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University of Lodz Repository
Depositing instructions

Table of Contents

University of Lodz Library
2021

Basic information

Publisher consent

In order to be able to place documents in the University of Lodz Repository, it is necessary to obtain the consent of the publisher to deposit a previously published work. You can check the policies under which the journal or publisher lets you deposit content, as well as licensing information, on Sherpa Romeo. The publishing policy of Polish journals and publishers can be also found on the Most Wiedzy website. If you do not have such information, you need to ask the publisher for the consent directly.

If you want to deposit a preprint of an article, you should also find out whether the journal in which the text is to be published lets authors publish the author's version – some journals do not provide such an option or place an embargo for a specific period of time.

It is worth remembering that publishing the text or research data may also be limited by the institution that is financing your research. Before depositing your documents it's necessary to check if you can do so.

Who can deposit? Author's account

An employee of the University of Lodz or a doctoral student of the University of Lodz who has an author's account in DSpace may be a depositor of documents in the University of Lodz Repository. In exceptional cases, students' publications are deposited, e.g., distinguished master's or bachelor's theses. However, it is only possible after contacting the supervisor (promoter) of such a work with the Repository administrator.

- ↗ To create an author's account, please contact the Repository team (e-mail: repozytorium@lib.uni.lodz.pl), which authorises the data.
- ↗ It is recommended to use the work e-mail address to maintain an account in the Repository (e-mail address in the University domain).
- ↗ In the content of the message you should indicate the affiliation: employee/doctoral student, name of the Faculty or other employing unit.
- ↗ The administrator grants an author the right to deposit documents in selected collections.

!

It is possible to link an author's account in the Repository **with the ORCID identifier.** You can do it while depositing individual documents, using the **Lookup** button that appears at the stage of metadata description next to the **Authors** field.

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Depositing Guide

See the instructions for specific collection types for details on how to deposit your documents. The general scheme for placing documents in the archive, however, is as follows:

- ↗ you choose the collection in which you want to deposit the document,
- ↗ you provide the document metadata – bibliographic information,
- ↗ you choose the appropriate file to attach,
- ↗ you verify the entered data,
- ↗ you approve the license.

The deposited document will be checked and approved (or rejected and sent for correction) by the editors of the University of Lodz Repository. Only after the team's approval will the publication get a permanent identifier (handle) and it will be visible on the web. The author will be notified of it by e-mail.

!

Before depositing a publication, you should make sure that it has not been already placed in the Repository, e.g., by the Lodz University Press or by a co-author.

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Łódzkiego

Depositing doctoral and postdoctoral dissertations

1. An employee or doctoral student who already has an author's account in the University of Lodz Repository should <u>contact the Repository team by e-mail with a request for authorisation to deposit the work</u> in an appropriate collection. The message should indicate in which unit the thesis defence/habilitation colloquium will be held. The rules for depositing doctoral dissertations at the University of Lodz Repository are specified in the Rector's Regulation – for procedures initiated by 30 April 2019 and after 1 October 2019, respectively.

2. Once you are granted the rights, you need to log in to the Repository, find the appropriate collection (**Collections**), e.g., *Faculty of Philology* > ***Doctoral and postdoctoral dissertations*** and select the link: **Add a new item to this collection.**

3. You will be asked to describe the item. The following fields are mandatory:

   ↗ Authors – enter your surname and first name. You can add the co-authors by the use of the **Add** button. In this field, you can also link the author to their ORCID using the **Lookup** button.

   ↗ Affiliation – enter the name of the university and unit where the work was created, e.g., *University of Lodz, Faculty of Philology, Department of Theory of Literature*.

   ↗ Title – enter the title of the work in the language in which it has been written. You do not enter a different version of the title in this field – it can be done in the Other Titles field; however, it is not necessary.

   ↗ Date of Issue – enter only the year when the work was created, without the day and month. Below, in the Defence date field, you can enter the daily date of the doctoral defence or habilitation colloquium, but it is not obligatory.

   ↗ Dissertation director (supervisor) – provide the surname and first name of the work supervisor. If the work had auxiliary supervisors, you can add them using the **Add** button.

   ↗ Dissertation reviewer – provide the names and surnames of the reviewers. Additional fields can be obtained by using the **Add** function.

   ↗ Page Number – enter the full number of pages of the work, e.g., 289.

   ↗ Type – select the type of a document from the list, i.e., *PhD/Doctoral dissertation* (in the case of habilitation, usually it will be *Book*).

