

## Submitting an Item

What will this document help you do?

1. Submit an item to a Collection.

What you will need to Submit to a Collection within IUPUI ScholarWorks:

1. A computer with internet access.
2. An account established within IUPUI ScholarWorks and this account must have submitter level privileges. See the guide, "Creating an Account in IUPUI ScholarWorks" for help establishing an account. Contact your local IUPUI ScholarWorks Administrator or [digschol@iupui.edu](mailto:digschol@iupui.edu) if you have questions regarding submitter level privileges.
3. Already have in mind the type of information you would like to include in your item's record. Once you begin the submission process you will only have approximately 10 minutes to complete the process. The system will time out if left idle for too long and you will have to begin the process from the start.

### STEP 1a OPTION IU LOGIN

Go to the IUPUI ScholarWorks homepage at: <https://scholarworks.iupui.edu/>

Click on [Login](#)

**Ψ** INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS

# ScholarWorks

Search articles, posters, and other scholar work

**What is ScholarWorks?**

ScholarWorks shares over 8,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.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 Research and Learning](#)
- [Center for Service and Learning](#)
- [Center for Translating Research Into Practice \(TRIP\)](#)

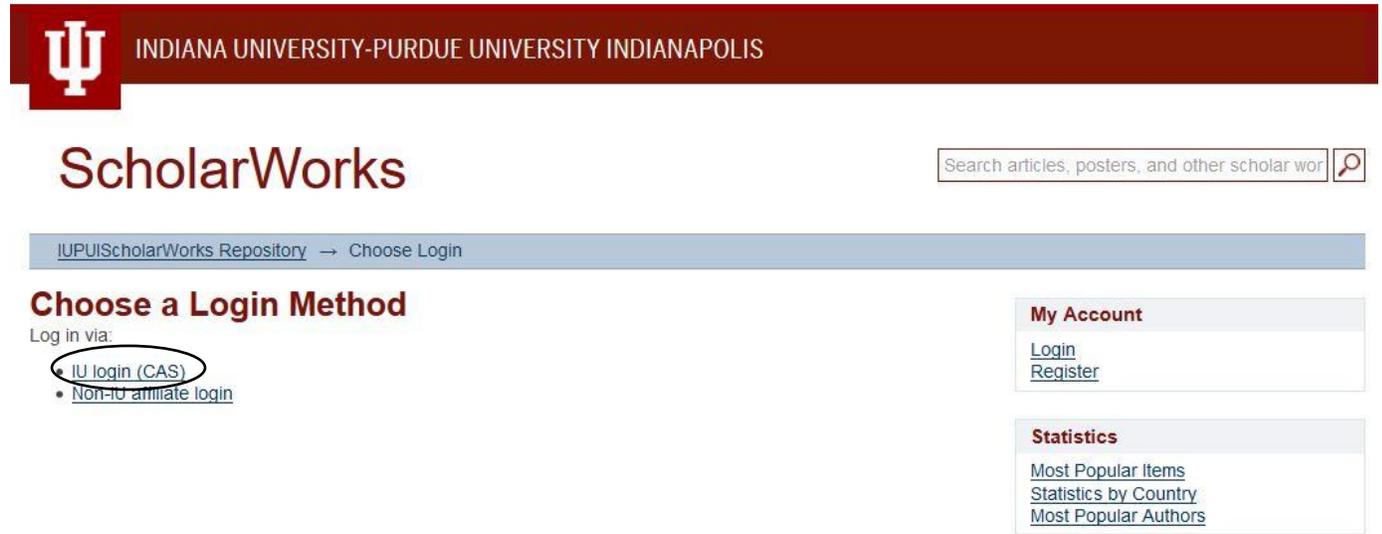
**My Account**

[Login](#)

[Register](#)

