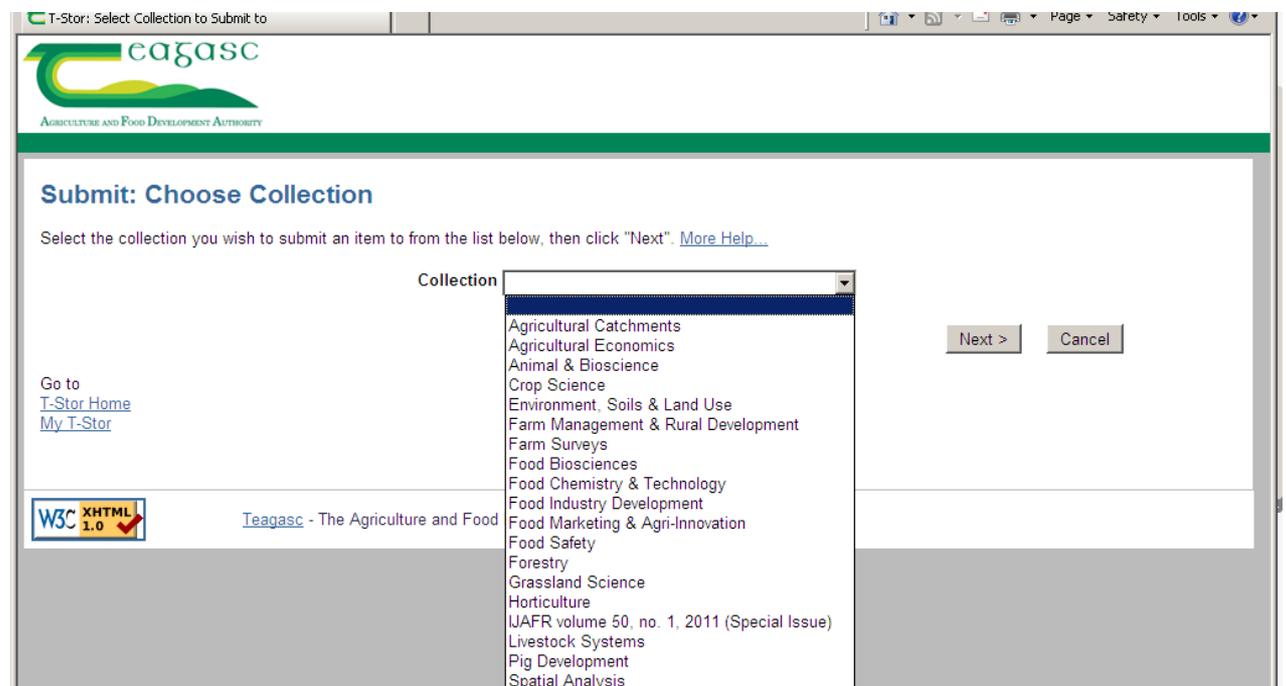
Step 2: Start submission

On the 'My T-Stór' page click on 'Start a New Submission' as shown below.



Step 3: Chose Collection

Choose the collection to which you wish to submit your article from the drop down list as shown below, and then click 'Next'. The Collections correspond to Teagasc Departments, so please select your own department. If the article results from a cross-departmental collaboration, select one department at this point. The Repository Administrator can ensure that the article will appear in more than one Collection (i.e. Department), so please email Teagasc-repository-help@teagasc.ie when you've finished the submission to request this.



The screenshot shows the Teagasc logo at the top left. The main heading is 'Submit: Choose Collection' with a 'More Help...' link on the right. Below the heading is the instruction: 'Select the collection you wish to submit an item to from the list below, then click "Next".' A dropdown menu labeled 'Collection' is open, showing a list of departments: Agricultural Catchments, Agricultural Economics, Animal & Bioscience, Crop Science, Environment, Soils & Land Use, Farm Management & Rural Development, Farm Surveys, Food Biosciences, Food Chemistry & Technology, Food Industry Development, Food Marketing & Agri-Innovation, Food Safety, Forestry, Grassland Science, Horticulture, IJAFR volume 50, no. 1, 2011 (Special Issue), Livestock Systems, Pig Development, and Spatial Analysis. To the right of the dropdown are 'Next >' and 'Cancel' buttons. In the bottom left corner, there is a 'W3C XHTML 1.0' logo and a link to 'Teagasc - The Agriculture and Food'.