   ↗ Discipline – choose a discipline that is basic for your work from the list.

   ↗ Language – choose the language in which the work has been written from the list.

   ↗ You can fill in some more fields, e.g., provide an additional e-mail address or a bio, but they are not obligatory. Some of the fields will not apply to an unpublished doctoral dissertation, e.g., publisher or series.

4. Now use the **Next step>** button at the bottom of the page. You will be redirected to the second part of the metadata to be completed. Fill in the following fields:

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Łódzkiego

↗ Subject Keywords – enter the basic keywords for your work. It is necessary to use the **Add** button – each word (or phrase) must be entered separately. Most often, three to five keywords are indicated, e.g., *poetics, literary genealogy, 19th century poetry, Baudelaire.*

↗ Abstract – the work abstract should be entered or pasted in. It cannot be longer than 250 words! You can add the abstract in a second language, e.g., English, if you use the **Add** function. Each abstract that you add can have a maximum of 250 words.

↗ Sponsors – if the research has not been funded by any additional entities, this field can be omitted. However, if the work has been created, for example, as part of a grant, you have to enter this information here along with the grant number.

↗ You can add an additional description of your work, but it is not necessary.

5. Now use the **Next step**> button at the bottom of the page. Using the **Select File** button you need to select the attachment, i.e., the work in the PDF file format. If the dissertation has an annex or other additions, you can add the additional files using the **Add file and more** button. In the File description field you can enter, e.g., *The text of the dissertation* or leave it blank.

6. Now use the **Next step>** button at the bottom of the page. A summary of the entered information will appear. Now you have a chance to check the data and make changes using the **Correct one of these** button.

7. If the data is correct, use the **Next step**> button at the bottom of the page again. You will be asked to indicate the license. You can choose the *Creative Commons* license and then specify whether you agree for commercial use of your work and whether you agree for modification of the work. You can also use the option *No Creative Commons license has been selected*, if you do not agree to make the work available to the Internet users.

8. Now use the **Next step**> button at the bottom of the page. A request to grant a license to the University of Lodz Repository will appear. You need to check the I grant the license field to deposit the work and then use the **Deposit** button at the bottom of the page.

↗ **The deposited work is submitted for verification.** This is probably the end of the necessary tasks you need to perform, and if all the required fields have been filled in correctly, the system notification will soon be sent to the e-mail address, informing that the work has been deposited in the Repository of the University of Lodz.

↗ However, it may happen that the editors find errors in the metadata. The work will be then sent back for correction. After the author has made the indicated changes, the publication will be verified again by the Repository team. Using the above manual should prevent such situations.

We hope the process of depositing your work goes well!

In case of doubts or additional questions, please contact: repozytorium@lib.uni.lodz.pl.

1 **In the case of proceedings initiated after 1 October 2019**, the doctoral student is also required to **deposit the reviews** their thesis has received. The reviews should be deposited as separate PDF files attached to the dissertation, the file names should include the word "review" and the name of the reviewer.

Depositing scientific articles

1. If you already have an active author's account in the Repository, you need to log in, find the appropriate collection (**Collections**), e.g., *Faculty of Philology > **Scientific articles*** and select the link **Add a new item to this collection**.

2. You will be asked to describe the item. The following fields must be completed:

   ↗ Authors – enter your surname and first name. You can add the co-authors by the use of the **Add** button. In this field, you can also link the author to their ORCID using the **Lookup** button.

   ↗ Affiliation – enter the name of the university and unit where the work was created, e.g., *University of Lodz, Faculty of Philology, Department of Theory of Literature*.

   ↗ Biographical Note – a short biographical note may be entered, but it is not obligatory.

   ↗ Email – you can provide a contact e-mail address; it is not obligatory.

   ↗ Title – enter the title of your publication in the language in which it has been written. You do not enter a different version of the title in this field – it can be done in the Other Titles field, but it is not necessary.

   ↗ Date of Issue – enter the year of publication of the article, you do not need to enter the day date.

   ↗ Editor – in the case of an article, this field should be left blank.

   ↗ Translator – we can enter the name of the text translator or leave the field blank.

   ↗ Publisher – enter the name of the publisher of the journal or collection, if the article has been already published.

   ↗ Defence date – leave the field blank.

   ↗ Dissertation director (supervisor) – leave the field blank.

   ↗ Dissertation reviewer – leave the field blank.

   ↗ Citation – you can provide a formula for how an article is to be cited, but this is not necessary.

