IUScholarWorks Submission Guide

The IUScholarWorks submission process involves providing descriptive information (metadata) about your work, uploading your file(s), and accepting the IUScholarWorks License. This guide outlines each step in detail and provides tips for increasing the discoverability of your work.

1. Login to your IUScholarWorks account at https://scholarworks.iu.edu/dspace/login.
   a. Choose "Login in with IU network ID" if you are using an IU account.
   b. Choose "Login with IUScholarWorks Repository account" if you are using a non-IU account.
2. Under "My Account," click on **Submissions**.

3. Click on **Start a new submission**. (Note: This screen will look slightly different if you currently have other submissions in progress.)

4. Choose a collection from the drop-down menu. You will only see collections to which an IUScholarWorks administrator has approved you to submit.

Item submission

Select a collection

Collection:
Select the collection you wish to submit an item to.

Select a collection...

Next

5. Fill in the 6-step form. All of the fields except for Author and Title are optional; however, we encourage you to fill in as much relevant information to increase discoverability of your work.

<u>Step 1. Describe</u>

Item submission

Describe → Describe → Upload → Review → License → Complete

Describe Item

Authors:
Enter the names of the authors of this item below.

Last name, e.g. Smith   First name(s) + "Jr", e.g. Donald Jr   Add

This can be a person, organization or service responsible for creating or contributing to the content of the item. Refer to Library of Congress Name Authority File for authoritative values for names of person, organization, publisher or service if available.

Click here to add more than one author. Note that you cannot change the order of the authors after you add them.

Title:
Enter the main title of the item.

Other Titles:
If the item has any alternative titles, please enter them below.

Add

Use this field if the work is known under another title, such as a title in foreign language or an abbreviation.

Date of Issue:
Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

Year   Month   Day

Publisher:
Enter the name of the publisher of the previously issued instance of this item.

Citation:
Enter the standard citation for the previously issued instance of this item.

This is a really important field because it can be the only place to indicate context. For example, if an article is part of a journal, the only way the user will know this is if you add a citation. The citation can be in any format (APA, MLA, etc).

Only URLs may be placed in this field. It is used when another copy or version is available online. Point it directly to the open access article. Place DOI hyperlinks here in addition to placing the DOI number in the Identifier field.

Other location:
Enter the URL of a published or other version of this resource.

[ ] **Add**

Series/Report No.:
Enter the series and number assigned to this item by your community.

[Series Name] [Report or paper No.] **Add**

This field is used to enter series data such as volume(issue). IUSW staff will advise on this matter particularly if the material you are placing in the repository is a serial run (i.e., a multi-year set of volumes of a journal)

Options are: DOI, ARK, CODEN, Gov't Doc #, ISBN, ISMN, ISSN, Other, STRN. If you include a DOI number (ex: 10.14434/josotl.v15i1.12905) here, be sure to enter the DOI as a hyperlink (ex: https://doi.org/10.14434/josotl.v15i1.12905) in the Other location field above.

Identifiers:
If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below. Doing so increases your ability to track citations for this deposit.

[DOI ▼] [ ] **Add**

[ ] doi:10.1234567identifiers:DOI
Remove selected

Options are: Animation, Article, Book, Book Chapter, Dataset, Doctoral Dissertation, Learning Object, Image (2-D or 3-D), Map, Musical Score, Plan or Blueprint, Preprint, Presentation, Recording (acoustical, musical, or oral), Software, Technical Report, Thesis, Video, Working Paper, Other.

Type:
Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.
Software / Technical Report / Thesis / Video / Working Paper / Other

Language:
Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.
[N/A ▼]

Save & Exit **Next >**

Step 2. Describe (again)

Describe → Describe → Upload → Review → License → Complete

Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases below.

[   ] [Add]

Use Library of Congress Subject Headings if possible. Click here to add more than one subject. Do NOT enter multiple subjects in one box. Note that you cannot change the order of the subjects after you add them.

Abstract:
Enter the abstract of the item below.

[   ]

Describe use and reproduction rights, such as those from Creative Commons. Leave blank to reserve all rights. Sometimes the rights holder (such as a publisher) will require specific language in this space.

Users uploading data can use either of the two, IU-recommended licenses for their data (CC-0 or ODC-BY) or consult the Digital Curation Centre's How to License Research Data guide, Open Definition's list of recommended data licenses, or IU Legal Counsel to determine data licenses that may meet their needs.

Sponsors:
Enter the names of any sponsors and/or funding codes in the box below.

[   ]

Rights:
Describe use and reproduction rights, such as those from Creative Commons. Leave blank to reserve all rights.

[   ]

Rights URL:
Enter a link to an outside description of the terms governing use and reproduction, such as those from Creative Commons.

[   ]

Can be used to provide a link to the full text of the license listed above in the Rights field. This can also be used to point to a publisher website that explains rights use, which may be required by certain rights holders.

Free text box in which any 'other' information may be expressed.

Description:
Enter any other description or comments in this box.

< Previous   Save & Exit   Next >

Step 3. Upload

Item submission

Describe → Describe → Upload → Review → License → Complete

Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Choose File   No file chosen

Upload the file (find on your hard drive, desktop, server, etc.). All file types are accepted, however, some file types are much preferred for our ability to preserve them/migrate them to new formats over time. Please contact iusw@indiana.edu for consultation.

File Description:
Optionally, provide a brief description of the file, for example "*Main article*", or "*Experiment data readings*".

Give the file a short descriptive name as well, like **Laherty Article**.

Upload file & add another

Files Uploaded

Primary	File	Size	Description	Format
○	☐ 1.TWIOH.v6.Front cover.jpg	195035 bytes	frontcover_test1	image/jpeg (Supported) Edit
	File checksum: MD5:98fa50611178829ff54390ca88df8d27			
◉	☐ Cover-vol4.jpg	303217 bytes	file 2	image/jpeg (Supported) Edit
	File checksum: MD5:4ca5f229ca278806176a0456e187cb7b			

Remove selected files

< Previous   Save & Exit   Next >

Step 4. Review

This step gives you an opportunity to edit the metadata. There are other opportunities to edit the metadata, even once the item is in the repository.

Step 5. License

Accept the IUScholarWorks License. Click here to review the terms of the license prior to submission.

Step 6. Complete

Depending on the collection, your item may be immediately accepted into the repository, or it may be sent on for review by the collection administrator. Either way, you will receive an email confirmation with the permanent URL as soon as your item is available.

For questions about the IUScholarWorks submission process, please contact your IUScholarWorks campus liaison.