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PubSub for practice-based outputs: A guide for online submission to IRep



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What is IRep?

[IRep](#) is the publicly-accessible repository for NTU's scholarly research outputs, including practice-based and creative works, alongside scholarly publications such as journal articles and books.

[PubSub](#) is the online submission system that allows you to tell us more about your outputs and to upload supporting content.

Although artistic research outputs are not subject to [Hefce's Open Access requirements for REF](#), you are encouraged to provide supporting digital content for your work in order to enrich the citation record and provide an insight into your practice.

Benefits of depositing your work in IRep

- It raises your research profile.
- Your output will be curated, managed and preserved in our repository software by a dedicated team.
- Links to the permanent IRep record can be embedded in your own website or circulated via social media.
- It provides you with download statistics so you can see the wider interest in your work.

What can I add to IRep?

IRep is intended to showcase discrete outputs arising from your research rather than act as an online cv for all your research-related activities.

These are the preferred output types for practice-based research:

- Composition
- Digital or visual media
- Exhibition
- Performance

What if my work doesn't fit these types?

It is best to avoid using the 'other' output type as this will not allow you to upload supporting content.

Use the following notes to help you choose the most relevant type for your work. You can specify the exact type of your work in the title by using square brackets e.g. 'Leviathan'[installation]

Output type	Notes
Composition	<ul style="list-style-type: none">• A sound recording or the score and/or description of a piece music.
Digital or visual media	<ul style="list-style-type: none">• Work of art e.g. photograph, painting, drawing, ceramic, textile, sculpture, multimedia.• Digital object – work that is born digital such as software, apps, podcast, or game.• Moving image – feature film, documentary, animation, artists film.• Artists' books should be included in this category.
Exhibition	<ul style="list-style-type: none">• An exhibition or installation featuring your work or one that you have curated.
Performance	<ul style="list-style-type: none">• A realisation of your work such as an art performance, reading or staged play.

Please use the **Note for Library** option at the end of the submission process to let us know if you think your work should be matched to another output type.

What if the work has different variants?

If the same work features in different forms such as an exhibition and an accompanying catalogue or is held in different locations such as a touring exhibition, you should **create a separate record** for each instance.

Can I tell you about a research project?

No, it is best to create an individual record for each discrete output arising from the project and provide details of the project name or over-arching research enquiry in the description field.

Should I include details about my research's impact?

IRep is the place to record the principal outputs of your research rather than document its impact or to log any other research-related activities.

The following should not be included in IRep:

- Being an editor of a journal;
- Having a residency;
- Winning a prize;
- A review of your work;
- Public engagement activities.

Accessing PubSub

PubSub can be accessed direct from <http://joyce.ads.ntu.ac.uk/pubsub>. You will be prompted for your University username and password.

If you are accessing it off campus, you need to create a web bookmark in NTUanywhere. To do this log into NTUanywhere then click on the plus sign above the list of web bookmarks.



Complete the boxes as prompted then click on  to save.

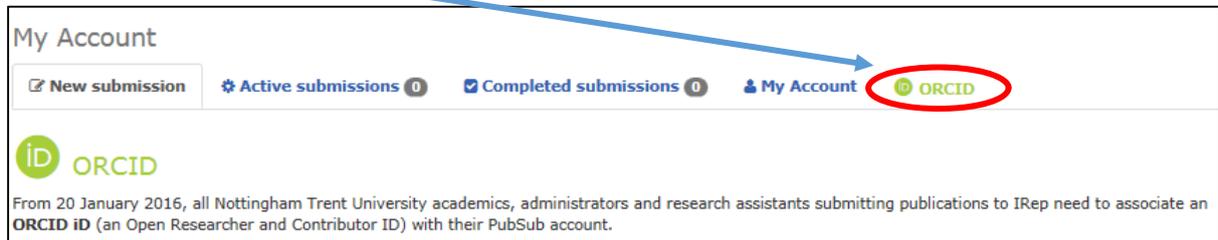
The link to PubSub will appear at the bottom of the list of default web bookmarks whenever you log into NTUanywhere. Access PubSub through this bookmarked link whenever you're using PubSub off campus.

Registering and creating an account

You will be required to enter your NTU email address the first time you log in. You will then be prompted to identify your School or Department, and Division if appropriate. You are strongly recommended to sign up for emails. You will be notified when an item has been submitted, with an expected date of addition to IRep and a unique ID number in case you have any queries relating to your submission.

In addition to your School or Department details you will also have to enter your [ORCID](#) ID. This is a one-off process and once you have linked your ORCID ID to your PubSub account, you will be able to submit new publication details to IRep.

