

GRO Guidelines: Adding text outputs to GRO

Background

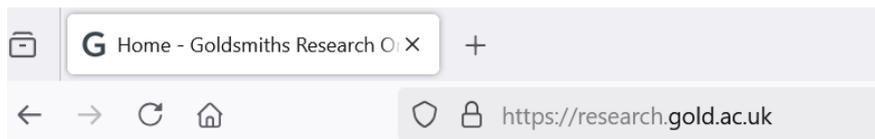
[Goldsmiths Research Online \(GRO\)](https://research.gold.ac.uk/) is Goldsmiths' institutional repository, providing open access to research produced at Goldsmiths. You can visit GRO on <https://research.gold.ac.uk/>

All Goldsmiths staff and doctoral researchers can login to add details of their research. You do not need to sign up. If you are a staff member or doctoral researcher, you have default log in access.

This guide outlines how to add text-based outputs such as articles, books, edited books, book sections and reports to GRO.

Deposit guidelines

1. To upload your work to GRO, go to <https://research.gold.ac.uk/>. Click on the "Login" button in the left-hand corner with your campus username and password. You will see your "Manage Deposits" area.



Research Online

Login

2. In “Manage Deposits” click on “**New Item**”.

Manage deposits

Help

Import from

3. The first section of the record you need to complete is “**Item Type**”. There are output types for article, book, book section, conference or workshop item, edited book, edited journal and report. Select the appropriate item type and then hit “Next”.

Edit item: UNSPECIFIED #38286



*** Item Type**

Art Object
A painting, sculpture, installation (non-site specific), model, collage, ready-made etc.

Article
Published journal article, editorial, book review, newspaper article, magazine article, letter - generally peer-reviewed.

Artist's Book
An artist's book.

4. In the “**Upload**” section, add the full text of your publication by selecting the “choose file” button and then selecting the appropriate file from your computer. You can also drag and drop files into the “Upload file” section.

Once you have uploaded your file select “Next”.

We are usually allowed to host the “Author Accepted Manuscript” (AAM) on GRO. The AAM is the version of your publication after peer-review but without the publisher formatting, design and copyediting. GRO reviewers will check the repository policy of your publisher and ensure that the files you upload comply with their terms and conditions. Further guidance is available in the “copyright and full text deposit” section below.

Add a new document

To upload a document to this repository, click the "Choose file" button below to select the file and upload it to the archive. Please note that, due to publishers' copyright policies, in GRO we are usually allowed to host author manuscripts for journal articles. Once a full text is uploaded and live in GRO, please do not change or remove it as doing so may render the paper non-compliant with the REF 2021 Open Access policy. Please get in touch with gro@gold.ac.uk for help.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

No file chosen

5. In the “**Citation**” section, fill in the basic bibliographic details. These are the fields marked with a red star. There is no requirement to complete the fields without a red star.

* Title

Test record

Abstract or Description

6. For journal articles and papers published in conference proceedings it is important that you complete the full date of acceptance in the “dates” field. There is no requirement to record the date of acceptance for other types of outputs.

* Dates

Please enter at least one date - for **Article** and **Conference or Workshop Item** deposits, you will need to enter at least the **Accepted** date.

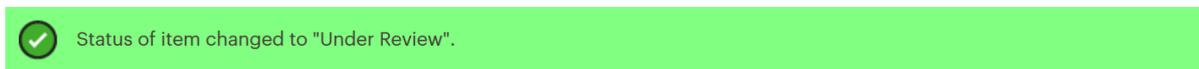
	Date			Event	
1. Year:	2024	Month: February	Day: 04	Accepted	▼
2. Year:		Month: Unspecified	Day: ?	Published	▼ ▲
3. Year:		Month: Unspecified	Day: ?	UNSPECIFIED	▼ ▲

More input rows

7. When all the details are in place, click “**Save & Return**” followed by “**Deposit Item**”. Accept the terms and conditions by clicking “**Deposit Item Now**”.

You will see a green banner that says the item is “**Under Review**”. If you don’t see this, please email gro@gold.ac.uk for help as this means your item has not been deposited.

Edit Record: Test record



This item is in review. It will not appear in the repository until it has been checked by an editor.

