Curator information and guidance

Reviewing and Accepting Submissions

# Contents:

- **Reviewing and Accepting Submissions**
- **The role of the curator**
- **Uploading Checklist**
- **Getting in touch**

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.
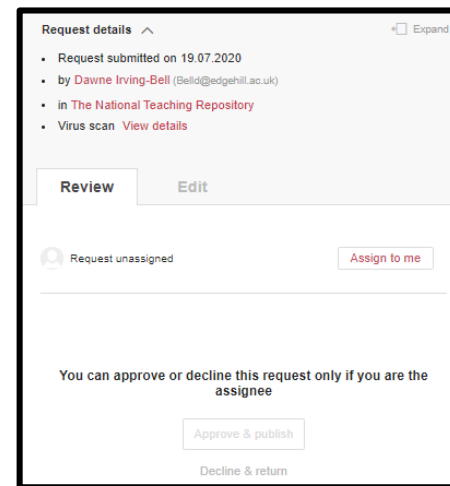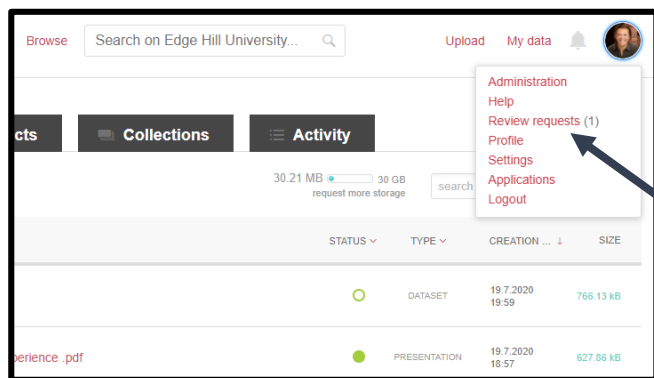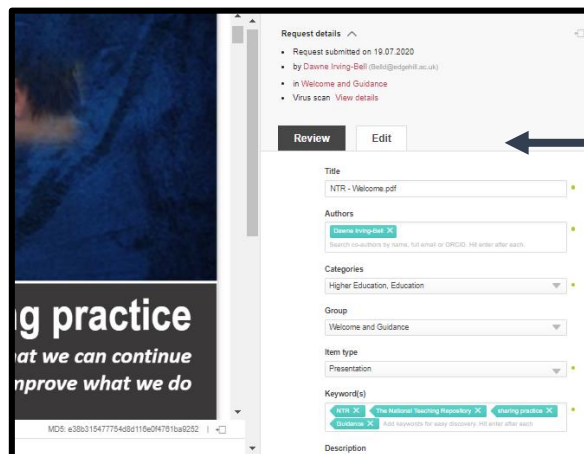
2. Reviewing and Accepting Submissions
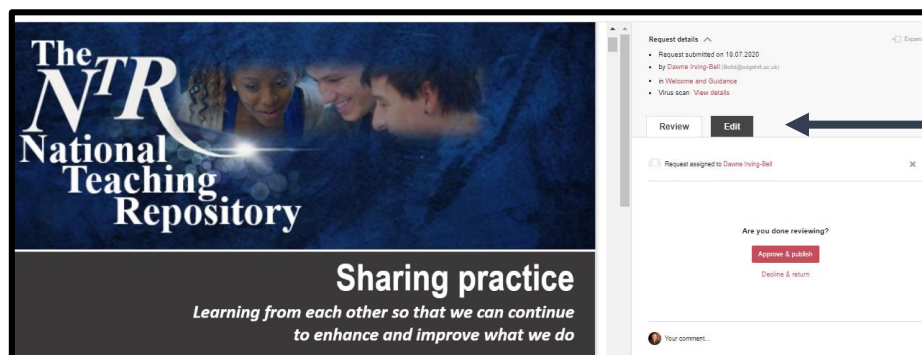
5. You can *review* the submission.
6. You can suggest *edits* to the author(s).

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.
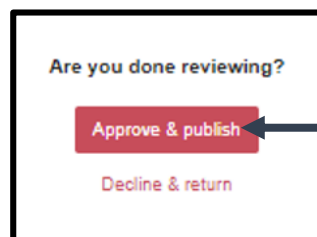
Curator information and guidance

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 in 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.