Notice the workflow indicator bar on the top of the submission process page: the active step is highlighted in red as shown below.



In the instructions below, any reference to “article” also includes other document types that you may want to deposit, such as Book Chapter, Working Paper, Submission, Booklet etc.

Step 4: Describe the document/article

This step describes the document being submitted, as shown below. If any of the boxes apply click on the checkbox.

Check this box for all articles submitted to a journal, or any publication which has appeared on a website or in any other previous publication or at a conference etc.

- The item has more than one title, e.g. a translated title
- The item has been published or publicly distributed before
- The item consists of more than one file

Check this box if you will be submitting more than one file, e.g. an article plus an excel file.

Step 5: Add Details

This is where key data like author, title, date of issue, etc is added to the submission. Notice the workflow indicator bar has moved to the next stage, i.e. the second “describe” section. See list below for guidance on each Heading:

Click here to generate more empty boxes for further authors.

Authors:

Please enter all authors, in the same order as on the article. Please use either full First Name or Initials exactly as on the article. Click on the "Add more" button to generate more blank entry boxes.

Title:

Please enter full title exactly as on the article.

Date of Issue:

Enter the date of issue for any previously published articles (this will apply to most articles). Leave Day or Month blank if they don't apply – for instance, for an article in a journal which does not list the day or month of issue, only a part/issue number, you could simply enter the year.

For (articles from) Conference proceedings enter the (first) date of the conference.

Publisher:

Please enter the name of the journal publisher, or book publisher in the case of a book or book chapter. Please enter Teagasc if this is a Teagasc publication.

Please see below ([Section on Copyright under Step 7](#)) for information on policies of all the major publishers with regard to authors depositing articles in their Institutional Repository. If you're in any doubt, please contact Repository Help at Teagasc-repository-help@teagasc.ie.

Citation:

Please enter the full citation as you want it to be cited. For articles, this is usually as stipulated by the journal publisher, or using a standard format, such as Harvard Style. Include the standard citation details (authors, title, journal title, year, volume, issue, pages).

Series/Report No.

Enter the Journal name here under "Series Name", with the volume number under "Report or Paper No.". For documents such as Working Papers, enter the Series Name here (e.g. REDP Working Paper Series), with the Working Paper Reference number. This can be left blank for one-off publications.

Identifiers

Use the drop-down menu here and the "Add More" button to add as many identifiers as possible:

- Please enter the RMIS number for the relevant project.
- For journal articles the Journal ISSN should be entered here. Use the Print ISSN if there are different ones for print and online versions.
- You should also enter the URL/DOI of the published article on the publisher website, if possible.
- Enter the ISBN if this is a book, or a chapter from a book
- Use "Other" if there is some other identifier that you can include.

Type

Select relevant type from drop-down, such as Article, Book Chapter, etc.

Language

Select language of the article from drop-down.

Click "Next" when you've completed this page.

Step 6: Further descriptive details

This is a further page where you can enter more terms to describe the document. Remember, the more metadata that is entered, the more likely it is that a searcher will find your work.

Subject Keywords:

Add as many keywords as needed. For journal articles, use the keywords as listed on the article. You can also add further keywords if you think them necessary.

Embargo Terms

If you're aware that your article should not be made publicly available until a certain date (due to copyright restrictions or IP issues), you can enter that date here. For journal articles, the repository administration will check this for you. If you're unsure of this, you can leave it blank.