   ↗ References – enter all references that are used in the article. Each bibliographic item must be in a separate field – to add a new field, use the **Add** button. The items should be added in alphabetical order!

   ↗ The source which the deposited material is a part/fragment of – leave the fields **Series name and Report or document number** blank.

   ↗ Series/Report No. (name of the document source) – in the **Series name** field, enter the full title of the journal or collection, which the deposited article is a part of, if it has already been published. In the **Report or document number** field, enter the number of the journal (volume) in which the article has been published.

   ↗ Volume No. (volume number) – enter the number of the issue/part of the journal, if it is different from the number of the volume.

   ↗ Page Number – enter a page range, e.g., 23–45.

↗ Identifiers – select the appropriate identifiers from the list – using the **Add** function, you can add additional fields. In the case of an article, you have to enter the **journal's ISSN**. Some journals also have an **e-ISSN**. If the published article has a **DOI number**, you must provide it.

↗ Type – select the document type from the list, i.e., *Article*.

↗ Discipline – select the discipline appropriate for the deposited article from the list. By holding down the CTRL key, you can select more disciplines.

↗ Language – select the language in which the article has been written from the list.

↗ Copyright owner – you can indicate the copyright owner; it is not obligatory.

3. Now use the **Next step>** button at the bottom of the page. You will be redirected to the second part of the metadata to be completed. Fill in the following fields:

↗ Subject Keywords – enter the basic keywords for the deposited text. It is necessary to use the **Add** button – each word (or phrase) must be entered separately. Most often, three to five keywords are indicated, e.g., *poetics, literary genealogy, 19th century poetry, Baudelaire*.

↗ Abstract – enter or paste an abstract of the article. <u>It cannot be longer than 250 words!</u> You can add the abstract in a second language, e.g., English, by using the **Add** function. Each abstract that you add can have a maximum of 250 words.

↗ Sponsors – if the research has not been funded by any additional entities, this field can be omitted. However, if the publication has been created, for example, as part of a grant, this information should be entered here along with the grant number.

↗ Description – you can enter an additional description of the publication, but it is not necessary.

4. Now use the **Next step**> button at the bottom of the page. Now you need to select the attachment, i.e., a file with the publication, using the **Select file** button. If the publication has an annex or other additions, you can add additional files using the **Add file and more** button. In the File description field you can enter, for example, *The full text of the article* or leave it blank.

5. Now use the **Next step**> button at the bottom of the page. A summary of the entered information will appear. Now you have a chance to check the data and make changes using the **Correct one of these** button.

6. If the data is correct, use the **Next step>** button at the bottom of the page again. You will be asked to indicate the license. You can choose the *Creative Commons* license and then specify whether you agree for commercial use of your work and whether you agree for modification of the work. You can also choose to use the option *No Creative Commons license has been selected*.

7. Now use the **Next step>** button at the bottom of the page. A request to grant a license to the University of Lodz Repository will appear. You need to check the I grant the license field to deposit the work and then use the **Deposit** button at the bottom of the page.

↗ **<u>The deposited publication is sent for verification.</u>** This is probably the end of the necessary tasks you need to perform, and if all the required fields have been filled in correctly, the system notification will soon be sent to the e-mail address informing that the publication has been deposited in the Repository of the University of Lodz.

↗ However, it may happen that the editors find errors in the metadata. <u>The work will be then sent back for correction.</u> After the author has made the indicated changes, the publication will be verified again by the Repository team. Using the above manual should prevent such situations.

We hope the process of depositing your work goes well!

In case of doubts or additional questions, please contact: <u>repozytorium@lib.uni.lodz.pl</u>.