Curator checklist

Does the submission have a **clear title?**.	
Is it **assessible? Compliant with current accessibility legislation.**	
Are **author details and affiliations** present and clear?	

Has the author selected an appropriate **category** (or categories)?	
Has the author added **key words** to help others to search and locate the work. Do the key words include 'The National Teaching Repository', 'NTR', 'Sharing Practice' and the NTR Sub-Group?	
Is the **description (**similar to an abstract) clear and concise?	

Has the author linked their work to their **ORCID ID**?	
Has the author selected a **Creative Commons License**?	
Has the author generated or included an existing **DOI** to help to locate and identify the work?	

(For Authors)

Uploading Checklist

Prepare your file you want to share by adding a clear title.	
Ensure your submission is **accessible** and complies with **current accessibility legislation**.	
Include your details on the first (or last) page of the submission. Details may include your name, role, affiliation, contact details and the names of co-authors (if applicable).	

Curators are not there to judge, reject or correct submissions. It is the authors responsibility to ensure the item is: **ethically sound, accurate, complies with accessibility legislation** and has been **proof read thoroughly** to ensure it is free of all errors.	

To help others to locate your work know which **category** you wish to use. You can choose more than one category. For example: Education, Further Education and Higher Education or any other fields that maybe appropriate.	
When prompted select The National Teaching Repository. Or your sub-group if you know which one you would like to upload into.	
Have some **key words in mind.** These will help others to search and locate your work. Be sure to include 'The National Teaching Repository', NTR, 'Sharing Practice' and your NTR Sub-Group.	
Add a **clear description.** This is similar to an abstract and can be quite detailed, but aim to be clear and concise.	
Check out **Creative Commons Licences** before you begin and be ready to select the level of restriction you prefer / require.	
If your work was created with funding this detail can be added.	

If you want to be ready to link your submission to your **ORCID ID.**	
If appropriate chose to embargo. Limit access or make your files private.	
Don't forget to click the button to generate a **DOI** for your work.	

Click HERE to access the authors submitting your work checklist

Click to HERE to Submit
Select submission group: The National Teaching Repository

'...an open access online searchable database where tried and tested strategies 'that work' can be housed and harvested'

Step-by-Step Uploading

- They can click **HERE** to submit.
- They should select submission group: The National Teaching Repository (NTR).
- If they know which sub-group they can add it straight in.
- If not we can use The National Teaching Repository (NTR) until we decide where we think it sits best.
- Authors will be prompted to drag and drop their file.
- Then this screen will appear.
- The title is added automatically, but can be edited.
- Multiple authors can be added.
- Under **category** select Education, Higher Education and other fields that maybe appropriate.
- Under **group** scroll and select The National Teaching Repository appropriate **sub-group** if it hasn't been selected already**.**
- Check the **key words will help** others to locate the work.
- Be sure to include: The National Teaching Repository, NTR, Sharing Practice and the title of the NTR Sub-Group.
- Check there is a **clear description** of the work (this is similar to an abstract).
- **Creative Commons Licence** and **DOI,** any embargo, or request to make files confidential / generate a private links will have been addressed by the author.
- And that is it! All done! Well done and thank you!

Title
Please add the title of your work in here

Authors
Dawne Irving-Bell ✕
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

Cancel   DOI   ☐ Publish   Save changes

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

'Sharing resources amongst teachers and researchers that will have a positive impact on teaching and learning'.

Getting started

Uploading your work is really very simple. It doesn't take hours to set up an account and you can add any type of file.

View our **Quick Guide for Authors**, our **Submit!** page or our **'How to add items' video**.

You can also visit our Getting Started pages or Figshare FAQ's for further support are available. Here are some things to consider before you begin to upload:

- Is your work compliant with current accessibility legislation?
- Which category, group, sub-group or add key words will you add to help others to locate your work.
- Create a Figshare Profile and link it to your social media accounts and ORCID ID to maximise the visibility and impact of your work.

*Click to **HERE** to Submit*
Select submission group: The National Teaching Repository

'...an open access online searchable database where tried and tested strategies 'that work' can be housed and harvested'