The screenshot shows the 'T-Stor: Describe this Item' form in a Mozilla Firefox browser. The form is titled 'Please fill further information about this submission below.' and includes several sections:

- Subject Keywords:** A section with the instruction 'Enter appropriate subject keywords or phrases below.' It contains four input fields with 'Remove' buttons: 'Ireland', 'perennial ryegrass', 'Value for cultivator', and 'Varyely evaluation'. There is an 'Add More' button to the right.
- Embargo Terms:** A section with the instruction 'If required, enter the date in 'yyyy-mm-dd' format when the embargo expires or '2050/01/01' for indefinite.' It has an empty input field.
- Abstract:** A section with the instruction 'Enter the abstract of the item below.' It has a text area containing the text: 'Official National List (NL) testing of perennial ryegrasses commenced in Ireland at the start of the 1970s with Northern Ireland (NI) having one site as part of the UK NL testing network, and the Republic of Ireland ...'.
- Sponsors:** A section with the instruction 'Enter the names of any sponsors and/or funding codes in the box below.' It has an empty text area.
- Description:** A section with the instruction 'Enter any other description or comments in this box.' It has an empty text area.

Abstract

Add an abstract for your article. For published articles, this should be as published.

Sponsors

If the article is an output from an externally-funded project, please indicate the source of funding for the project (for instance, FIRM, SFI, EU Framework (with details), etc). It is important for Teagasc to acknowledge the funders in this way.

Description

If the article is part of a larger work (e.g. Conference Proceeding, Book) you can enter more details of the larger work here.

Please indicate here whether the work is peer-reviewed.

Please also indicate here whether the attached article is a pre-print, post-print or publishers' version. These are defined in the Appendix. (This will assist the Repository admin).

If you wish to add any further information about the article, please enter it here.

Step 7: Upload File

Click "Browse" and locate the file you want to upload from your PC. Click "Next" to proceed. Your file is now uploaded. The file details will be displayed so that you can check that it's the correct file (we all make mistakes!). Notice that the workflow is now in the 'Upload' stage as indicated by the red coloured 'Upload' tag. If it's correct, click Next to proceed.

Describe Describe Describe **Upload** Verify License Complete

Submit: Uploaded File

Here are the details of the file you have uploaded. Please check the details before going to the next step. [More Help...](#)

File	Size	File Format
sample_upload_doc_Central Solutions.pdf	10,340 bytes	Adobe PDF (known)

[Click here if this is the wrong format](#)

[Click here if this is the wrong file](#)

You can verify that the file has been uploaded correctly by:

- Clicking on the filename above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) [Show checksums](#)

Copyright issues, Publisher Policies and which version to upload

Many journal publishers now permit the archiving of articles in institutional repositories, without requiring a specific request to be made. However, publishers often stipulate a delay of between 6 and 18 months following publication in their journal and that pre-prints or post-print versions are the only permissible versions.

The policies of all the major publishers with regard to authors depositing articles in their Institutional Repository are outlined in the [Appendix](#). Most allow some version of the article to be deposited. Please ensure you upload the correct version. There is more information in the T-Stór [FAQ](#). If you're in any doubt, please contact Repository Help at Teagasc-repository-help@teagasc.ie.

Step 8: Review and verify all submission details

All the details you have supplied are now displayed. Please check that all are correct, make corrections if necessary, using the buttons provided, then click "next".

T-Stor: Verify Submission - Windows Internet Explorer provided by Teagasc

http://t-stor.teagasc.ie/submit

Describe Describe Describe **Verify** License Complete

Submit: Verify Submission

Not quite there yet, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [More Help...](#)

If everything is OK, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

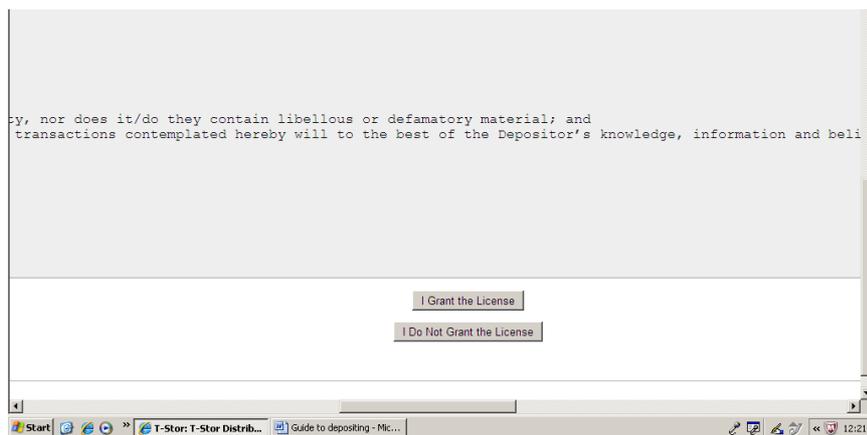
Item has more than one title:	No	
Previously published item:	Yes	Correct one of these
Item consists of more than one file:	No	
Authors	Breen, J. Connolly, L. Donnellan, T. Hanrahan, K. Hennessy, T. Kinsella, A. Martin, M. Ryan, M. Thorne, F.	
Title	Situation and Outlook in Agriculture 2008/09	
Date of Issue	Dec-2008	Correct one of these
Publisher	Teagasc Rural Economy Research Centre	
Citation	Breen, J. et al, 2008. Situation and Outlook in Agriculture 2008/09. Atheny, Teagasc Rural Economy Research Centre.	
Series/Report No.	REPC Situation and Outlook Series	

