

User Guide

A*STAR Open Access Repository (A*OAR)

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

We have migrated A*OAR, please reset your password by clicking "Forgot your password?" and entering your registered Institutional e-mail (ending with .edu.sg)

Log In to OAR

Email

Password

Remember me

[Forgot your password?](#)

Login

[New user? Click here to register](#)

2. Click on "New Submission" under "My Dashboard" drop-down list or "Submit here" on Homepage

[My Dashboard](#) [Communities & Collections](#) [FAQ](#) [UE](#)

[My submissions](#)

[New submissions](#)

Find journal articles, conference proceedings and datasets deposited in A*OAR enter your keyword...

Why Open Access

- Increase Discovery
- Increase Citation
- Increase Opportunities
- Funder Compliance
- Public Access
- Influence Policy
- Ensure Preservation
- Practitioner Application

A*STAR Open Access Repository

The A*STAR Open Access Repository (A*OAR) is an institutional repository that collects, preserves, and showcases research output that are affiliated with A*STAR. A*STAR adopts the **Green OA** route - self archiving of the **Accepted version*** of final peer-reviewed manuscript that is allowed by most publishers without additional fees.

**The version that can be deposited in A*OAR is dependent on the funder or publisher.*

[Submit here](#)

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

Are you submitting a journal publication or a conference proceeding?

Publication
Submit a new publication. Publications include thesis, journal articles and book chapters.
Note that you will not be able to submit a publication that has already been submitted.

Conference proceedings
Submit a new conference proceeding.
Other research output submitted and accepted by conference e.g. posters, presentation, abstract may also be submitted here.

Please enter the DOI for the publication (if applicable) ⓘ

e.g 10.1000/xyz123

Next

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

Please enter the DOI for the publication (if applicable)

Update

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

Back

Save Draft

Next

***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.

Select a community (required)	Select a collection within the community (required)
Select Community ▼	Select Collection (required) ▼

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

Select a community (required)	Select a collection within the community (required)
Select Community ▼	Select Collection (required) ▼
Add to more collection	

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

Select a community (required)	Select a collection within the community (required)
Biomedical Research Council ▼	Bioinformatics Institute ▼
Select a community (required)	Select a collection within the community (required)
Select Community ▼	Select Collection (required) ▼

8. Enter Article Title and Journal/Conference name

Article title (required)	Journal / Conference name (required)
<input type="text"/>	<input type="text"/>

9. Enter online publication date in the drop-down lists

* if online publication is not available, enter publication date

Online publication date ⓘ			
Day ▼	Month ▼	Year ▼	

10. Enter citation

***Format example:** Le Bert, N., Tan, A.T., Kunasegaran, K. et al. SARS-CoV-2-specific T cell immunity in cases of COVID-19 and SARS, and uninfected controls. Nature 584, Nature 584, 457–462 (2020). <https://doi.org/10.1038/s41586-020-2550-z>

Citation ⓘ (required)
<input type="text"/>

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.

Identifiers (required)

ISSN

Identifier **x**

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&Cs](#)

16. Enter publisher's URL by clicking Edit

URL to publisher's version

Edit

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

License type

Select License Type ▼

If you wish, you may add a Creative Commons License to your item. Creative Commons licenses govern what people who read your work may then do with it.

- a. 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.*

License type

Attribution 4.0 International (CC BY 4.0) ▼

If you wish, you may add a Creative Commons License to your item. Creative Commons licenses govern what people who read your work may then do with it.

Allow commercial uses of your work? Yes No

Allow modifications of your work? Yes No Share-alike

18. Enter Author

Authors

First name

Last name

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

Authors

First name

Last name

[+ Add more](#)

- a. An additional row will be displayed accordingly. Click 'x' to delete it.

Authors

First name

Last name

First name

Last name ✕

Provide description to submission

20. Enter keywords

**Search and select keyword from searchable drop-down list*

Keywords ⓘ

- Ge
- General Biochemistry
- Genetics and Molecular Biology
- General Medicine
- General Materials Science
- Bus movement management

21. Provide description by entering an Abstract

Abstract (required)

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

Grant Information

There was no specific funding for the research done ▼

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

Grant Information

Core Funding ▼

This research is supported by core funding from

b. For Grant information, enter Funding agency and Name of Funding grant/programme

Grant Information

Grant and programme ▼

This research / project is supported by the

c. For Others, enter the custom information you have

Grant Information

Others

e.g. This research/project is supported by the <Funding agency>, under its <name of funding programme> (XX Award)

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/> and go to *'View' > 'Project Participations'

Grant reference no.

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

e.g. A1884c0028

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'

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

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

Grant Information

Select Grant Information

x

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/>

Other information ⓘ [Set statement by journal](#) ↗


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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.**

Upload your file

Upload submission files



Drag files here
or
[Browse your computer](#)

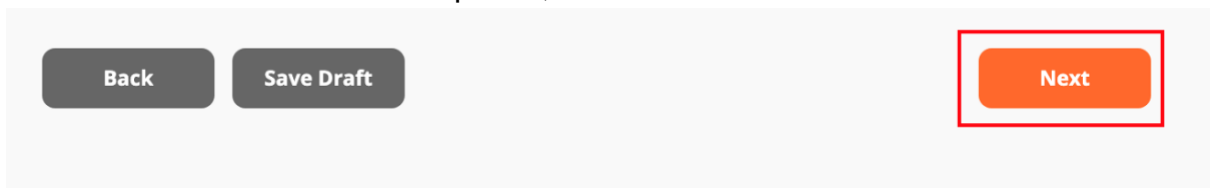
Already submitted to an external OAR or the article is already open-access? Share the link here.

Already submitted to an external OAR or the article is already open-access? Share the link here.

e.g. <https://www.linktojournal.com>

[+ Add more](#)

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.

Submit a publication

1 Submission details

2 Review & Confirm

Review and confirm

DOI

Title article

Journal Title journal

Date of issue 4 Apr 2017

Identifiers ISSN : 123456

Type thesis

Language English

Publication URL

Embargo till date 19 May 2021

License type Attribution-NonCommercial 4.0 International (CC BY-NC 4.0)

Keywords Cell Biology

Abstract abstract

Description

Files uploaded

Licensing terms & conditions

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**Note: Not granting the license will not delete your submission. Your item will remain in your "My Dashboard" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.*

I agree to the above terms and conditions.

Back Submit

30. Upon submission success, you will be brought to the confirmation page

Submit a publication

1 Submission details 2 Review & Confirm

Submission complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My OAR page.

[Submit another item](#) [View submitted item](#) [Back to dashboard overview](#)