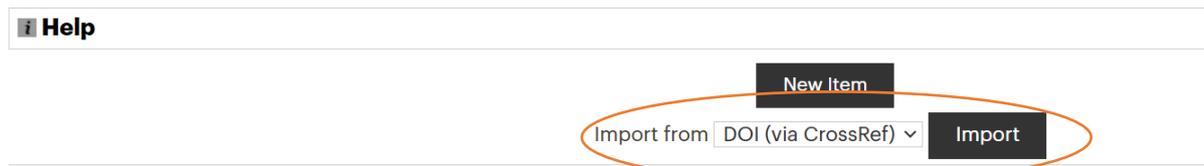
8. The record will then be checked by a GRO editor who will review your record and make it live.

Adding records to GRO using the DOI import option

Most journal articles are assigned a [Digital Object Identifier \(DOI\)](#) upon publication. You can use the DOI for your publications to quickly create GRO records.

1. In “Manage Deposits” select “**DOI (via CrossRef)**” in the “**Import from**” drop-down menu. Then select “**Import**”.

Manage deposits



2. Copy the DOI of your publication and paste it into the box. Enter DOIs in this form: 10.1177/14703572211039258 (don't include the URL <https://doi.org/> or the word "DOI:"). Then select “**Import Items**”.

10.1177/14703572211039258

Test without Importing
Import Items

4. A record of your publication will be created with most of the required information included.

You will still need to upload the full text of your publication using the guidance above and add the following information in the “Citation” section:

- Your campus username in the “Author ID” section (e.g. abcd001@gold.ac.uk) and select “Yes” or “No” on the drop-down menu under “Show on staff website?”
- Date of acceptance and publication
- Contact email address.

5. When all the details are in place, click “**Save & Return**” followed by “**Deposit Item**”. Accept the terms and conditions by clicking “**Deposit Item Now**”.

You will see a green banner that says the item is “**Under Review**”. If you don’t see this, please email gro@gold.ac.uk for help as this means your item has not been deposited.

Copyright and full text deposit

Journal articles and conference proceedings: We are usually allowed to host the “Author Accepted Manuscript” (AAM) on GRO. The AAM is the version of your publication after peer-review but without the publisher formatting, design and copyediting. GRO reviewers will check the repository policy of your publisher and ensure that the files you upload comply with their terms and conditions.

Book chapters: For book chapters, each publisher will have their own deposit policy, but most allow the AAM of one chapter to be deposited to GRO. GRO reviewers will check the repository policy of your publisher and ensure that the files you upload comply with their terms and conditions.

We can upload the publisher full text (i.e. the final, typeset and designed version) rather than the AAM if you published your work:

- in an Open Access publication;
- in a publication that is part of our [“read and publish”](#) deals, which lets you publish Open Access at no additional cost;
- your funder has paid an Article Processing Charge (APC) to make your paper Open Access

REF Open Access policy

The current REF Open Access policy requires researchers to deposit journal articles and papers in conference proceedings with ISSN to GRO within 3 months of acceptance. Please see our REF [FAQs](#) for further information.

Updating records

Bibliographic details such as volume and issue number can be updated by researchers once a record is live but if you wish to upload new files to a record that is publicly available, please email gro@gold.ac.uk with the files and a GRO editor will add them to the repository on your behalf.

Your Goldsmiths staff profile

Once checked by a GRO editor and made live, your GRO deposits automatically feed into your staff page with the next Goldsmiths site sync (usually within one working day).

To enable or disable GRO deposits to feed into your staff profile, please enter your campus username in the “Author ID” section (e.g. abcd001@gold.ac.uk) on the deposit form and select “Yes” or “No” on the drop-down menu under “Show on staff website?”.

Related guidance

Adding practice research outputs to GRO <https://research.gold.ac.uk/id/eprint/37714/>

REF Open Access Requirements <https://research.gold.ac.uk/id/eprint/18463/>

Read & Publish Agreements <https://research.gold.ac.uk/openaccess.html>

Open Access LibGuide <https://libguides.gold.ac.uk/openaccess>

Further support

For further assistance with using GRO please email gro@gold.ac.uk.

PS 6/2/2025