

IUPUI ScholarWorks Submissions Guide

2016

Login to create an account & to upload works

The screenshot shows the Indiana University ScholarWorks website. At the top, there is a dark red header with the IU logo and the text "INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS". Below the header, the word "ScholarWorks" is prominently displayed. To the right of the title is a search bar with the placeholder text "Search articles, posters, and other scholar works...". On the left side, there is a vertical navigation menu with four items: "What is ScholarWorks?", "Upload Your Work", "Get Help", and "Statistics". The "Upload Your Work" item is highlighted with a brown background. In the center, there is a large white box titled "What is ScholarWorks?" containing text about the repository and a large orange "i" logo. Below this, there is a section titled "Communities in IUPUI ScholarWorks Repository" with a list of community links. On the right side, there are two boxes: "My Account" with "Login" and "Register" links, and "Discover" with "Author" and "Indiana Libraries (111)" links.

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

Search articles, posters, and other scholar works...

- What is ScholarWorks?
- Upload Your Work
- Get Help
- Statistics

What is ScholarWorks?

ScholarWorks shares over 6,500 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.

Use ScholarWorks to find readers for your work, get cited, and share knowledge. [Learn more](#) about this service.

Communities in IUPUI ScholarWorks Repository

Select a community to browse its collections.

- [Center for Service and Learning](#)
- [Center for Translating Research Into Practice \(TRIP\)](#)
- [Division of Undergraduate Education](#)
- [Herron School of Art and Design](#)

My Account

- [Login](#)
- [Register](#)

Discover

- Author
- [Indiana Libraries \(111\)](#)

IU staff, students and faculty can login with their university credentials (i.e., CAS)

Start a submission

The screenshot shows the ScholarWorks website header with the IU logo and the text "INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS". Below the header is the "ScholarWorks" title and a search bar containing the text "Search articles, posters, and other scholar works...". A navigation menu on the left includes "What is ScholarWorks?", "Upload Your Work", "Get Help", and "Statistics". The main content area features a "What is ScholarWorks?" section with a description of the service and a large circular IU logo. At the bottom, there is a prominent "Upload Your Work" button and a "My Account" section with links for "Logout", "Profile", and "Submissions".

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

Search articles, posters, and other scholar works...

- What is ScholarWorks?
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What is ScholarWorks?

ScholarWorks shares over 6,500 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.

Use ScholarWorks to find readers for your work, get cited, and share knowledge. [Learn more](#) about this service.

Upload Your Work - and share it with a world of readers.

My Account

- [Logout](#)
- [Profile](#)
- [Submissions](#)

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.

INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

ScholarWorks

Search articles, posters, and other scholar works...

[IUPUIScholarWorks Repository](#) → Item submission

Item submission

Select a collection

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

Select a collection...
Select a collection...
School of Social Work > Social Work Research > IU School of Social Work Collection

Next

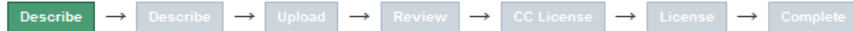
My Account
[Logout](#)
[Profile](#)
[Submissions](#)

Statistics
[Most Popular Items](#)
[Statistics by Country](#)
[Most Popular Authors](#)

This dropdown menu
will be empty until your
account is granted
access to one or more
collections.

Describe the Item: Step 1

Item submission



Describe Item

Authors:

Enter the names of the authors in order of appearance.

Last name, e.g. Smith

First name(s), e.g. Robert F.

Title:

Enter the main title of the item.

Other Titles:

If the item has any alternative titles (e.g., a translation), please enter them below.

Date of Issue:

Please provide the date the item was published. If not previously published, use the date item was presented or completed. You can leave out the day and/or month if they aren't applicable.

Year

Month

Day

Citation:

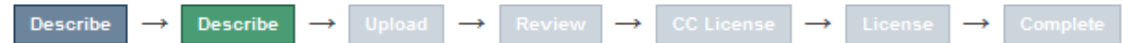
Enter the standard citation for the previously issued instance of this item.

- **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.

Item submission



Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases (one at a time).

Add

[Subject Categories](#)

Abstract:

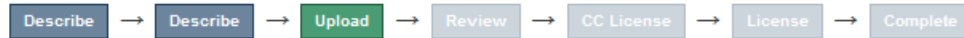
Enter the abstract of the item.

Sponsors (optional):

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

Upload File(s) Step

Item submission



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.

No file selected.

File Description:

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

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd. To enter an indefinite embargo use 9999.