Depositing books/book chapters

1. If you already have an active author's account in the Repository, you need to log in, find the appropriate collection (**Collections**), e.g., *Faculty of Philology > **Books/Chapters*** and select the link **Add a new item to this collection**.
2. You will be asked to describe the item. Fill in the following fields:
   - ↗ Authors – enter your surname and first name. You can add the co-authors by the use of the **Add** button. In this field, you can also link the author to their ORCID using the **Lookup** button.
   - ↗ Affiliation – enter the name of the university and unit where the work was created, e.g., *University of Lodz, Faculty of Philology, Department of Theory of Literature*.
   - ↗ Biographical Note – you may enter a short biographical note, but it is not obligatory.
   - ↗ Email – you can provide a contact e-mail address; it is not obligatory.
   - ↗ Title – enter the title of your publication in the language in which it has been written. You do not enter a different version of the title in this field – it can be done in the Other Titles field, but it is not necessary.
   - ↗ Date of Issue – enter the year of issue, you do not need to enter the day date.
   - ↗ Editor – in the case of a multi-author publication with editors, enter their names – add the fields using the **Add** button. If the book has no editors, leave the field blank.
   - ↗ Translator – you can enter the name of the text translator or leave the field blank.
   - ↗ Publisher – enter the full name of the book's publisher.
   - ↗ Defence date – leave the field blank.
   - ↗ Dissertation director (supervisor) – leave the field blank.
   - ↗ Dissertation reviewer – leave the field blank.
   - ↗ Citation – you can provide a formula for how the book or chapter is to be cited, but this is not necessary.
   - ↗ References – enter all references used in the deposited publication. Each bibliographic item must be in a separate field – to add a new field, use the **Add** button. The items should be added in alphabetical order!
   - ↗ The source which the deposited material is a part/fragment of – if a book chapter is deposited, in the **Series name** field, enter the full title of the book, the fragment of which is deposited, and in the **Report or document number** field, enter the chapter number, if the chapters are numbered. If you are depositing the entire book, which is a separate publication, leave the fields **Series name** and **Report or document number** blank.
   - ↗ Series / Report No. (name of the document source) – leave the fields **Series name** and **Report or document number** blank here.

- ↗ Volume No. (volume number) – the volume number may be indicated if the book publication is divided into volumes.
- ↗ Page Number – in the case of a chapter, the page range should be provided, e.g., 23-45, whereas in the case of a book – the total number of pages, e.g., 283.
- ↗ Identifiers – select the appropriate identifiers from the list – using the **Add** function, you can add additional fields. In the case of a book or chapter, be sure to include the **book's ISBN**. Some books also have **e-ISBN**. If a chapter or book has a **DOI number**, you need to provide it.
- ↗ Type – select the document type from the list, i.e., *Book* for the entire book or *Book chapter* for a chapter.
- ↗ Discipline – select the discipline appropriate for the deposited text from the list. By holding down the CTRL key, you can select more disciplines.
- ↗ Language – select the language in which the text has been written from the list.
- ↗ Copyright owner – you can indicate the copyright owner; it is not obligatory.

3. Now use the **Next step>** button at the bottom of the page. You will be redirected to the second part of the metadata to be completed. Fill in the following fields:
   - ↗ Subject Keywords – enter the basic keywords for the deposited text. It is necessary to use the **Add** button – each word (or phrase) must be entered separately. Most often, three to five keywords are indicated, e.g., *poetics, literary genealogy, 19th century poetry, Baudelaire*.
   - ↗ Abstract – an abstract should be entered or pasted. <u>It cannot be longer than 250 words!</u> You can add the abstract in a second language, e.g., English, by using the **Add** function. Each abstract that you add can have a maximum of 250 words.
   - ↗ Sponsors – if the research has not been funded by any additional entities, this field can be omitted. However, if the publication has been created, for example, as part of a grant, this information should be entered here along with the grant number.
   - ↗ Description – you can enter an additional description of the publication, but it is not necessary.

4. Now use the **Next step>** button at the bottom of the page. Now you need to select the attachment, i.e., a file with the publication, using the **Select file** button. If the publication has an annex or other additions, you can add additional files using the **Add file and more** button. In the File description field you can enter, e.g., *Full text* or leave it blank.

5. Now use the **Next step>** button at the bottom of the page. A summary of the entered information will appear. Now you have a chance to check the data and make changes using the **Correct one of these** button.

6. If the data is correct, use **the Next step>** button at the bottom of the page again. You will be asked to indicate the license. You can choose the *Creative Commons* license and then specify whether you agree for commercial use of your work and whether you agree for modification of the work. You can also choose to use the option *No Creative Commons license has been selected*.

7. Now use the **Next step>** button at the bottom of the page. A request to grant a license to the University of Lodz Repository will appear. You need to check the I grant the license field to deposit the work and then use the **Deposit** button at the bottom of the page.

↗ **<u>The deposited publication is sent for verification.</u>** This is probably the end of the necessary tasks you need to perform, and if all the required fields have been filled in correctly, the system notification will soon be sent to the e-mail address informing that the publication has been deposited in the Repository of the University of Lodz.

↗ However, it may happen that the editors find errors in the metadata. <u>The work will be then sent back for correction.</u> After the author has made the indicated changes, the publication will be verified again by the Repository team. Using the above manual should prevent such situations.

We hope the process of depositing your work goes well!
In case of doubts or additional questions, please contact: <u>repozytorium@lib.uni.lodz.pl</u>.