Step 9: Grant the use license for the submission

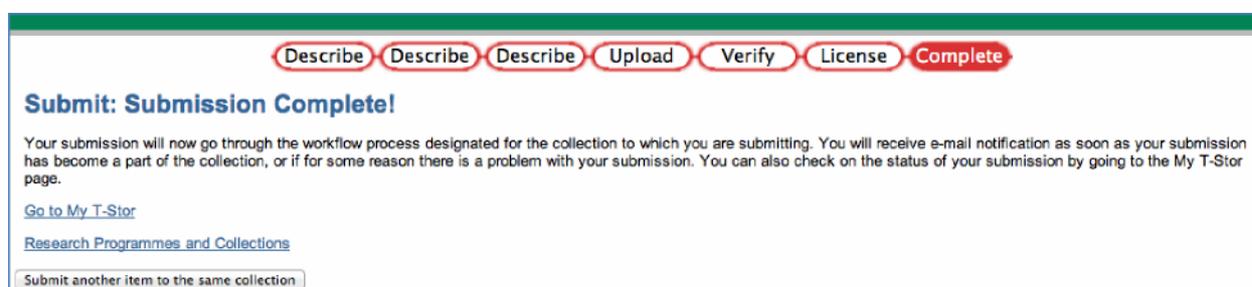
In this step you are granting Teagasc the right to make your article publicly available on the T-Stór repository. You are also verifying that you have the right to make this article available (i.e. you're the author or have been delegated by the author, or authorized by Teagasc as part of your role etc).

You must click "I grant the license" in order for your article to be published on T-Stór.

If you have any concerns about your upload, then click "I do not grant the License". All the details you have entered so far will be saved on your "my T-Stor" page. You can make enquiries to address your concerns and return later to complete the process.



Step 10: You're finished!



The submission is now complete. You will receive an email notification of your submission. Your submission will be automatically routed to any Approvers if that is relevant. You will be informed by email if there is a problem. Repository administration will check your submission before it is published online. They will ensure that the article version you loaded is in accordance with the journal publishers' policies on repository submissions and will deal with any embargo periods if necessary.

Who's looking at your Research?

Once your article is online in T-Stór, you will be able to view Statistics for it. Just click on the "View Statistics" button at the bottom of the record. You can then see how many times it's been downloaded and how many views it's had from different locations.

Appendix: Publisher Policies on Open access Repositories

Definitions:

Pre-prints = the version of the paper before peer review. This is the version as first submitted to publisher, so it is **VERY IMPORTANT** to keep this version.

Post-prints = the version of the paper after peer-review, with revisions having been made (generally Author's version, as resubmitted and accepted, but not publisher PDF after typesetting, formatting etc). In terms of content, post-prints are the article as published. However, in terms of appearance this might not be the same as the published article. So, again, it's important for authors to keep this version.

Publisher/Copyright considerations

The version of the article which can be legally deposited in T-Stór varies between publishers. This can be

- the original version as submitted to the journal (pre-print),
- the post-refereed version incorporating changes but not final formatting (post-print),
- the publisher's final PDF as published.

Some publishers allow the pre-print to be made available via an Institutional Repository before publication of the final version, others don't.

