

# Brock University Institutional Repository Submission Instructions

## Share Your Work

Choose this option if you're unsure of how to start depositing your work. When you choose this, Library Staff will go about publishing your work on your behalf after you've entered some information about yourself and the work you're submitting. To proceed with this method of submitting, follow these steps:

1. Before you upload your work, it's a good idea to check which version of your paper is best to publish in the repository. Many publishers have copyright regulations specifying which versions of a journal article can be deposited in a repository. Some permit pre-prints, others post-prints, some allow posting of final published articles after an embargo period such as 12 months.
2. To check the copyright regulations of the journal your work has been published in, the SHERPA/RoMEO database is a great resource:  
<http://www.sherpa.ac.uk/romeo/search.php>



3. Type in the name of the appropriate 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:	<a href="#">Nature</a> (ISSN: 0028-0836, EISSN: 1476-4687)
RoMEO:	This is a <a href="#">RoMEO yellow</a> 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"><li>• 6 months embargo</li></ul>
Publisher's Version/PDF:	✗ author cannot archive publisher's version/PDF
General Conditions:	<ul style="list-style-type: none"><li>• Research articles only</li><li>• On author's personal website, institutional repository and funder designated repository</li><li>• Publisher's version/PDF cannot be used</li><li>• Authors retain copyright</li><li>• Must link to publisher version</li><li>• Published source must be acknowledged and DOI cited</li><li>• Post-prints are subject to Springer Nature re-use terms</li></ul>
Mandated OA:	Compliance data is available for <a href="#">24 funders</a>
Notes:	<ul style="list-style-type: none"><li>• Applies to Research articles only</li></ul>
Copyright:	<a href="#">Pre-print policy</a> - <a href="#">Self-archiving policy</a> - <a href="#">Post-print re-use terms</a>
Updated:	20-Sep-2018 - <a href="#">Suggest an update for this record</a>
Link to this page:	<a href="http://www.sherpa.ac.uk/romeo/issn/0028-0836/">http://www.sherpa.ac.uk/romeo/issn/0028-0836/</a>
Published by:	<a href="#">Nature Research</a> (part of Springer Nature) - <a href="#">Yellow Policies in RoMEO</a>

This summary is for the journal's *default* policies, and changes or exceptions can often be negotiated by authors.  
All information is correct to the best of our knowledge but should not be relied upon for legal advice.

4. 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.

5. Once you've figured out which version of your research (pre-print, post-print, publisher-PDF) you're able to submit to the repository, fill out the form on the Share Your Work page, and upload the appropriate files - note that you can only submit PDF, CSV or TXT files


Upload file(s) \*

Drop files here or

**SELECT FILES**

Accepted file types: pdf, csv, txt.

6. Once you've completed the form and uploaded the appropriate files, read and agree to the Repository Distribution License.

[Repository Distribution License](#) 

I have read and agree to Repository Distribution License \*

Yes

7. Click **Submit**. From here, Library staff will review the submission before it is released via the repository. You will receive an email when the item is available.

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](mailto:digitalrepository@brocku.ca) if you run into any problems during the submission process.

