Arrow@DIT

Factsheet No. 2

How to join

To set up an account

1) Go to www.arrow.dit.ie.
2) Click on **MyAccount** in the right hand corner of the Toolbar at the top of the screen.
3) Click on New User? Create a free account.
4) Input your email address (this will be used by the System to contact you), Name, Dublin Institute of Technology (so you wont have to do it every time).
5) Create a password.
6) You will be notified by email when your account has been created. You **must** then click on the URL in the email to activate your account.

Existing user

To submit to Arrow, you must first log in.

1) Click on **MyAccount** in the right hand corner of the Toolbar at the top of the screen.
2) Fill in your **Email Address and Password**. If you have already clicked on the **Remember me next time button**, the system will input the details for you once you begin typing.

To submit an article to Arrow

1) Click on the **Submit Research** button (this has the arrow symbol beside it) at the bottom right hand corner of the screen.
2) Find your **School** or **Centre** in the list. You will see that each Centre/School has a number of categories under the main heading.
3) Select the **Category** you wish to submit to e.g. Article and click on it.
4) You are now looking at the **Submission Screen**. All you have to do is enter the information into the predetermined fields.

- Enter each individual author. Authors names can be added/removed by clicking on the green button to the right of the name. Enter the **title** as you wish it to display on the repository.
- You must input the **year** for the publication date.
- You do **not** have to input a **contributor** unless you think that somebody had a role beside that of author that is worth mentioning for e.g. an editor, translator or a supervisor.
- You do **not** have to indicate **coverage** unless it is geographically or time specific.
- Rights here only refer to any other resource that is relevant to your resource e.g. if it is a book chapter, the book it appear in.
- Input **keywords** that you think accurately describe your work. Separate each keyword with a comma.
- If you **wish** you may select a **discipline** that covers your work from the list provided. Clicking on the box with the cross will give you more specific categories.
- Paste or type in your abstract indicating the format.
- Use the Comments field for any additional information that is relevant for e.g. the name of the journal the article appeared in.

5) You will then be offered two options.

- A. **Upload a file**.... When you click on this you will be given the option to browse your PC and select the file, or
- B. **Provide a link to the full text**.... This will link to wherever you have hosted your file. However, please note that by using this option you do not avail of the added security provided by depositing the file in Arrow.

6) You can attach any additional files you consider relevant.
7) Click on **Submit**.

After submission, the article goes into a holding area until the Librarians have checked the publisher's policy. Once that is done, the article is then posted to the repository. You will receive an email informing you that this has happened and you will also receive periodic statistics on how often your article has been downloaded. Please note that Arrow is being successfully harvested by such engines as Google/Google Scholar and Oaister.

If you have any queries/comments/suggestions, please contact one of the following:

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