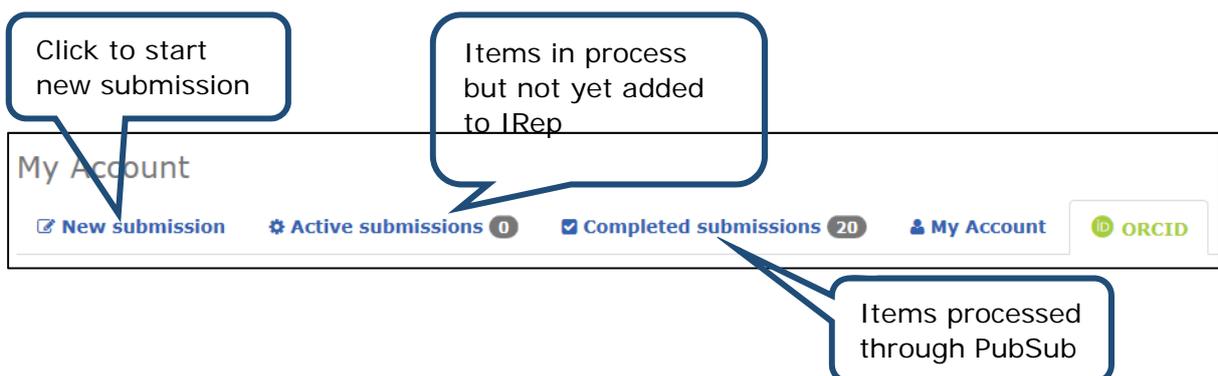
To link your ORCID ID to your PubSub account, click on the ORCID tab on the right hand side of the screen.



This is a unique identifier that distinguishes you from other researchers. Paste your ORCID ID into the appropriate box and click on 'Add ORCID ID to PubSub'. If you don't have an ORCID ID you will need to register. You can do this through the 'Register for an ORCID ID' link in PubSub.



How do I create a record in PubSub?



Research Funding

For all IRep submissions you are required to identify if your publications are the result of externally funded research activities. If the answer is **Yes**, you will need to identify the funding body and provide related information.

External funding Yes No

External funding response recorded

Funding body

Select the name of the funding body

Funding identifier
(Optional)

Provide the project identifier allocated by the funder

Funding note
(Optional)

Add a supporting or explanatory note (Characters remaining: 400)

Selecting publication type

Make sure to select a type that supports practice-based outputs:

- Composition
- Digital or visual media
- Exhibition
- Performance

You **must** include some information in the citation field after selecting an output type or you will not be able to proceed to the next stage and upload supporting content.

You have the option of providing a complete Harvard reference:

Type:

Selected -- exhibition (including curating, contributing, convening)

Citation:

You must include a citation

Added -- publication citation (Characters remaining: 309)

Or you can enter partial details in the citation field such as a title and use the additional field prompts (where relevant) to provide the information required for a full citation.

For collaborative works with fellow NTU authors, include their names in the creator/contributor fields and the record will be added to their IRep publications profile.

Type:	Exhibition	
	✔ Selected -- exhibition (including curating, contributing, convening)	
Citation:	Evolutions in Lace	
	✔ Added -- publication citation (Characters remaining: 380)	
Title: (Optional)	Evolutions in Lace	
	✔ Title details provided	
Creator: (Optional)	Briggs-Goode, Amanda	e.g. 0000-1111-0000-1111 +
	✔ Creator name provided	➊ Add creator's ORCID (if known)
Contributor: (Optional)	Steller, Sophie	Collaborator +
	✔ Contributor name provided	✔ Contributor role selected
Date: (Optional)	12-14 March 2013	To +
	✔ Date information provided	✔ Date type selected
Location: (Optional)	Spinexpo, Shanghai, China	
	✔ Location details provided	

Use the **description** field to contextualise your work and provide greater insight into your research themes and practice. You might also wish to mention if the work was developed as part of a residency or named research project and include details of the material/media and measurements or duration. You can also add any associated URLs.

Description: (Optional)	Briggs-Goode curated this exhibition for the international trade exhibition for fibres, yarns for clothing and upholstery, knitwear and knitted fabrics, Spinexpo, commissioned by Sophie Steller. Steller developed the commission as a result of viewing the exhibitions held in Nottingham as part of the lace:here:now season of events in 2012/13. This curatorial practice has allowed Briggs-Goode to bring textile work that is based in historical enquiry and grows out of the heritage of Nottingham's material and industrial culture into the material discourse of contemporary commercial and industrial textiles,	
	✔ Description provided	
URLs: (Optional)	http://www.spinexpo.com/shanghai/ -	
	https://www4.ntu.ac.uk/apps/research/groups/22/home.aspx/group/143971/projects +	
	✔ Input -- URL added	

Uploading files

In relation to practice-based outputs, 'full text' should be interpreted as any file that illustrates the nature of your work.

Don't try to add everything – provide a maximum of 8 image files and/or a video clip of no more than 3 minutes duration.

