



Curator information and guidance

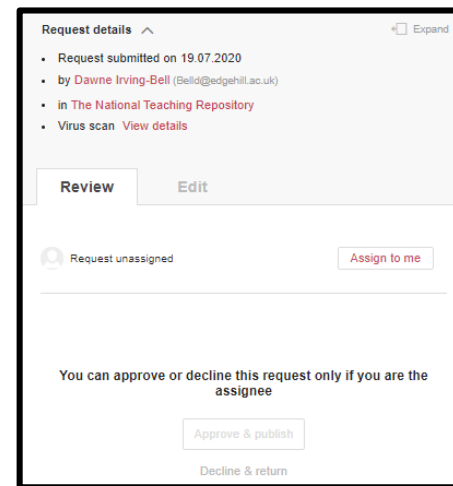
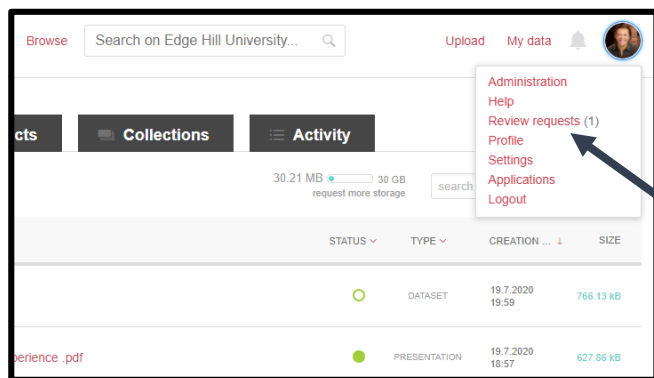
Reviewing and Accepting Submissions

Curator information and guidance

1. Reviewing and Accepting Submissions

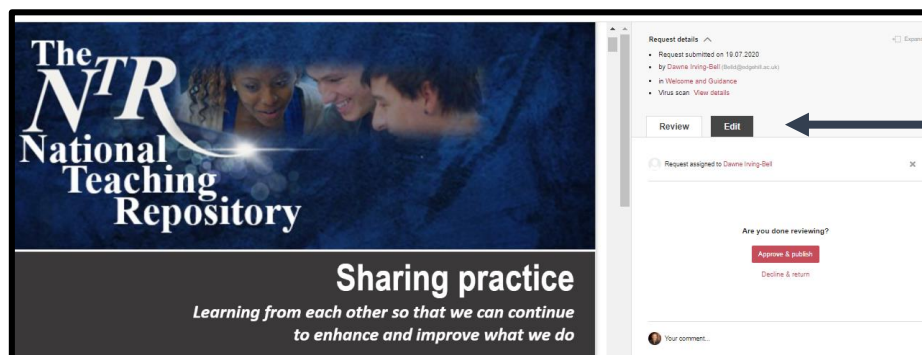
This guide has been produced to support you in reviewing and accepting submissions into the repository and Liam has created a [video](#) which accompanies this file.

1. You will be notified by email when a submission has been made that requires your attention.
2. Simply login into Figshare, click on your picture and in the drop down menu to access the submission click here on **'Review Requests'**.
3. The file you need to review will appear.
4. Click on it and select **'assign to me'**. You can view it on the left hand side of the screen and on the right hand side this menu will appear.

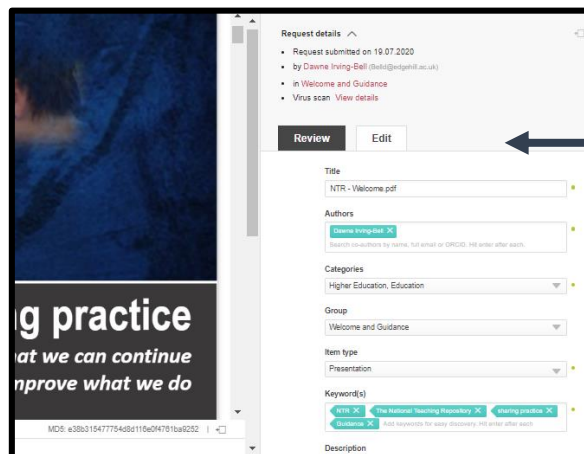


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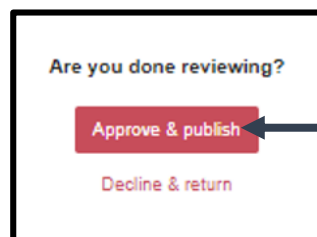
2. Reviewing and Accepting Submissions



5. You can **review** the submission.
6. You can suggest **edits** to the author(s).



7. You can suggest ways to make the work more visible to the author(s) or you can edit this section yourself and change the category and add key words.
8. When you have finished simply click **accept and publish** or if offering supportive and constructive feedback to the author(s) please click decline and return.



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3. Reviewing and Accepting Submissions

Are you done reviewing?

