User Guide

A*STAR Open Access Repository (A*OAR)

1. Register/ Log in to A*OAR @ https://oar.a-star.edu.sg/login

2. Click on “New Submission” under “My Dashboard” drop-down list or “Submit here” on Homepage
3. Select the item you would like to submit, enter DOI if applicable, and click Next.
   **Note:** Keying in DOI will enable auto-population of details in the subsequent form.

![Submit a new item](image)

4. If DOI was entered in **Step 3**, some fields in the submission form will be auto-filled based on the respective available information available. In this scenario, you may look out for fields indicated with *(required)* to enter those that require your manual input.

5. In the event you would like to add or make changes to the DOI field that was entered at **Step 3**, you may do so in the following field of the submission form and click the ‘Update’ button.

![Update DOI](image)

*At any point, you may click Save draft to continue submission at a later time*

![Save Draft](image)

*For submissions without DOI, manual entry will be required for all mandatory fields. Do see following steps for a guide to do so. Otherwise, skip to step 20 under “Provide description to submission” section.*
Publication details

6. Select Community and its respective collection with the drop-down lists.

7. You may add to more than one collection by clicking on “Add to more collection”

   a. An additional row will be displayed accordingly. Click ‘x’ to delete.

8. Enter Article Title and Journal/Conference name

9. Enter online publication date in the drop-down lists
   * if online publication is not available, enter publication date

10. Enter citation
11. Enter Identifiers

Identifiers (required)

ISSN

12. You may add more than one identifier by clicking on ‘Add more’

Identifiers (required)

ISSN

Add more

a. An additional row will be displayed accordingly. Click ‘x’ to delete it.

13. Enter publication type

Publication Type

- Peer-reviewed
- Book
- Book Chapter
- Technical report
- Thesis
- Others

14. Select Language from drop-down list

Language

English

15. Enter embargo date

*e.g. counting 6 months from published date if 6-months embargo is required. Check Journal T&C’s here: https://v2.sherpa.ac.uk/romeo/

Embargo till date

Check Journal T&C’s

16. Enter publisher’s URL by clicking Edit

URL to publisher's version

Edit
17. Select License type from the drop-down list.

- Should there be details related to the license type selected, it will be displayed according to the option selected.
  *Radio button values are locked and for-your-information only. No input will be taken.*

18. Enter Author

19. You may add more than one Author by clicking on ‘Add more’

- An additional row will be displayed accordingly. Click ‘x’ to delete it.
Provide description to submission

20. Enter keywords
   *Search and select keyword from searchable drop-down list

21. Provide description by entering an Abstract

22. Provide description by selecting Grant Information from the drop-down list

23. You will be prompted to enter the respective required information based on your selection of Grant Information.
   a. For Core-funding, enter Research Entity or Council

   b. For Grant information, enter Funding agency and Name of Funding grant/programme
c. For Others, enter the custom information you have

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Grant Information

Others

e.g. This research/project is supported by the <Funding agency>, under its <name of funding programme> (XX Award)
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24. For all grant information, you have to enter the Grant reference number

*To retrieve Grant reference number, visit [https://app.a-star.edu.sg/igrants/](https://app.a-star.edu.sg/igrants/) and go to *’View’ > *’Project Participations’*

![Grant Reference Number](https://app.a-star.edu.sg/igrants/)

**Note:** Award number shall be based on the grant/programme award reference number, as indicated in the Letter of Award. Do not use any internal award reference numbers.

25. You may add more grant by clicking on ‘Add more grant’

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Grant Information

Core Funding

This research is supported by core funding from

Research Entity or Council

Grant reference no.

On iGrants, click on “View” -> “Project Participations” to find the project number

```e.g. A1884c0028```

![Add More Grant](https://app.a-star.edu.sg/igrants/)

a. An additional row will be displayed accordingly. Click ‘x’ to delete it.
26. Enter Other information if applicable (Optional).

**Note:** Specific Set statement may be required by the publisher. This will be found on the publisher website and can be linked via *journal search* in [https://v2.sherpa.ac.uk/romeo/](https://v2.sherpa.ac.uk/romeo/)

Upload file or share link to article

27. You may either upload your submission files by dragging into the following field or share multiple *links as specified in the screenshot below.*
28. Once all relevant fields are completed, click Next to continue.

29. You will be directed to a review page. After reviewing and agreeing to Terms & Conditions, you may proceed to click Submit.
30. Upon submission success, you will be brought to the confirmation page.