Depositing conference materials

1. If you already have an active author's account in the Repository, you need to log in, find the appropriate collection (**Collections**), e.g., *Faculty of Philology>* ***Conference materials*** and select the **Add new item to this collection** link.
2. You will be asked to describe the item. Fill in the following fields:
   - ↗ Authors – enter your surname and first name. Using the **Add** button, you can add the co-authors of the deposited document. In this field, you can also link the author to their ORCID using the **Lookup** button.
   - ↗ Affiliation – enter the name of the university and the unit where the work has been created, e.g., *University of Lodz, Faculty of Philology, Department of Theory of Literature.*
   - ↗ Biographical Note – a short biographical note may be entered, but it is not obligatory.
   - ↗ Email – you can provide a contact e-mail address; it is not obligatory.
   - ↗ Title – enter the title of the deposited publication in the language in which it has been written. You do not enter a different version of the title in this field – it can be done in the Other Titles field, but it is not necessary.
   - ↗ Date of Issue – enter the year of issue, you do not need to enter the day date. If the materials have not been published yet, enter the year in which the conference was held.
   - ↗ Editor – in the case of a multi-author publication with editors, enter their names – add the fields using the **Add** button. If the publication has no editors, leave the field blank.
   - ↗ Translator – you can enter the name of the text translator or leave the field blank.
   - ↗ Publisher – enter the full name of the publisher if the publication has been issued. If not, leave it blank.
   - ↗ Defence date – leave the field blank.
   - ↗ Dissertation director (supervisor) – leave the field blank.
   - ↗ Dissertation reviewer – leave the field blank.
   - ↗ Citation – you can provide a formula for how an article is to be cited, but this is not necessary.
   - ↗ References – enter all references used in the deposited publication. Each bibliographic item must be in a separate field – to add a new field, use the Add button. The items should be added in alphabetical order!
   - ↗ The source which the deposited material is a part/fragment of – if you are depositing a chapter of a post-conference volume, in the **Series name** field enter the full title of the book, which the fragment is a part of, and in the **Report or document number** field – the chapter number, if chapters are numbered. If you are depositing the entire book, which is a separate publication, leave the fields

Series name and **Report or document number** blank. If you are depositing our own presentation or other materials – leave the fields blank.

↗ Series / Report No. (name of the document source) – leave the fields **Series name** and **Report or document number** blank here.

↗ Volume No. (volume number) – the volume number may be indicated if the book publication is divided into volumes.

↗ Page Number – in the case of a chapter/fragment, the range of pages should be given, e.g., 23-45, and in the case of depositing the entire conference book – the total number of pages, e.g., 283. If you are depositing your own presentation or other materials – leave the fields blank.

↗ Identifiers – select the appropriate identifiers from the list – using the **Add** function, you can add additional fields. In the case of a book or chapter, be sure to enter the **book's ISBN.** Some books also have an **e-ISBN**. If a chapter or book has a **DOI number**, you need to provide it. If the deposited materials have never been published, leave the field blank.

↗ Type – select the document type from the list, i.e., *Book* for the entire book or *Book chapter* for a chapter/fragment, *Presentation* for a presentation, *Recording* for recordings or *Other* for other types of materials.

↗ Discipline – select the discipline appropriate for the deposited materials from the list. By holding down the CTRL key, you can select more disciplines.

↗ Language – select from the list the language in which the text has been written.

↗ Copyright owner – you can indicate the copyright owner; it is not obligatory.

3. Now use the **Next step>** button at the bottom of the page. You will be redirected to the second part of the metadata to be completed. Fill in the following fields:

↗ Subject Keywords – enter the basic keywords for the deposited material. It is necessary to use the **Add** button – each word (or phrase) must be entered separately. Most often, three to five keywords are indicated, e.g., *poetics, literary genealogy, 19th century poetry, Baudelaire.*

↗ Abstract – you can enter or paste an abstract. It cannot be longer than 250 words! You can add the abstract in a second language, e.g., English, by using the **Add** function. Each abstract that you add can have a maximum of 250 words.

↗ Sponsors – if the research has not been funded by any additional entities, this field can be omitted. However, if the publication has been created, for example, as part of a grant, this information should be entered here along with the grant number.

↗ Description – you can enter an additional description, e.g., informing about the conference, which the deposited materials are a part of, but it is not necessary.