Publishers also impose a variety of conditions and restrictions. Conditions generally include a requirement that

- the publisher's copyright in the work is acknowledged
- the correct citation to the published article is provided
- a link to the published version on the publisher website is included
- There may also be an embargo period, specifying that the article cannot be included in the repository until a certain time after it's publication in the journal concerned.
- There may be also a requirement to use a specific statement.

There are some publisher's who currently don't allow any deposit in an Institutional Repository at all, in which case the citation and abstract only could be included in T-Stór.

Obviously, if both the pre- and post-prints are allowed to be deposited, then the post-print would be the preferable option, as this has essentially the same content as the version published in the journal. However, if only the pre-print version has been kept by the author, then submitting this version is better than not including the article at all in the Repository.

The list below sets out which version(s) of journal articles are allowed by the publishers to be submitted to a repository. This is a summary list which will help you to decide which version to submit to T-Stór. The conditions imposed by the publishers vary. **The Repository administration will check the conditions and ensure that they are met for all submissions.**

If you wish to check conditions and policies for yourself, you can do so on the Sherpa Romeo website <http://www.sherpa.ac.uk/romeo> (search by journal or publisher) or on the journal website, or by checking the agreement you signed when submitting your article.

For any queries please contact the Repository Admin at teagascrepository-help@teagasc.ie.

NOTE: In the table below an entry of "unknown" means that a general policy for that publisher is not available on the Sherpa Romeo site. The Admin will check details for any of these publishers if requested. Some publishers don't yet have a general policy, so it may be necessary to apply for permission on a case-by-case basis. In cases listed as "unknown" below, please provide the pre-print and post-print (if possible) to the repository admin, who will endeavour to clarify the situation and then complete the submission for you.

Publisher (policy listed is default publisher policy)	Pre-Print allowed (paper as submitted but pre-refereeing)	Post-print allowed (final draft author manuscript, including modifications based on referees' suggestions but before copy editing and proof correction)	Publisher version allowed i.e. version as on journal website	More info: Conditions as outlined above. Repository admin will check that any such conditions are fulfilled correctly.
AACC	yes	NO	Yes if pay fee	
Academic Press (Elsevier)	yes	yes	NO	some conditions
American Chemical Society	Editor permission required	Editor permission required	Editor permission required 12 month embargo	Paid OA optional
American College of Chest Physicians	NO	NO	NO	
American Physiological Society	NO	NO	NO	may be possible under some conditions
American Society for Microbiology	NO	yes (6 month embargo)	no info	some conditions
American Society for Nutrition	NO	under certain conditions	NO	
American Society of Animal Science	unknown	only if mandated. 12 month embargo	NO	terms unclear
American Society of Plant Biologists	yes for some titles	NO	yes for some titles	conditions apply
Annual Reviews	yes	NO	NO	conditions apply
ASA/CSSA/SSSA	NO	yes 18 month embargo		
ASABE	unknown	unknown	unknown	
Association of Applied Biologists	yes	yes 12 month embargo	NO	conditions apply
Bailliere Tindall	not available	not available	not available	not available
Bentham Science	yes	yes 12 month embargo	NO	conditions apply
Biomed Central	yes	yes	yes	
BMJ	yes	yes 6month embargo	NO	conditions apply
Brill Academic Publishers	yes	yes	NO	conditions apply
CABI PUBLISHING	yes	yes	NO	conditions apply
CAISTER ACADEMIC PRESS	NO	yes	NO	conditions apply
Cambridge University Press	yes	yes	yes 12 month embargo	some conditions
Cell Press	NO	yes	NO	some conditions

