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# NATIONAL RESEARCH FOUNDATION

## NRF Repository Submission Guidelines

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## Depositing content to the NRF Repository

Depositing an article or content in the NRF Repository will make it publicly available via the Internet. It is important to have the correct version of the file to upload.

## Submitter's responsibilities

- Ensure that the material meets the content parameters
- Willing and able to grant the license
- Ensure that copyright permission and rights needs to be cleared and they are authorised to load the material
- Willing to appropriately describe the material that they are submitting and make it available on open access.

## Knowledge Management Corporate's responsibilities

- Will review data submitted
- Where responsible will move the material to the appropriate collection
- Retain and maintain content in supported formats
- Provide access to content according to community decisions
- Provide open access to all metadata
- Preserve content using accepted preservation techniques
- Notify communities of significant changes to content, e.g. format migration
- If the repository platform (DSpace) changes KMC will consult with all communities about ongoing migration and arrangements.

## Mediated deposit

The NRF Repository uses the mediated approach to archiving. This is generally a better option in order to reduce work load and administrative burden from NRF staff.

Depositors are encouraged to send their deposit material through appointed coordinators at their national facility or business unit. In the event that the NRF Business Unit (BU) or National Facility (NF) coordinator is not available depositors can also email directly to: [nrfir@nrf.ac.za](mailto:nrfir@nrf.ac.za)

## Content parameters and guidelines

- The work must be produced, contributed, sponsored by or associated with the NRF, business unit or NRF Facility.
- The work must be scholarly or research, historical oriented
- The work must be education or research oriented.
- The work should **not be** ephemeral

- Material deposited should primarily consist of academic and postgraduate research material, with the exception of honours thesis or exceptions made by the BU/NF.
- The work should be complete and ready for viewing and distribution at the time of submission.
- The work must be contributed in digital form. If parts of the item require different file formats, all of the digital pieces must be provided as a set. (For example, a pdf document with its associated data file(s)).
- If the work is part of a series, other works in the series should also be contributed so that NRF IR can offer as full a set as possible.

## Copyright

A rule of thumb is that most publishers (68%) allow a copy of the published article to be posted online. Generally speaking a PDF of the final published version of the article as it appears in the journal usually cannot be used, as this is may not be permitted by publishers' copyright policies. Depositors of published material should therefore provide **both** the author's accepted manuscript and the publisher's PDF files for archiving in the NRF repository.

In the event that the publisher's PDF version cannot be used. The NRF repository will use the final draft author manuscript, as accepted for publication, including modifications based on referees' suggestions, but before it has undergone copyediting and proof correction. This is sometimes known as the Post-print, Author Version, or Personal Copy.

**NB:** Ensure that you own the copyright for the material or that you have permission to make it publicly available. (If it's a published article, or an article you are submitting for publication you can check the publisher's policy at <http://www.sherpa.ac.uk/romeo>)

## Preferred format

Ensure your work is universally readable by converting it to one of the following formats:

|        |               |
|--------|---------------|
| Text   | PDF           |
| Images | JPG and TIF   |
| Video  | MPEG          |
| Audio  | WAV and MP3/4 |

## **Benefits of submitting content to NRF Repository**

Research indicates that making your research open access can significantly increase your chances of being cited. Your research becomes universally accessible on the internet and searchable through Google and Google Scholar. The academic work of an institution can be presented in one place rather than just spread amongst hundreds of journals, so increasing visibility and prestige. The NRF outputs will be open to the whole world and therefore provide wealth of resources to the public and other researchers.

## **Consider an Open License if the copyright belongs to you**

You have six options to license your work for open access. See, <https://creativecommons.org/licenses/>

A creative commons license is an irrevocable license issued by the copyright owner to allow anyone in the world to use his or her copyright work in any manner consistent with that license. Creative Commons licenses are essentially standard form license agreements which can be attached to a work to enable its use under certain circumstances without the need to contact the author or negotiate terms of use. Creative Commons licenses come in six forms: 1) Attribution; 2) Attribution – ShareAlike; 3) Attribution – No Derivatives; 4) Attribution – NonCommercial; 5) Attribution – NonCommercial – ShareAlike; and 6) Attribution – NonCommercial – No Derivatives.