4. Now use the **Next step>** button at the bottom of the page. Now you need to select the attachment, i.e., a file with the publication, using the **Select file** button. If the publication has an annex or other additions, you can add additional files using the **Add file and more** button. In the File description field you can enter, e.g., *Full text* or leave it blank.

5. Now use the **Next step>** button at the bottom of the page. A summary of the entered information will appear. Now you have a chance to check the data and make changes using the **Correct one of these** button.

6. If the data is correct, use the **Next step>** button at the bottom of the page again. You will be asked to indicate the license. You can choose the *Creative Commons* license and then specify whether you agree for commercial use of your work and whether you agree for modification of the work. You can also choose to use the option *No Creative Commons license has been selected.*

7. Now use the **Next step>** button at the bottom of the page. A request to grant a license to the University of Lodz Repository will appear. You need to check the I grant the license field to deposit the work and then use the **Deposit** button at the bottom of the page.

↗ **The deposited publication is sent for verification.** This is probably the end of the necessary tasks you need to perform, and if all the required fields have been filled in correctly, the system notification will soon be sent to the e-mail address informing that the publication has been deposited in the Repository of the University of Lodz.

↗ However, it may happen that the editors find errors in the metadata. The work will be then sent back for correction. After the author has made the indicated changes, the publication will be verified again by the Repository team. Using the above manual should prevent such situations.

We hope the process of depositing your work goes well!
In case of doubts or additional questions, please contact: repozytorium@lib.uni.lodz.pl.

Depositing teaching materials

1. If you already have an active author's account in the Repository, you need to log in, find the appropriate collection (**Collections**), e.g., *Faculty of Philology > **Teaching Materials*** and select the link **Add a new item to this collection**.
2. You will be asked to describe the item. Fill in the following fields:
   - ↗ Authors – enter your surname and first name. Using the **Add** button, you can add the co-authors of the deposited document. In this field, you can also link the author to their ORCID using the **Lookup** button.
   - ↗ Affiliation – enter the name of the university and the unit where the work has been created, e.g., *University of Lodz, Faculty of Philology, Department of Theory of Literature*.
   - ↗ Biographical Note – a short biographical note may be entered, but it is not obligatory.
   - ↗ Email – you can provide a contact e-mail address; it is not obligatory.
   - ↗ Title – enter the title of the deposited publication in the language in which it has been written. You do not enter a different version of the title in this field – it can be done in the Other Titles field, but it is not necessary.
   - ↗ Date of Issue – enter the year of issue, you do not need to enter the day date. If the materials have not been published before, you enter the year in which they were created.
   - ↗ Editor – in the case of a multi-author publication with editors, enter their names – add the fields using the **Add** button. If the publication has no editors, leave the field blank.
   - ↗ Translator – you can enter the name of the text translator or leave the field blank.
   - ↗ Publisher – enter the full name of the publisher if the publication has been issued. If not, leave it blank.
   - ↗ Defence date – leave the field blank.
   - ↗ Dissertation director (supervisor) – leave the field blank.
   - ↗ Dissertation reviewer – leave the field blank.
   - ↗ Citation – you can provide a formula for how an article is to be cited, but this is not necessary.
   - ↗ References – enter all references used in the deposited publication. Each bibliographic item must be in a separate field – to add a new field, use the **Add** button. The items should be added in alphabetical order*!*
   - ↗ The source which the deposited material is a part/fragment of – if you are depositing a chapter of a book, in the **Series name** field enter the full title of the book, which the fragment is a part of, and in the **Report or document number** field – the chapter number, if the chapters are numbered. If you are depositing the entire book, which is a separate publication, leave the fields **Series name** and

Report or document number blank. If you are depositing your own presentation or other materials – leave the fields blank.

↗ Series / Report No. (name of the document source) – leave the fields **Series name** and **Report or document number** blank here.

↗ Volume No. (volume number) – the volume number may be indicated if the book publication is divided into volumes.

↗ Page Number – in the case of a chapter/fragment, the range of pages should be given, e.g., 23-45, and in the case of depositing the entire conference book – the total number of pages, e.g., 283. If you are depositing your own presentation or other materials – leave the fields blank.

↗ Identifiers – select the appropriate identifiers from the list – using the **Add** function, you can add additional fields. In the case of a book or chapter, be sure to enter the **book's ISBN.** Some books also have an **e-ISBN**. If a chapter or book has a **DOI number**, you need to provide it. If the deposited materials have never been published, leave the field blank.

↗ Type – select the document type from the list, i.e., *Book* for the entire book or *Book chapter* for a chapter/fragment, *Presentation* for a presentation, *Recording* for recordings or *Other* for other types of materials.

