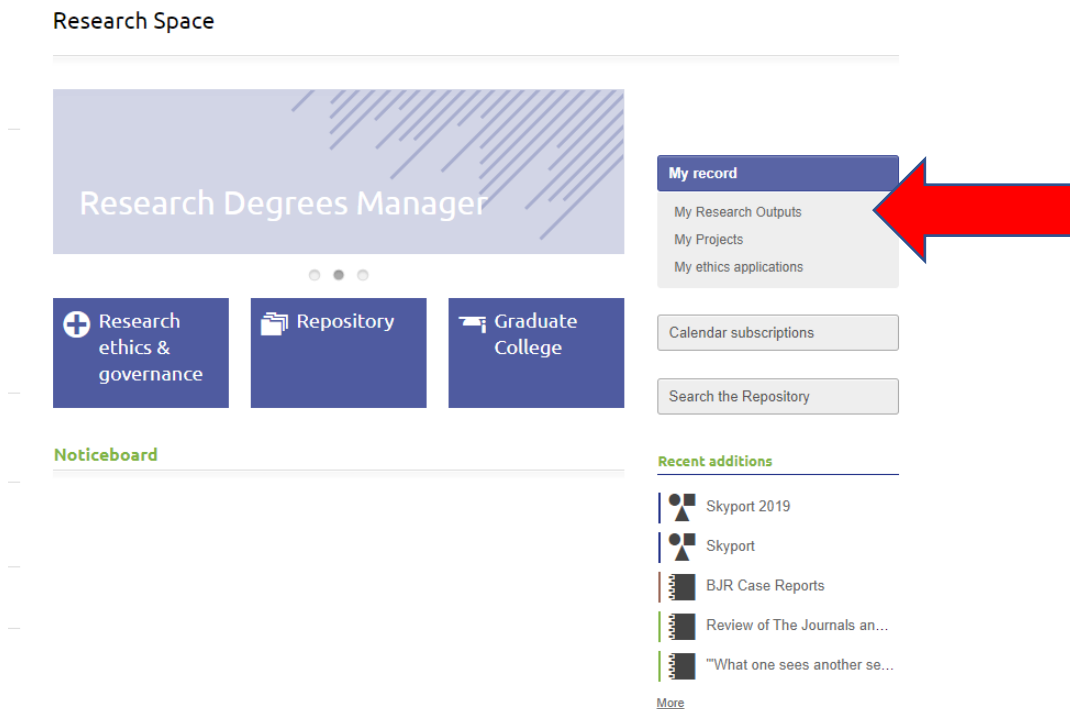


Simple Guide to Adding Research Outputs on Research Space Repository

To add a research output, go to <https://researchspace.canterbury.ac.uk/>

You can also log in via the public-facing repository at <https://repository.canterbury.ac.uk/> (scroll right to the bottom of the page).

On the right-hand side select **My Research Outputs**:



