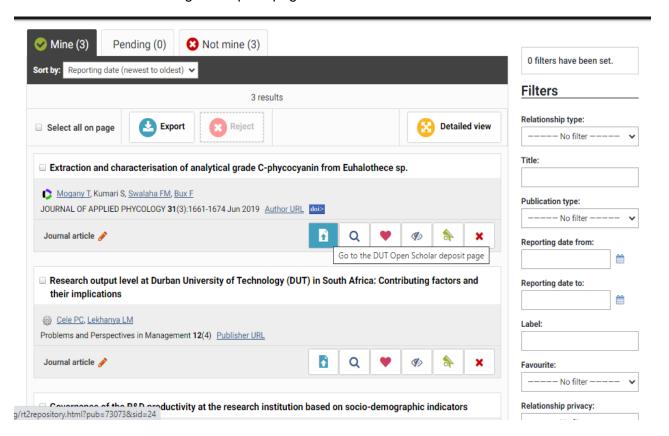
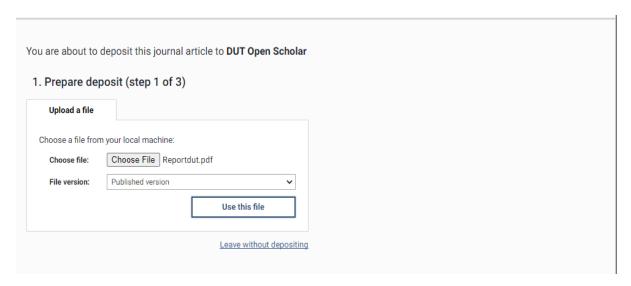
Deposit into Institutional Repository (DSpace)

Researchers get to deposit their own work to the IR DSpace via Elements system. The feature is not automatic and you will need to deposit each work yourself. This is to address concerns of other researchers/ users who do not want their work shared due to embargoes and other related issues.

- 1. Navigate to Menu→ Publications
- Click on the blue arrow at the bottom of each publication.
- 3. Choose a file/publication to upload, select the File version and click Use this file.
- 4. You have an option to specify an embargo for you publication and the period.
- 1. Click on Blue arrow to go to deposit page



3. Choosing File to Upload



5. Choosing to embargo your publication and a period, and click Deposit.