Approve & publish

Decline & return

Approve item

Publishing this item will make it permanently available.
This content will be licensed as **CC BY-ND 4.0**.
Please see [terms](#).

include a message for the author (optional)

Cancel **Approve and publish**

Decline and return item

If you decline and return this item, then it will not be made public. The author would be able to modify it and send it again in review.

include a message for the author (optional)

Cancel **Decline**

9. ***Accept and publish*** opens this menu which you simply click to confirm publication.

10. If you are suggesting ***edits*** to the author(s) which may be to improve visibility, or to enhance the submission this must be done within the context of supportive and constructive feedback please click decline and return.

11. Please be ready to add in constructive and supportive comments to the author(s).

12. ***In the extremely unlikely event that a colleague seeks to submit inappropriate content please alert us. Details of how to do this are on the next page.***

The role of the curator

As a curator you are not required to judge, reject or correct submissions. It is the authors sole responsibility to ensure their item is **ethically sound, accurate, accessible** and has been **proof read thoroughly** to ensure it is free of all errors.

You may of course (if you wish to do so) act as a 'critical friend' and offer suggestions for improvement to an author but this is not obligatory.

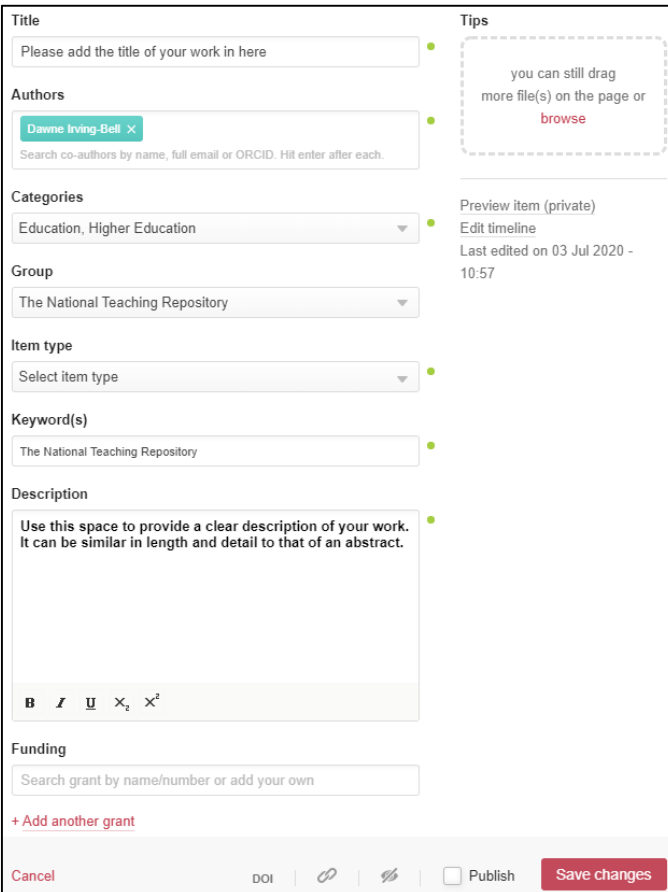
Your role is to curate your area, and to help ensure that items are deposited in the most appropriate space(s). That submissions have clear titles, that the author has used key words to help make their submission visible, and as you see fit to promote the work within your area, for example via a blog post on the website or via the @NTRepository Twitter account.

In the extremely unlikely event that a colleague seeks to submit inappropriate content please alert our Figshare Technical Director Liam Bullingham immediately (Bullingl@edgehill.ac.uk) copying Dawne (Belld@edgehill.ac.uk) into your communication.

We will review the submission, and always keeping you in the decision making process, will contact the author and their institution.

Uploading

- Click [HERE](#) to submit.
- Select submission group: The National Teaching Repository.
- You will be prompted to drag and drop your file.
- This screen will appear for you to populate.
- The title is added automatically but you can edit this. You can also add multiple authors.
- Under **category** select Education, Higher Education and other fields that maybe appropriate.
- Under **group** scroll and select The National Teaching Repository and the appropriate **sub-group(s)**.
- Add **key words** to help others to locate your work. Be sure to include: The National Teaching Repository and Sharing Practice.
- Add a **clear description** (this is similar to an abstract).
- Select the level of Creative Commons Licence you require.
- Generate your DOI and if you wish apply for embargo, make files confidential or generate a private links.
- And that is it! All done!.



Title
Please add the title of your work in here

Authors
Dawn Irving-Bell X
Search co-authors by name, full email or ORCID. Hit enter after each.

Categories
Education, Higher Education

Group
The National Teaching Repository

Item type
Select item type

Keyword(s)
The National Teaching Repository

Description
Use this space to provide a clear description of your work. It can be similar in length and detail to that of an abstract.
B I U x₂ x²

Funding
Search grant by name/number or add your own
+ Add another grant

Tips
you can still drag more file(s) on the page or [browse](#)

Preview item (private)
Edit timeline
Last edited on 03 Jul 2020 - 10:57

Cancel DOI ☐ Publish [Save changes](#)