The Creative Commons form licenses are particularly useful for people who want to share their work as broadly as possible on the Internet. Rights granted are broad and are intended to facilitate sharing as well as mashups and derivative works. Although some creators find Creative Commons licenses useful for expanding access to their works, this may not be the appropriate approach to take with works you think may have a commercial value you may be interested in exploiting now or in the future.

## Decide if an embargo is needed

Depending on your agreement with your funding body or your publication publisher, you may require this option. You can keep your material stored in the repository for up to 12 months before it is made openly available.

The advantage of using the embargo is that the metadata and documentation are prepared at the time of deposit, when the research is still fresh on your mind, instead of at a later date when you might have forgotten the details.

When an item is under embargo, the metadata record and file names are visible, but the file contents cannot be viewed or downloaded. The NRF repository will cater for an embargo if required.

## Metadata information required to archive material authored by NRF staff

NB: Publications

|                            |   |
|----------------------------|---|
| <b>Title</b>               | Full title  |
| <b>Author(s)</b>           | Author(s) names   |
| <b>ORCID</b>               | Register for free Researcher's ID – ORCID website   |
| <b>Other titles</b>        | For example: title of a book, conference paper  |
| <b>Date of publication</b> | The date the output was published or made public  |
| <b>Publisher</b>           | If work has already been published before   |
| <b>Abstract</b>            | Where possible write a short abstract as this can enhance the visibility of your research, if not in the document   |
| <b>Identifiers</b>         | ISSN or ISBN for example  |
| <b>Description</b>         | Any further information about the research  |
| <b>Subject keywords</b>    | If applicable   |
| <b>Sponsor(s)</b>          | Details of the sponsors of your research (grant funding for example)  |
| <b>Full text options</b>   | A key feature of the repository is the ability to add and archive the full text of your research output depending on the publisher copyright requirements. The NRF repository aims where possible to include full text with the citation.<br><br>Please check what your publisher will allow by checking the publisher copyright policies on the RoMEO database ( <a href="http://www.sherpa.ac.uk/romeo/">http://www.sherpa.ac.uk/romeo/</a> ) |
| <b>Language</b>            | If applicable   |

## **Community and Collection Management**

As a member of a particular community a staff member may be nominated to submit material to a particular collection

### **Defining a Community**

What constitutes a community within the NRF repository?

A "Community" is an organizational or administrative unit of the NRF that has long-term stability and can assume responsibility for setting Community policies. A community can define their sub-communities.

### **How are communities administered?**

Each community must be able to assign a coordinator who can work with the NRF Repository staff. Administration of the community is consistent with the responsibilities of the community and the NRF repository.

### **Responsibilities and rights of Communities and the NRF Repository staff**

A community:

Will appoint an administrator whose role it is to

- Maintain the community's guidelines
- Manage people within the community who will submit content
- Remove items and collections
- Approve addition of or elimination of sub-communities
- Make limited customisation to community pages in conjunction with Library contacts

### **Role of Community coordinators**

- Arrange for submission of content
- Understand and observe policies relevant to the NRF repository, including those pertaining to rights and license, and educate community submitters regarding these policies
- Notify of organizational changes affecting submissions
- Liaise with the NRF Repository staff, regarding metadata, reporting and support.

## References:

1. CSU digital repository policies & guidelines, 2015. Available from : <http://lib.colostate.edu/repository/policies-and-guidelines> [4 November 2015]
2. Guidelines for the NCSU scholarly publications repository, 2008. Available from: <https://www.lib.ncsu.edu/repository/spr/sprguidelines/SPR%20Guidelines%20Final%2003-08%20.html> [4 November 2015]
3. Policies and guidelines, 2014. Available from : <http://ses.library.usyd.edu.au/ses/roles.php> [4 November 2015]
4. Information services, 2015. Available from : <http://www.ed.ac.uk/information-services/research-support/publish-research/open-access/deposit> [4 November 2015]
5. Creative commons licenses, available from : <https://creativecommons.org/licenses/> [ 4 November 2015]

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