

Brock University Institutional Repository Submission Instructions

Self Submission

1. Head to the repository website: <https://dr.library.brocku.ca/ldap-login> and sign in with your Brock Portal ID and password.
2. Click on **Self Submission** - the second of the three methods listed in the introductory paragraph at the top of the page

Brock University Digital Repository

Brock University's Digital Repository is an online archive showcasing and preserving the Brock community's scholarly output as well as items from the Library's Special Collections and Archives. Researchers can disseminate their work by depositing it in this Open Access repository, which provides free, immediate access to users while also allowing Brock scholars to track downloads and views of their scholarship.

For more information, see the repository's [policies and procedures](#).

Share Your Work - Not sure where to start? Have Library Staff deposit your work on your behalf. Just fill in this form and we'll proceed on your behalf.



Self Submission - Deposit your paper or research material directly into the repository. Simply login with your Portal Information at this link and follow along.

Thesis Submission - If you need to submit your thesis to the repository to complete your graduation requirements you can do so here. Login with your Portal Information and fill in the form.

3. From the drop-down menu, choose the appropriate collection in which to deposit your research. If you are unsure of which collection to choose, please submit your work here: <https://dr.library.brocku.ca/handle/10464/12837>

Select a collection

Collection:

Select a collection...

- Select a collection...
- Brock Major Research Papers > Education MRP
- Brock Theses > Newly Added Theses
- Brock University Publications & Manuscripts > Faculty of Applied Health Sciences > Health Sciences
- Brock University Publications & Manuscripts > Faculty of Applied Health Sciences > Kinesiology
- Brock University Publications & Manuscripts > Faculty of Applied Health Sciences > Nursing
- Brock University Publications & Manuscripts > Faculty of Applied Health Sciences > Recreation & Leisure Studies
- Brock University Publications & Manuscripts > Faculty of Applied Health Sciences > Sport Management
- Brock University Publications & Manuscripts > Faculty of Education > Adult Education
- Brock University Publications & Manuscripts > Faculty of Education > Concurrent Programs
- Brock University Publications & Manuscripts > Faculty of Education > Continuing Teacher Education
- Brock University Publications & Manuscripts > Faculty of Education > Graduate & Undergraduate
- Brock University Publications & Manuscripts > Faculty of Education > Teacher Education
- Brock University Publications & Manuscripts > Faculty of Education > Tecumseh Centre
- Brock University Publications & Manuscripts > Faculty of Humanities > Canadian Studies
- Brock University Publications & Manuscripts > Faculty of Humanities > Centre for Canadian Studies > Crossing Borders Conference 2018
- Brock University Publications & Manuscripts > Faculty of Humanities > Centre for Digital Humanities
- Brock University Publications & Manuscripts > Faculty of Humanities > Centre for Medieval and Renaissance Studies
- Brock University Publications & Manuscripts > Faculty of Humanities > Centre for Studies in Arts and Culture
- Brock University Publications & Manuscripts > Faculty of Humanities > Classics

All of DSpace
Communities & Cc
By Issue Date

4. At this stage, it is important to describe your work with as much detail as possible. The first **Describe** page consists of basic descriptive information including the names of the authors, the title of the work, date of issue, publisher, citation, type, and language - among others. Fill out every field on this page with as much detail as possible, and click **Next** to continue, or **Save & Exit** to save your progress and finish the process at a later time

Describe Item

Authors:

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Lookup

Enter the names of the authors of this item.

Title: *

Enter the main title of the item.

Other Titles:

Add

If the item has any alternative titles, please enter them here.

Date of Issue: *

Year

Month

Day

5. The most vital information to submit at this stage is the ISSN and DOI associated with your work. If you don't include this information, you won't be able to look up your work in the repository. The ISSN is a unique number used to identify a print or electronic journal title. For example, the ISSN for *Nature* is 0028-0836.

