New Guidelines for PaR Collections on FigShare: November 2019

Practice as Research Centre of Excellence

Existing Guidance on Curating a Collection:
Documents on FigShare

New Guidance

1) Review and refine your collections (even those that have been through review)

2) Re-order items, so that they are ordered in the way you want them to be viewed: delete and re-upload items in the collection in reverse order **OR** ask Bill Ayres if he is able to do this for you: W.H.Ayres@salford.ac.uk

3) Include a **READ FIRST** contents document that itemises what is in the collection and guides reviewers as to **HOW** to navigate the materials (you can add this last and it will appear first in your collection)

Feedback from internal and external review

- Generally **too much 'stuff'** in the collections – feels like the reviewer has to wade through this to access the core of the research

- Think about the reviewer having a **maximum time frame of 1 hour** to engage with your collection and come to a judgement of it

- Only put in what is necessary for them to access the **research dimensions** of your practice

- If you do feel you need to put 'extras' into a collection, make sure it is clear that they are just that (for further information if needed) – the contents page can help with that

- Give the reader a clear steer in terms of **navigation through the collection**

Technical Issues

- New recommendation to upload documents as **PDFs** to avoid corruption that can happen

- Check that items have uploaded properly and re-upload if necessary

- Make sure all items can be **previewed** (including videos)

- If any files are too large, make sure they can be accessed elsewhere without the reviewer having to download – **Soundcloud, Youtube, Vimeo, personal website**

- Report any technical issues to Bill Ayres so he can feed them back to FigShare

Important Dates

Upcoming IPR deadlines

- Wednesday 15 January 2020

- Wednesday 1 April 2020

End of November for publishing if you want your collection to be considered for January IPR, **early February** for the April deadline.

Any questions?

Time to work on collections