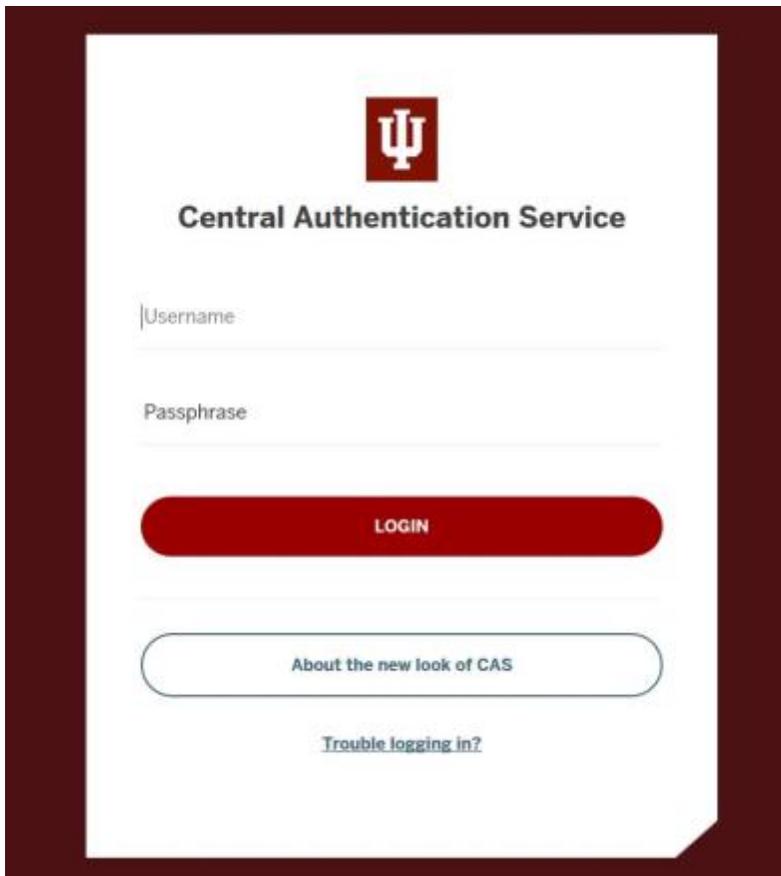
**Discover**

Click on [IU login \(CAS\)](#)



The image shows the ScholarWorks login page. At the top left is the IU logo and the text "INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS". The main heading is "ScholarWorks". To the right is a search bar with the text "Search articles, posters, and other scholar wor" and a magnifying glass icon. Below the heading is a navigation bar with "IUPUIScholarWorks Repository" and "Choose Login". The main content area is titled "Choose a Login Method" and includes "Log in via:" followed by two options: "IU login (CAS)" (circled in red) and "Non-IU affiliate login". On the right side, there are two sections: "My Account" with links for "Login" and "Register", and "Statistics" with links for "Most Popular Items", "Statistics by Country", and "Most Popular Authors".

You will be taken to the Central Authentication Service (CAS). Type in the same IU username and passphrase that allows access to One.IU and hit **Login**.



The image shows the Central Authentication Service (CAS) login form. It features the IU logo at the top center, followed by the text "Central Authentication Service". Below this are two input fields: "Username" and "Passphrase". A prominent red button labeled "LOGIN" is centered below the input fields. At the bottom, there is a link "About the new look of CAS" and a link "Trouble logging in?".

## STEP 1b OPTION NON-IU AFFILIATE LOGIN

Go to the IUPUI ScholarWorks homepage at: <https://scholarworks.iupui.edu/>

Click on [Login](#)

**INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS**

# ScholarWorks

Search articles, posters, and other scholar wor

**What is ScholarWorks?**

Upload Your Work

Get Help

Statistics

**What is ScholarWorks?**

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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 Research and Learning](#)
- [Center for Service and Learning](#)
- [Center for Translating Research Into Practice \(TRIP\)](#)

**My Account**

[Login](#)

[Register](#)

**Discover**

Click on [Non-IU affiliate login](#)

**INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS**

# ScholarWorks

Search articles, posters, and other scholar wor

IUPUIScholarWorks Repository → Choose Login

**Choose a Login Method**

Log in via:

- [IU login \(CAS\)](#)
- [Non-IU affiliate login](#)

**My Account**

[Login](#)

[Register](#)

**Statistics**

[Most Popular Items](#)

[Statistics by Country](#)

[Most Popular Authors](#)

Use the IUPUI ScholarWorks administrative account credentials to login.