Identifiers:

0028-0836

Add

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

6. The DOI is an identifier used to uniquely identify academic, professional, and government information, such as journal articles, research reports and datasets. The DOI is often in the form of a URL - the DOI for a specific article about breast cancer research in *Nature* is [10.1038/s41586-019-1005-x](https://doi.org/10.1038/s41586-019-1005-x)

Identifiers:

DOI	10.1038/s41586-019-1005-x	Add
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If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

7. Another important thing to consider at this stage is the “Lookup” option when entering the name(s) of the author(s). If you choose the Lookup option, you can search for the author you’re looking for in the ORCID database, allowing authors to be associated with their ORCID identifier. An ORCID identifier is a digital identifier that distinguishes researchers from each other. By associating yourself with your ORCID in the Brock Repository, you ensure that you’re credited and recognized for your work. To learn more about ORCID, or to register for your own ORCID identifier, visit <https://orcid.org>

Person lookup

Search:

Name	
Connors, David	<ul style="list-style-type: none">◦ last name: Connors◦ first name: David <p>Items in this repository: view items</p> <p><input type="button" value="Add This Person"/></p>

Showing 1 results.

8. The second **Describe** page is where you'll go more in depth with the description of your work. Descriptive keywords will help people find your work e.g. via Google Scholar, so it's important to go into as much detail as possible. To include keywords, enter the keywords one at a time and click **Add** in between each keyword. You'll also add an abstract, the names of any sponsors and/or funding codes, and other descriptive details/comments about the work. Fill out all of the fields and click **Next** to continue, or **Save & Exit** to save your progress and finish the process at a later time

Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases.

[Subject Categories](#)

Abstract:

Enter the abstract of the item.

Sponsors:

Enter the names of any sponsors and/or funding codes in the box.

Description:

9. Next, you'll be taken to the **Upload** page. This is where you'll upload an electronic copy of the article from your computer. You'll also write a brief file description such as "Main Article" or "Experimental Data". You'll also include an "Embargo until" date and, if applicable, a reason for the embargo date. For self-archiving purposes, which is what we're doing here, an embargo is a period of time set by the publisher where access to the archived version of an article is restricted until the embargo period expires. Typically, embargo periods fall between 6-24 months (though some publishers may require an embargo of up to 48 months).
10. To check the copyright and self-archiving policies for the journal in which your article was published, you can consult the SHERPA/RoMEO database by heading to <http://www.sherpa.ac.uk/romeo/search.php>
11. Type in the name of the journal, and you'll be taken to a page that shows all journal permissions on archiving articles in a repository. This is the SHERPA/RoMEO report for *Nature*

Journal:	Nature (ISSN: 0028-0836, EISSN: 1476-4687)
RoMEO:	This is a RoMEO yellow journal
Author's Pre-print:	✓ author can archive pre-print (ie pre-refereeing)
Author's Post-print:	✗ subject to Restrictions below, author can archive post-print (ie final draft post-refereeing)
Restrictions:	<ul style="list-style-type: none"> • 6 months embargo
Publisher's Version/PDF:	✗ author cannot archive publisher's version/PDF
General Conditions:	<ul style="list-style-type: none"> • Research articles only • On author's personal website, institutional repository and funder designated repository • Publisher's version/PDF cannot be used • Authors retain copyright • Must link to publisher version • Published source must be acknowledged and DOI cited • Post-prints are subject to Springer Nature re-use terms
Mandated OA:	Compliance data is available for 24 funders
Notes:	<ul style="list-style-type: none"> • Applies to Research articles only
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<p>This summary is for the journal's <i>default</i> policies, and changes or exceptions can often be negotiated by authors. <i>All information is correct to the best of our knowledge but should not be relied upon for legal advice.</i></p>	

12. There are three options as to which version of an article may be submitted to a repository. They are as follows:

- a. Pre-print: a digital draft before peer review is called
- b. Post-print: a digital draft after it has been peer reviewed
- c. Publisher-PDF: a final version taken directly from the publisher's website

In this example, the author of an article published in *Nature* may archive pre-prints, and post prints after a 6-month embargo period. Authors in *Nature* may **not** archive the publisher's version.