Research Space

Research Degrees Manager

Research ethics & governance | Repository | Graduate College

My record

- My Research Outputs
- My Projects
- My ethics applications

Calendar subscriptions

Search the Repository

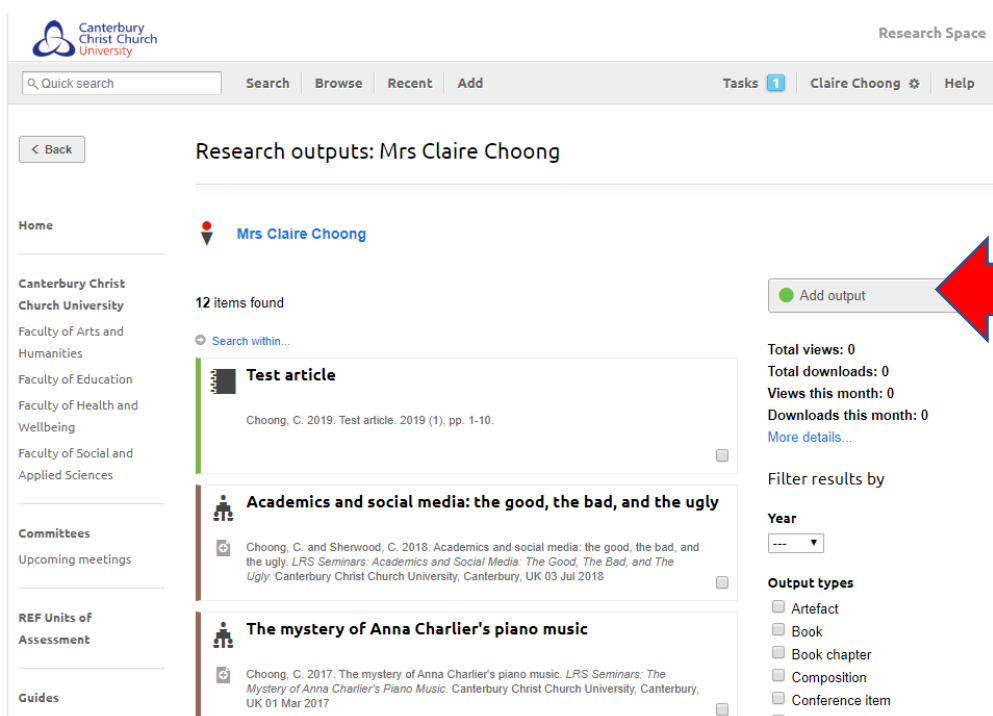
Noticeboard

Recent additions

- Skyport 2019
- Skyport
- BJR Case Reports
- Review of The Journals an...
- "What one sees another se...

More

Then **Add output**:



Canterbury Christ Church University | Research Space

Quick search | Search | Browse | Recent | Add | Tasks 1 | Claire Choong | Help

Research outputs: Mrs Claire Choong

Home

Mrs Claire Choong

12 items found

Search within...

- Test article**
Choong, C. 2019. Test article: 2019 (1), pp. 1-10.
- Academics and social media: the good, the bad, and the ugly**
Choong, C. and Sherwood, C. 2018. Academics and social media: the good, the bad, and the ugly. *LRS Seminars: Academics and Social Media: The Good, The Bad, and The Ugly*. Canterbury Christ Church University, Canterbury, UK 03 Jul 2018
- The mystery of Anna Charlier's piano music**
Choong, C. 2017. The mystery of Anna Charlier's piano music. *LRS Seminars: The Mystery of Anna Charlier's Piano Music*. Canterbury Christ Church University, Canterbury, UK 01 Mar 2017

Add output

Total views: 0
Total downloads: 0
Views this month: 0
Downloads this month: 0
[More details...](#)

Filter results by

Year

Output types

- Artefact
- Book
- Book chapter
- Composition
- Conference item
- Dataset

You should then see a list of output types. Choose the one you want to use. This should open the form.

The screenshot shows the 'New output' form in the Research Space system. The header includes the Canterbury Christ Church University logo, a search bar, and navigation links for Search, Browse, Recent, and Add. The user's name, Claire Choong, and a tasks notification are also visible. The main content area is titled 'New output' and lists various output types, each with a radio button and a brief description:

- Artefact**
- Book**: A published book or conference volume. For grey literature such as technical reports or discussion papers use "Report" instead.
- Book chapter**: A chapter or section in a book, normally distributed through commercial channels. Use for conference papers published in the proceedings.
- Composition**
- Dataset**
- Design**
- Devices and products**
- Digital or visual media**
- Journal article**
- Online educational resource**
- Other**
- Patent**: A published patent. Do not include as yet unpublished patent applications.
- Performance**

A left-hand navigation menu contains links for Home, Canterbury Christ Church University (with sub-links for various faculties), Committees, REF Units of Assessment, Guides, Calendar, and Accessibility.

Follow the form through, then save.

Once saved, click on **Deposit item**

The screenshot shows the 'Testing dogs' record page. The title 'Testing dogs' is at the top, with an 'Edit' button and a 'Copy as new item' button. Below the title is a 'Book' icon and a table with the following information:

Title	Testing dogs
Authors	Armstrong, A.

On the right side, there are two sections: 'STATUS' and 'ARCHIVING GUIDANCE'. The 'STATUS' section shows 'Draft record - not yet available in public repository' and a 'Deposit item' button, which is highlighted by a red arrow. The 'ARCHIVING GUIDANCE' section has a 'Get information' button. At the bottom right, there are statistics: 'Total views: 0', 'Total downloads: 0', 'Views this month: 0', and 'Downloads this month: 0'.

On the next screen, click **Submit**:

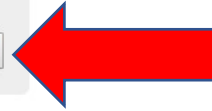
Deposit item

Rectangular Snip

Please ensure all available information has been added to the record before submitting the item for acceptance into the repository.


Would you like to submit this item for acceptance into the repository?

[Return to item](#)




You should then see this screen:

Copy as new item

 Book

Title	Testing dogs
Authors	Armstrong, A.

Tasks

 Ingest
Waiting for review
<i>Abby Armstrong</i> submitted the item for review 01 Nov 2019, 14:55

STATUS
Waiting for review

CURRENTLY WITH
Repository Editors

ARCHIVING GUIDANCE

Total views: 0
Total downloads: 0
Views this month: 0
Downloads this month: 0

For help, please email repository@canterbury.ac.uk