↗ Discipline – select the discipline appropriate for the deposited materials from the list. By holding down the CTRL key, you can select more disciplines.

↗ Language – select from the list the language in which the text has been written.

↗ Copyright owner – you can indicate the copyright owner; it is not obligatory.

3. Now use the **Next step>** button at the bottom of the page. You will be redirected to the second part of the metadata to be completed. Fill in the following fields:

↗ Subject Keywords – enter the basic keywords for the deposited material. It is necessary to use the **Add** button – each word (or phrase) must be entered separately. Most often, three to five keywords are indicated, e.g., *poetics, literary genealogy, 19th century poetry, Baudelaire.*

↗ Abstract – you can enter or paste an abstract. It cannot be longer than 250 words! You can add the abstract in a second language, e.g., English, by using the **Add** function. Each abstract that you add can have a maximum of 250 words.

↗ Sponsors – if the research has not been funded by any additional entities, this field can be omitted. However, if the publication has been created, for example, as part of a grant, this information should be entered here along with the grant number.

↗ Description – an additional description can be provided, e.g., a few sentences about the activity for which the deposited materials may be useful.

4. Now use the **Next step>** button at the bottom of the page. Now you need to select the attachment, i.e., a file with the publication, using the **Select file** button. If the publication has an annex or other additions, you can add additional files using the **Add file and more** button. In the File description field you can enter, e.g., *Full text* or leave it blank.

5. Now use the **Next step>** button at the bottom of the page. A summary of the entered information will appear. Now you have a chance to check the data and make changes using the **Correct one of these** button.

6. If the data is correct, use the **Next step>** button at the bottom of the page again. You will be asked to indicate the license. You can choose the *Creative Commons* license and then specify whether you agree for commercial use of your work and whether you agree for modification of the work. You can also choose to use the option *No Creative Commons license has been selected.*

7. Now use the **Next step>** button at the bottom of the page. A request to grant a license to the University of Lodz Repository will appear. You need to check the I grant the license field to deposit the work and then use the **Deposit** button at the bottom of the page.

↗ **The deposited publication is sent for verification.** This is probably the end of the necessary tasks you need to perform, and if all the required fields have been filled in correctly, the system notification will soon be sent to the e-mail address informing that the publication has been deposited in the Repository of the University of Lodz.

↗ However, it may happen that the editors find errors in the metadata. The work will be then sent back for correction. After the author has made the indicated changes, the publication will be verified again by the Repository team. Using the above manual should prevent such situations.

We hope the process of depositing your work goes well!
In case of doubts or additional questions, please contact: repozytorium@lib.uni.lodz.pl.

Depositing research data

The University of Lodz Repository primarily collects the publication output of the UL's staff and doctoral students but research data collections can also be deposited there. Each Faculty of the UL has a collection called 'Research Projects', which includes a collection called 'Research Data' where data sets can be deposited. **The Repository is not a platform for storing data and editing it during the project but only a place to deposit finished data after the project is completed or during its settlement.**

Important information

> ↗ The Repository is a so-called small data repository, i.e. we accept datasets **up to 5 GB**.
> ↗ Data are best added as datasets, i.e. one dataset for one research project.
> ↗ The Repository supports common dataset formats (e.g. PDF, XLS, CSV, MP3) and also accepts zipped files.
> ↗ Each dataset is given a unique digital Handle identifier.
> ↗ Access to the data can be restricted – to computer workstations on the UL network – or completely closed. If access needs to be restricted, it is necessary to contact the Repository administrators.
> ↗ **Once the upload has been completed, only the Repository administrators can add further files and make changes to the descriptions.**

If you would like to deposit your dataset in the UL Repository, please contact us at: repozytorium@lib.uni.lodz.pl.

Instructions:

1. If you already have an active author's account in the Repository, you need to log in, find the appropriate collection (**Collections**), e.g., *Faculty of Philology > **Research projects > Research data*** and select the link **Add a new item to this collection**.
2. You will be asked to describe the item. Fill in the following fields:
   > ↗ **Authors** – enter your surname and first name. Using the **Add** button, you can add the co-authors of the deposited document. In this field, you can also link the author to their ORCID using the **Lookup** button.
   > ↗ **Affiliation** – enter the name of the university and the unit where the work has been created, e.g., *University of Lodz, Faculty of Philology, Department of Theory of Literature.*
   > ↗ **Biographical Note** – a short biographical note may be entered but it is not obligatory.
   > ↗ **Email** – you can provide your contact e-mail address; it is not obligatory.