13. For the “embargo reason” option, you may enter a specific reason or simply write “to fulfill publisher requirement”.

Upload File(s)

File: *

No file chosen

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "*Main article*", or "*Experiment data readings*".

Embargo until specific date:

mm/dd/yyyy

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

14. You'll notice underneath this information that SHERPA/RoMEO has automatically filled in the publisher's information. This is the benefit of adding the ISSN and DOI associated with your work. It makes the submission process much faster.

Publisher information



Journal: Historical Methods: A Journal of Quantitative and Interdisciplinary History (0161-5440)

Publisher information: Taylor & Francis (Routledge)

RoMEO Colour: green [\(More info\)](#)

To check the copyright and self-archiving policies per journal or publisher, please consult [SHERPA/RoMEO](#).

15. Next, you'll be taken to the **Review** page. This is where you can review all of the information you've entered so far. If you want to make corrections or edits, click on the **Correct one of these** buttons in either of the two description sections. If you make changes to any of the previous information, you can return directly to the review page when you're done by clicking on **Review** in the green menu bar at the top of the page. When you're happy with everything, click **Next** to continue, or **Save & Exit** to save your progress and finish the process at a later time

Describe Item

Authors: Connors, David

Authors: Armstrong, Michael J.

Authors: Bonnett, John

Title: A counterfactual study of the Charge of the Light Brigade

Date of Issue: 2015-06

Publisher: Taylor & Francis

Citation: Connors D, Armstrong MJ, Bonnett J. 2015. "A counterfactual study of the Charge of the Light Brigade". Historical Methods: A Journal of Quantitative and Interdisciplinary History 48 #2, 80-89.

Identifiers: ISSN:0161-5440

Identifiers: DOI:<https://doi.org/10.1080/01615440.2014.979273>

Type: Article

Language: English (United States)

Describe Item

Subject Keywords: Crimean War

Subject Keywords: Military history

Subject Keywords: Salvo combat model

Subject Keywords: Operations research

Abstract: We use a mathematical model to perform a counterfactual study of the 1854 Charge of the Light Brigade. We first calibrate the model with historical data so that it reproduces the actual charge's outcome. We then adjust the model to see how that outcome might have changed if the Heavy Brigade had joined the charge, and/or if the charge had targeted the Russian forces on the heights instead of those in the valley. The results suggest that all of the counterfactual attacks would have led to heavier British casualties. However, a charge by both brigades along the valley might plausibly have yielded a British victory.

16. Next, you'll be taken to the **CC License** page. This is where, if you wish, you can add a Creative Commons license to your work. To do this, or to opt out of the Creative Commons license, choose the option you'd like from the drop-down menu. If you choose to include a Creative Commons license, you must also specify the permissions you'll allow with the license, including whether or not your work may be used commercially and whether or not readers can modify your work. To learn more about Creative Commons licenses, head to <https://creativecommons.org>. Once you've made your decision, click **Next** to continue, or **Save & Exit** to save your progress and finish the process at a later time

License Type:

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- Yes
- No

Allow modifications of your work? ⓘ

- Yes
- ShareAlike
- No

17. Finally, you must agree to the Distribution License. These are terms that allow the repository platform to reproduce, translate, and distribute your work worldwide. If you have any questions or concerns about the Distribution License, contact the repository administrators (digitalrepository@brocku.ca). If not, check the box that says **I Grant the License**, and click **Complete Submission** to finish the process, or **Save & Exit** to save your progress and finish the process at a later time.

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< Previous	Save & Exit	Complete submission
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If you have any questions, comments, or concerns about submitting your work to the digital repository at Brock University, visit <https://dr.library.brocku.ca/feedback>

You can also send an email to digitalrepository@brocku.ca if you run into any problems during the submission process.