Publisher (policy listed is default publisher policy)	Pre-Print allowed (paper as submitted but pre-refereeing)	Post-print allowed (final draft author manuscript, including modifications based on referees' suggestions but before copy editing and proof correction)	Publisher version allowed i.e. version as on journal website	More info: Conditions as outlined above. Repository admin will check that any such conditions are fulfilled correctly.
(Elsevier)				
Cold Spring Harbor Laboratory Press	unknown	unknown	unknown	
Crop Science Society of America	NO	NO	NO	
CSIRO	yes	yes	NO	some conditions
Dairy Industry Association of Australia	unknown	unknown	unknown	unknown
Ecological Society of America	yes	yes	NO	some conditions
Elsevier	yes	yes	NO	some conditions and some titles excepted
European Geosciences Union	yes	yes	yes	some conditions
Genetics Society of America	NO	NO	NO	
GeoScience World	unknown	unknown	unknown	
German Association of Dairy Science	unknown	unknown	unknown	unknown
Haworth Press (Taylor & Francis)	unknown	unknown	unknown	
Hindawi Publishing Corporation	yes	yes	yes	some conditions
Horizon Scientific Press	NO	yes	NO	some conditions
IEEE	unknown	unknown	unknown	
IFT	unknown	unknown	unknown	
Inderscience	NO	yes 6 month embargo	NO	some conditions
Informa Healthcare	yes	yes for some titles, with varying embargo periods	NO	some conditions
International Association for Food Protection	NO	NO	NO	unknown conditions
International Society for Horticultural Science (ISHS)	NO	yes 12 month embargo	NO	some conditions

Publisher (policy listed is default publisher policy)	Pre-Print allowed (paper as submitted but pre-refereeing)	Post-print allowed (final draft author manuscript, including modifications based on referees' suggestions but before copy editing and proof correction)	Publisher version allowed i.e. version as on journal website	More info: Conditions as outlined above. Repository admin will check that any such conditions are fulfilled correctly.
Irish Grassland Association	unknown	unknown	unknown	unknown
John Wiley & Sons	yes	NO	NO	some conditions
Landes Bioscience	NO	yes	NO unless pay fee	some conditions
Lippincott Williams & Wilkins/Wolters Kluwer	yes	yes with embargo and restrictions	NO	some conditions
Mary Ann Liebert Inc	NO	yes	yes 12 month embargo	some conditions
National Academy of Sciences	yes	yes	NO	some conditions
Nature Publishing Group	yes	possible for some titles with embargo	NO	some conditions
NIR publications	unclear	yes if pay fee	yes if pay fee	paid OA optional
Nottingham University Press	unknown	unknown	unknown	unknown
NRC Research Press	yes	yes	NO	some conditions
Oxford University Press	yes prior to acceptance for publication	yes 12 month embargo for most, 24 months for some titles	NO (can be deposited if author pays for their Oxford Open option)	Some conditions. Policy varies for a number of Oxford journals.
Pig Veterinary Society	unknown	unknown	unknown	
PLoS	yes	yes	yes	
Routledge (Taylor & Francis)	yes	yes 12 month embargo	NO	some conditions
Royal Irish Academy, Dublin	unknown	unknown	unknown	
RSC	NO	yes 12 month embargo	NO	some conditions
SAGE	yes	yes 12 month embargo	NO	some conditions
Society for Applied Spectroscopy	NO	yes	NO	some conditions
Society for General Microbiology	NO	yes 12 month embargo	NO	some conditions

Publisher (policy listed is default publisher policy)	Pre-Print allowed (paper as submitted but pre-refereeing)	Post-print allowed (final draft author manuscript, including modifications based on referees' suggestions but before copy editing and proof correction)	Publisher version allowed i.e. version as on journal website	More info: Conditions as outlined above. Repository admin will check that any such conditions are fulfilled correctly.
Society for the Study of Reproduction	unknown	unknown	unknown	
Springer	yes	yes	NO	some conditions
Springer Science & Business Media	yes	yes	NO	some conditions
Springer Verlag	yes	yes	NO	some conditions
Springer Open	yes	yes	yes	some conditions
Taylor & Francis	yes	yes 12 month embargo	NO	some conditions
Teagasc			yes	
Universities Federation for Animal Welfare	NO	NO	NO	some conditions
University of Chicago Press	yes	yes 12 month embargo	NO	some conditions
Wageningen Academic Publishers	yes	yes	NO	some conditions
Wiley- Blackwell	yes	yes written permission required for some journals, variable embargo applies	NO	some conditions - terms and conditions vary for the various journals
Wiley Verlag	unclear	yes if agreement sought from publisher	NO	conditions vary for journals