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- ↗ **Title** – provide the title of the deposited dataset with a note 'dataset'. You do not enter a different version of the title in this field – it can be done in the Other Titles field but it is not necessary.
- ↗ **Date of Issue** – enter the year of creation of the data, preparation of the collection or start of the project, no need to enter a daily date.
- ↗ **Editor** – if the publication has no editors, leave the field blank.
- ↗ **Translator** – you can enter the name of the text translator or leave the field blank.
- ↗ **Publisher** – if the data has not been published, leave the field blank.
- ↗ **Defence date** – leave the field blank.
- ↗ **Dissertation director** (supervisor) – leave the field blank.
- ↗ **Dissertation reviewer** – leave the field blank.
- ↗ **Citation** – you can provide a formula for how an article is to be cited, but this is not necessary.
- ↗ **References** – enter all references used in the deposited publication. Each bibliographic item must be in a separate field – to add a new field, use the **Add** button. The items should be added in alphabetical order!
- ↗ **The source which the deposited material is a part/fragment of** – leave the fields blank.
- ↗ **Series/Report No.** (name of the source) – leave the fields blank.
- ↗ **Volume No.** – leave the field blank.
- ↗ **Page Number** – leave the field blank.
- ↗ **Identifiers** – select the appropriate identifiers from the list – using the **Add** function, you can add additional fields. If a dataset has a **DOI number**, it should be provided. If the deposited materials have never been published and have no additional identifiers, leave the field blank.
- ↗ **Type** – select the document type from the list, which is ***Dataset.***
- ↗ **Discipline** – select the discipline appropriate for the deposited materials from the list. By holding down the CTRL key, you can select more disciplines.
- ↗ **Language** – select the language in which the text has been written.
- ↗ **Copyright owner** – you can indicate the copyright owner; it is not obligatory.

3. Now use the **Next step** button at the bottom of the page. You will be redirected to the second part of the metadata to be completed. Fill in the following fields:

- ↗ **Subject Keywords** – enter the basic keywords for the deposited material. It is necessary to use the **Add** button – each word (or phrase) must be entered separately. Most often, three to five keywords are indicated, e.g., *poetics, literary genealogy, 19th century poetry, Baudelaire.*
- ↗ **Abstract** – you can enter or paste an abstract. It cannot be longer than 250 words! You can add the abstract in a second language, e.g., English, by using the **Add** function. Each abstract that you add can have a maximum of 250 words.

↗ **Sponsors** – if the research has not been funded by any additional entities, this field can be omitted. However, if the publication has been created, for example, as part of a grant, <u>this information should be entered here along with the grant number.</u>

↗ **Description** – an additional description can be provided, e.g., a few sentences about the activity for which the deposited materials may be useful.

4. Use the **Next step>** button at the bottom of the page. Now you need to select the attachment, i.e., a data file, using the **Select file** button. If you do not want to add the dataset as packaged files, you can add each file separately using the **Add File and more** button. It is essential to remember that a correct description of the file makes it easier to find and is important in the context of FAIR principles.

5. Use the **Next step>** button at the bottom of the page. A summary of the entered information will appear. Now you have a chance to check the data and make changes using the **Correct one of these** button. In the **File description** field you can enter the name/title of the data or leave the field blank.

6. If the data is correct, use the **Next step>** button at the bottom of the page again. You will be asked to indicate the license. You can choose the *Creative Commons* license and then specify whether you agree for commercial use of your work and its modification. You can also choose to use the option *No Creative Commons license has been selected*. For data linked to a research project, please ensure that the licence is consistent with the contract. <u>If the Repository does not allow you to add the appropriate licence, please contact the administrators.</u>

7. Now use the **Next step>** button at the bottom of the page. A request to grant a license to the University of Lodz Repository will appear. You need to check the **I grant the license** field to deposit the work and then use the **Deposit** button at the bottom of the page.

↗ <u>**The deposited publication is sent for verification.**</u> This is probably the end of the necessary tasks you need to perform, and if all the required fields have been filled in correctly, the system notification will soon be sent to the e-mail address confirming that the publication has been deposited in the Repository of the University of Lodz.

↗ However, it may happen that the editors find errors in the metadata. <u>The work will be then sent back for correction.</u> After the author has made the indicated changes, the publication will be verified again by the Repository team. Using the above manual should prevent such situations.

We hope the process of depositing your work goes well!

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