Recommended formats

- Text – .pdf, .docx, .xml, .html
- Image - .jpeg, .png
- Moving image - .mpeg, .mov, .avi
- Sound - .mp3, .wav

Research funding | Publication details | **Upload full-text** | Copyright and embargo | Submit

Full-text: Submitting full-text Not submitting full-text
 Selected -- Full-text being submitted

Version: Pre-print Post-print Published version Other
 Selected -- Other

File: infogram.png

SUCCESS: The file **infogram.png** (2kb) has been uploaded

SUCCESS: The file **digital footprint.png** (132kb) has been uploaded

Full-text: uploaded

File name good practice

Long file names and inclusion of non-standard filename characters (e.g. brackets) may result in failure to upload your document.

When assigning a filename follow apply the following criteria:

- Filenames will be displayed so keep it short but meaningful (150 characters maximum, including file extension);
- do not include spaces;
- do not include punctuation;
- only include characters and numbers.

Copyright and embargo

All content in IRep is publicly available so make sure you have retained copyright of your work or that you have obtained permission from any third parties. If in doubt, select 'not sure' and the Library Research Team will provide advice.

Your work is unlikely to be embargoed but please indicate if there is any reason why it cannot be made public in IRep immediately.

Research funding | Publication details | Upload full-text | **Copyright and embargo** | Submit

Copyright: Yes No Not sure
 Selected -- Publisher's copyright policy allows full-text discovery in IRep

Embargo: Yes No Not sure
 Selected -- Full-text can be added to IRep immediately

Copyright and embargo details provided

There is a final opportunity to leave a note for the library before submitting the record.

Research funding
 Publication details
 Upload full-text
 Copyright and embargo

Note for library:
(Optional)

Provide any additional information that might assist the library IRep team in adding this publication to IRep

Add a note for the library (Characters remaining: 400)

Copyright and embargo

Can I make alterations to my submission?

You will be unable to request alterations immediately as your submission is still being worked on by the library, it is best to wait a few days and follow the 'Update or amend an IRep publication' process below. However if your request is urgent please contact your [Research Support Librarian](#).

Submit changes to a publication which is already in IRep:

Update or amend an IRep publication

From the PubSub homepage select the option below:

Submit changes to a publication which is already in IRep:

This will direct you to 3 options to locate your publication (depending on which system you used for submission - not sure? select option 3).

<p>This option for publications submitted after January 2014</p>	<p>This option for publications where you have the IRep url</p>	<p>This option for when you are not sure</p>
<p>A publication previously added to IRep through PubSub?</p> <p>Once you know the citation of the publication (e.g. "SMITH, J. 2016. History rewritten. Nottingham: Academic Press"), you can submit your amendment request</p>	<p>A publication added to IRep before PubSub was launched?</p> <p>Once you know the IRep URL (web address) of the publication you want to update (e.g. http://irep.ntu.ac.uk/28276/), you can submit your amendment request</p>	<p>Not sure which?</p> <p>If you're not sure if your publication was first submitted through PubSub or not, start submitting your amendment, and PubSub will route you to the right option</p>

When you have located your submission, select its PubSub ID and you will be provided with 4 amendment options – complete as appropriate and select **Submit**.

PubSub ID	IRep ID	Type	Citation
6515	29024	Journal article	CROSS, S., 2014. Mad and bad media: populism and pathology in the British tabloids. <i>European Journal of Communication</i> , 29 (2), pp. 204-217. ISSN 0267-3231
6514	20171	Journal article	CROSS, S., 2013. Laughing at lunacy: othering and comic ambiguity in popular humour about mental distress. <i>Social Semiotics</i> , 23 (1), pp. 1-17. ISSN 1035-0330

Existing IRep entry

IRep ID: 29024

IRep type: Journal article

IRep citation: CROSS, S., 2014. Mad and bad media: populism and pathology in the British tabloids. *European Journal of Communication*, 29 (2), pp. 204-217. ISSN 0267-3231

Year of publication: 2014

Metadata added: ✔ Yes

Full-text added: ✔ Yes

Date added: 02 November 2016

Publication details to update or amend

- 🔗 Update or amend the publication's citation
⌵
- 🔗 Provide a new (or a replacement) full-text file
⌵
- 🔗 Provide additional (or correct existing) metadata (publisher, location, ISSN, DOI, etc.,)
⌵
- 🔗 Tell the library something else about this publication
⌵

⏪ Reset
➤ Submit

Processing your request

The library aims to process your submissions within 15 working days. Amendments will be treated as low priority however, those with associated funder or REF compliance will take precedence.

If you seek advice from your [Research Support Librarian](#), this process will be put on hold for the duration of the enquiry.

Additional support

Click on the links at the bottom of the PubSub screen, or contact your [Research Support Librarian](#).

IRep Libraries and Learning Resources Library support for research Need help or to report a problem? PubSub version information
