



# Curators Checklist

*Sharing your Practice: A Quick Guide*

# Checklist

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 (compliant with current accessibility legislation)** 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](mailto:Bullingl@edgehill.ac.uk)) copying Dawne ([Belld@edgehill.ac.uk](mailto: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.*

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

Has the author selected an appropriate <b>category</b> (or categories)?	
Has the author added <b>key words</b> 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 <b>description</b> (similar to an abstract) clear and concise?	

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

## Before approving a new submission please check authors have completed the following steps:

1. Authors submit via this link - click [HERE](#).
2. Check you are happy with the sub-group they have selected.
3. Their **title** will be added automatically when they upload but they can edit this. Please ensure it is clear and related to the work submitted. Also if it remains please remove the 'pdf'.
4. Under **category** please check it includes Education, Higher Education and other fields that maybe appropriate.
5. Under **group** please check and assign the appropriate **sub-group** if this hasn't been done.
6. Please check and add **key words** to help others to locate the work. Please ensure they have added The National Teaching Repository, NTR, Sharing Practice and the Sub-Group.
7. Please check they have added a **clear description** (similar to an abstract).
8. They should have select the level of **Creative Commons Licence** they require and have generated a **DOI**.
9. If they wish they may embargo, make files confidential or generate a private links.
10. And that is it!.
11. A final note ... before accepting please check to ensure the submission is appropriate and isn't offensive in any way. You may wish to check the submission in the capacity of a critical friend and offer suggestions to the author but there is no requirement whatsoever to do so.

## Need support?

### Contact:

Dawne [Belld@edgehill.ac.uk](mailto:Belld@edgehill.ac.uk) for content related queries or

Liam Bullingham [Bullingl@edgehill.ac.uk](mailto:Bullingl@edgehill.ac.uk), our Figshare Technical Director for technical queries.