Submission Guidelines

Guidelines for Depositing Publications to Dspace @ SDM Medical College Repository

File location and format

Prior to beginning submission, make sure that files to be added to DSpace are on your local network or your hard drive.

Typically, we convert documents and web pages to PDFs in Adobe Acrobat.

These PDFs are what are loaded into SB.

Submission steps

Log onto DSpace. Choose one of the submission methods below (it doesn't matter which you choose).

Submission method 1:

1. Click "Start a new submission" button
   The drop down list is in alphabetical order by <u>collection</u> name.
   Community and sub-community names are not considered here.

2. Select the Collection to which you are submitting and click "Next"

Submission method 2:

1. Navigate within your archive to find and access the collection to which you are submitting. Open up the collection homepage.

2. Click "Start a new submission" button.

Fill out the remaining submission screens as appropriate for the particular collection and item. See below for a general explanation of what goes in each field.

For some collections it makes sense to prepare templates with information already filled in to reduce keying the same values for similar items. For others the submitter can input all information as she proceeds through the submission process. You may wish to provide specific instructions for each collection, depending upon the expertise and comfort level of submitters.

Be prepared to supply the following mandatory fields, at minimum: Title, Author or Creator, Type, Language and Rights

Submit: Describe Your Item [page 1 or first screen of the template]

Box 1: Check this box if there is more than one title on your item. This would be any variant titles found on the item. Translated title is one example, an abbreviated title is another. Checking this box provides an "Other titles" field in the submission template.

Box 2: Check this box if the item has been available in any format prior to addition to your archive. This includes more than previously published items. Checking this box provides a place in the template to provide date information.

Box 3: Check this if you will be loading multiple files for this item. Examples include:
- The main document in one file with supplementary material in one or more other files
- A file with a PowerPoint presentation, a second file with speaker notes and a third file with a complete paper/article
- A file with the item being submitted and a file with the emailed permission form from the author

Submit: Describe Your Item [page 2]

AUTHORS   Each time a name is indexed in your archive, it should appear in the same form. Our local practice is to search the archive prior to entering author names.

Enter names for all authors/contributors, one name per line. For additional fields, click the "ADD MORE" button.

Enter the last name in the first box and the first name, middle name or initial and other name elements in the second box. Examples:

Acker	Joan
Smith	John Robert, Jr.
Shakespeare	William, 1564-1616

TITLE   Enter the main title as found on the item. If there is no title on the item, enter the title provided by the author/submitter or (for web pages) the title from the link that took you to the page.

OTHER   This option only appears if you checked the 1st box on the previous page.
TITLES   Enter any other titles found on the piece, one title per field. For additional fields, click the "ADD MORE" button

DATE OF   This option only appears if you checked the 2nd box on the previous page.

ISSUE — If the item has been previously distributed, a date is required before you can move on to the next submission page. Enter the month, day and year, or as many of those elements as are on the item. Filling in the year required to continue to the next step.

PUBLISHER — Enter the name of the person or body who published the item. The entity responsible for making the item available—a person, an organization etc.

CITATION — This field is generally only filled in for articles or book chapters. It contains the citation as it would appear in an indexing service, minus the article/chapter author and title.

SERIES REPORT NO. — Include only a series title and number in this field. If the item is part of a larger work (e.g. a journal or book), do not put that information here. Use the Citation field instead.

Ignore the 2nd box for this field, as it doesn't actually work. Put all elements of the series title and numbering into the 1st box.

IDENTIFIER — Appears if you indicated that the item has been previously distributed, but is optional. Unambiguous formal identification such as a serial ISSN, a URI or government document number.

TYPE — From the drop-down list, choose the type that most closely matches the item being submitted. Complete journal issues generally receive the "Article" type. This is the kind of information that you may wish to include in instructions for a specific collection.

LANGUAGE — From the drop-down list, choose the language of the item.

SUBJECT KEYWORDS — Use keywords that your potential users are likely to be familiar with and understand. Use controlled vocabulary if possible.

ABSTRACT — Copy and paste the abstract from the item, if there is one.

SPONSORS — Information about sponsoring agencies or individuals. Can be included instructions for a specific collection.

DESCRIPTION — Include the number of pages and any other free-text description of the resource content that can't be entered in another DC element. Examples include: edition statement (for monographs), errata statement, restricted use terms, reference to another version also in the archive, etc.

Submit: Upload a File

DOCUMENT FILE: Click "Browse" to find the file saved on your hard drive or
                 network.

FILE DESCRIPTION: This box only appears if you checked the 3rd box on the first
                 submission page. Enter a description of the file. Examples:

                         Main article
                         PowerPoint presentation
                         Supplement 1
                         Appendix
                         Tables
                         Maps

Submit: File Loaded Successfully

If you checked the 3rd box on the first submission page, there will be a button for "Add
Another File." Clicking this button returns you to another "Submit: Upload a File" page.
Continue loading files until the item is complete.

Submit: Verify Submission

Check your work. If anything is incorrect, click the "Correct one of these" button for the
appropriate section and make the correction. You will have to continue through all
submission pages that come after the one you corrected; however, the information you
previously entered will remain. Just keep clicking "Next" until you return to this "Verify
Submission" page.

Once you're satisfied with the submission, click "Next"

License

Information about rights held with respect to the resource, ideally informing the user of
the resource can be used. May encompass Intellectual Property Rights, Copyright etc..

Click the "I Grant the License" button

You're done!