Click [Sign in](#)

The screenshot shows the top navigation bar with the IUPUI logo and the text "INDIANA UNIVERSITY-PURDUE UNIVERSITY INDIANAPOLIS". Below this is the "ScholarWorks" title and a search bar. A blue banner contains the text "IUPUIScholarWorks Repository --> Sign in". The main heading is "Sign in to IUPUIScholarWorks Repository". There are two input fields for "E-Mail Address:" and "Password:". A "Sign in" button is circled in red. A link for "Forgot your password?" is also present. On the right, there are two sections: "My Account" with links for "Login" and "Register", and "Statistics" with links for "Most Popular Items", "Statistics by Country", and "Most Popular Authors". Below the login form, there is a "Register new user" section with a brief description and a link to "Click here to register."

## STEP 2

You should see the page below. Click on [Submissions](#)

The screenshot shows the home page of the IUPUI ScholarWorks repository. It features the same top navigation bar as the previous page. Below the search bar, there is a "What is ScholarWorks?" section with a large information icon. To the left of this section is a vertical menu with icons and text for "What is ScholarWorks?", "Upload Your Work", "Get Help", and "Statistics". At the bottom left, there is a button for "Upload Your Work" with the text "- and share it with a world of readers.". At the bottom right, there is a "My Account" section with links for "Logout", "Profile", and "Submissions", where the "Submissions" link is circled in red.

On the next screen, click on **start a new submission**.

### Submissions

You may [start a new submission](#).

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

### STEP 3

The first submission step is to choose the correct collection in which your work should appear. Use the drop down menu to select the appropriate collection. (If you do not see any collections in the drop down menu, contact [digscho@iupui.edu](mailto:digscho@iupui.edu) to receive submitting rights.) After selecting the collection, click on Next.

IUPUIScholarWorks Repository → Item submission

## Item submission

### Select a collection

**Collection:**

Select the collection you wish to submit an item to.

Select a collection...



Next

As you work through the submission process, a bar at the top of each page will let you know which step in the process you are working on and what you have left to do.

## Item submission



Each step will also have buttons at the bottom of the page which allow you to move forward as well as to go back if you need to correct something.

< Previous

Save & Exit

Next >

## STEP 4

The next few steps involve describing the submitted item. IUPUI ScholarWorks does allow you to upload multiple files if desired. For example, if you would like to include one PDF of a paper as well as separate PDF's of each chapter, or separate files for your images, you may do so, though this is certainly NOT required.

For additional tips and suggestions for describing your item in ScholarWorks, see the "IUPUI ScholarWorks Submissions Guide tips" slides.

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# ScholarWorks

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

[IUPUIScholarWorks Repository](#) → [Open Access Faculty Articles](#) → [Open Access Policy Articles](#) → [Item submission](#)

## Item submission

[Describe](#) → [Upload](#) → [Review](#) → [CC License](#) → [License](#) → [Complete](#)

### Describe Item

**Authors:**  
Enter the names of the authors in order of appearance

[Add](#)

Last name, e.g. *Smith*      First name(s), e.g. *Robert F.*

- Palam, L. R.
- Gore, J.
- Craven, K. E.
- Wilson, J. L.
- Korc, M.

[Remove selected](#)

**Submitting Author's Department:**  
Example: Department of Cellular & Integrative Physiology, IU School of Medicine

**Title:**  
Enter the main title of the item.

#### My Account

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

#### Context

- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

#### Statistics

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

## STEP 5

After you are finished describing the item, you will need to upload the actual file(s). Click on the **Browse** button to search your computer for the file(s).

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# ScholarWorks

IUPUIScholarWorks Repository → [Open Access Faculty Articles](#) → [Open Access Policy Articles](#) → Item submission

## Item submission

[Describe](#) → [Upload](#) → [Review](#) → [CC License](#) → [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.

cdc\_s2015264a-1.pdf

**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.

### My Account

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

### Context

- [Edit Collection](#)
- [Item Mapper](#)
- [Export Collection](#)
- [Export Metadata](#)

### Statistics

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

## STEP 6

Click **Upload file & add another** to upload the file, this may take a few minutes depending on the size of your file.

After files are uploaded, click **Next** to move to the next step.

## Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> <a href="#">cddis2015264a-1.pdf</a>	5434380 bytes	Final published version	application/pdf (Supported)	<a href="#">Edit</a>
File checksum: MD5:1b75c2a385d70401ba2f04702b5bba37					
<a href="#">Remove selected files</a>					
<a href="#">&lt; Previous</a> <a href="#">Save &amp; Exit</a> <a href="#">Next &gt;</a>					

## STEP 7

You will be given an opportunity to verify the descriptive information you provided. Review the information you have created. If it is satisfactory click, **Next** or correct the information if needed.

