IUPUI ScholarWorks Submissions Guide

2016
Login to create an account & to upload works

IU staff, students and faculty can login with their university credentials (i.e., CAS)
Start a submission; select the “upload” button.
Select a Collection for your Upload

Contact IUPUI ScholarWorks (digschol@iupui.edu) for uploading privileges to a collection in your school or department.

This dropdown menu will be empty until your account is granted access to one or more collections.
Describe the Item: Step 1

- **Authors**: Required field.
- **Title**: Required field.
- **Other Titles**: Optional. Seldom used. Good for translations from non-English titles.
- **Date of Issue**: Required field.
- **Citation**: Recommended, but not required. Any citation style will work. (Italics and bolding will not display.)
- **Publisher**: Optional.
- **Series/Report No.**: Optional (use if you're uploading several items from a series)
- **Identifiers**: Optional. If DOI is from the previously published version, do not include the letters "doi" ... only the numbers, e.g.: 10.7912/C2059K.
- **Type**: Required. If you do not see your item "type," select "other."
- **Language**: Optional.
Describe: Step 2

- **Subject Keywords**: Recommended, but optional. Enter a keyword or phrase and select "Add" before entering a new keyword (3-5 keywords is plenty).

- **Abstract**: Recommended, but optional. (Italics, bolding and line breaks will not display.)

- **Sponsors**: Optional. Rarely used.

- **Description**: Optional. A field for any other comments you'd like to make about the item.
Upload File(s) Step

Tips:
1. Before uploading your file(s), convert to a format with a long life span--such as, PDF.
2. Check your document properties.
3. Short file names with no spaces make better hyperlinks.

• Browse to find the file.
• File Description: Optional. Something short, such as: "Conference Paper"
• Embargo until specific date: Optional. Use an embargo if required by your publisher. YYYY-MM-DD.
• Embargo reason: Optional. Rarely used.

If your item has multiple files, you can select "Upload file & add another."

If you are done with this step, select "Next."
Check your entries at this step and make corrections by selecting the “Correct one of these” buttons.
Creative Commons is a great way to let people know that they can use your work ... IF they acknowledge that you are the author.

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CC0 is rarely used. It means that you are relinquishing all of your copyrights—even attribution.
Creative Commons Step
(Optional)

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