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

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."

Review Step

Check your entries at this step and make corrections by selecting the “Correct one of these” buttons.



Review Submission

Describe Item

Authors:

Friedman, Robert

Authors:

Lyons, John

Authors:

Walton, Betty A.

Authors:

Israel, Nathaniel

Title:

Taking Systems Change to Scale: Building Replicable Processes

Date of Issue:

2013-03

Citation:

Lyons, J. S., Walton, B. A., Israel, N. & Friedman, R. (2013, March). Taking systems change to scale: Building replicable processes. 26th Annual Child Mental Health Research and Policy Conference. Tampa, FL: University of South Florida, Louis de la Parte Florida Mental Health Institute, Research and Training Center for Children's Mental Health.

Type:

Presentation

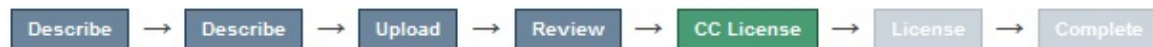
Language:

English (United States)

Correct one of these

Creative Commons Step (Optional)

Item submission



License Your Work

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.

License Type:

Select or modify your license ... ▼

- Select or modify your license ...
- No Creative Commons License
- Creative Commons
- CC0

Creative Commons is a great way to let people know that they can use your work ... IF they acknowledge that you are the author.

You must hold copyrights in order to select a Creative Commons license. When in doubt, skip it.

CC0 is rarely used. It means that you are relinquishing all of your copyrights—even attribution.

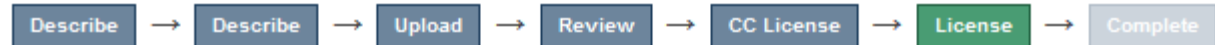
Creative Commons Step (Optional)

Learn more about Creative Commons licenses at:
<https://creativecommons.org/licenses/>

Tip: If you want users to be able to do anything they want with your work, as long as they name you as the creator, select the most flexible license: CC-BY (“Creative Commons – Attribution”).

The most restrictive license is: CC-BY-NC-ND (“Creative Commons – Attribution, Non-commercial, No Derivatives”)

The “fine print”



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If you have questions regarding this license please contact the system administrators.

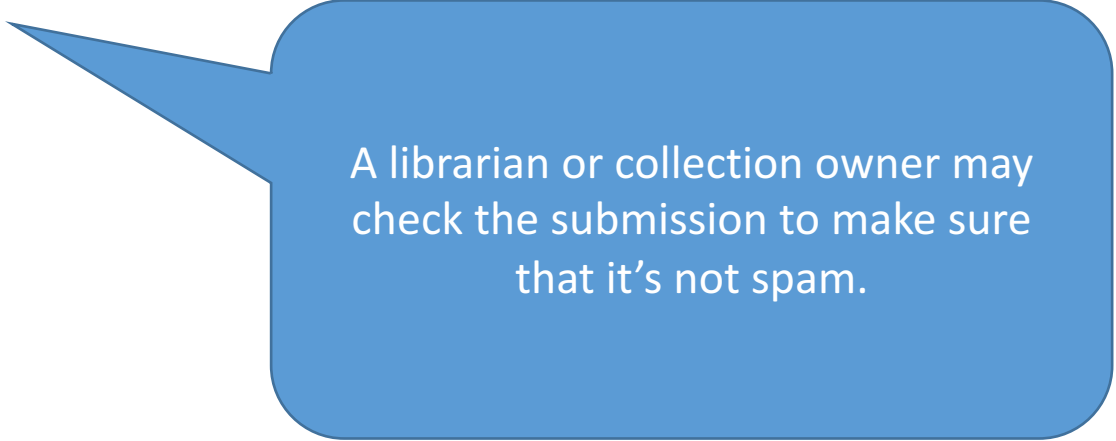
Review Process

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

Submit another item



A librarian or collection owner may check the submission to make sure that it's not spam.

Other ScholarWorks Features

Ask us if you want to own an entire collection or to create a community for your organization or project.

- Users can be added with roles that you define.
- Make changes as needed.
- Modest ability to provide images and content on landing pages for collections.
- Community- and collection-level usage statistics.
- All the same rules about copyright apply.

Ask Us for Help, Anytime!

IUPUI University Library

Center for Digital Scholarship

digschol@iupui.edu

<http://ulib.iupui.edu/digitalscholarship>

Jere Odell

Scholarly Communications Librarian

jdodell@iupui.edu