**INDIANA UNIVERSITY PURDUE UNIVERSITY INDIANAPOLIS**

# ScholarWorks

Search articles, posters, and other scholar w

IU/PUI ScholarWorks Repository → Open Access Faculty Articles → Open Access Policy Articles → Item submission

## Item submission

Describe → Upload → **Review** → Call for Review → Archive → Complete

### Review Submission

**Describe Item**

**Authors:**  
Palam, L. R.  
**Authors:**  
Gore, J.  
**Authors:**  
Craven, K. E.  
**Authors:**  
Wilson, J. L.  
**Authors:**  
Korc, M.

**Submitting Author's Department:**  
Department of Medicine, IU School of Medicine

**Title:**  
Integrated stress response is critical for gemcitabine resistance in pancreatic ductal adenocarcinoma

**Date of Issue:**  
2015

**Citation:**  
Palam, L. R., Gore, J., Craven, K. E., Wilson, J. L., & Korc, M. (2015). Integrated stress response is critical for gemcitabine resistance in pancreatic ductal adenocarcinoma. *Cell Death & Disease*, 6(10), e1913–  
<http://doi.org/10.1038/cddis.2015.264>

**Journal:**  
Cell Death & Disease

**Publisher:**  
Nature Publishing Group

**DOI:**  
10.1038/cddis.2015.264

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

**Context**  
[Edit Collection](#)  
[Item Mapper](#)  
[Export Collection](#)  
[Export Metadata](#)

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

## STEP 8

Next, you will be given the opportunity to assign a Creative Commons License to your work. A Creative Commons License allows you to set parameters for what you will or will not allow others to do with your work. Selecting a Creative Commons License is NOT required. For more information about what a Creative Commons License is, please visit: <http://creativecommons.org/about/licenses>

### 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 ... ▾

< Previous Save & Exit Next >

## STEP 9a OPTION NO CREATIVE COMMONS LICENSE

If you DO NOT want to include a Creative Commons License, select: **No Creative Commons License** from the drop-down menu.

## STEP 9b OPTION SELECTING A CREATIVE COMMONS LICENSE

If you DO want to include a Creative Commons License, answer the questions appropriately for your document and click **Next**.

**Item submission**

Describe → Upload → Review → **CC License** → License → Complete

### 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:**  
Creative Commons ▾

Allow commercial uses of your work? ⓘ  
 Yes  No

Allow modifications of your work? ⓘ  
 Yes  ShareAlike  No

You must click Next to save your changes.

< Previous Save & Exit **Next >**

**STEP 9c      OPTION CC0 (Public Domain)**

If you DO want to include a license that makes your work part of the public domain, click **Next**. For more information about the consequences of this step, see <http://creativecommons.org/share-your-work/public-domain/cc0/>.

**Indiana University-Purdue University Indianapolis**

# ScholarWorks

Search articles, posters, and other scholar w

IUPUIScholarWorks Repository → Open Access Faculty Articles → Open Access Policy Articles → Item submission

## Item submission

Describe → Upload → Review → **CC License** → License → Complete

### 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:  
CC0

You must click Next to save your changes.

< Previous   Save & Exit   **Next >**

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

**Context**  
[Edit Collection](#)  
[Item Mapper](#)  
[Export Collection](#)  
[Export Metadata](#)

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

## STEP 10

Finally, you need to read through the IUPUI ScholarWorks Distribution License carefully to understand the license to which you are agreeing and what you are allowing IUPUI and University Library to do with your work. This is a separate license from the Creative Commons License, and it **is required**.

**Item submission**

Search — Upload — Review — CC License — **License** — Complete

### Distribution License

There is one last step: In order for IUPUI to reproduce, translate and distribute your submission worldwide, you must agree to the following terms:

Grant the standard distribution license by selecting "I Grant the License" and then click "Complete Submission".

In order for IUPUI ScholarWorks to reproduce, translate, and distribute your submission worldwide, your agreement to the following terms is necessary:

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You also agree that IUPUI may keep more than one copy of this submission for purposes of security, backup and preservation.

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

**Distribution license:**

I Grant the License

< Previous   Save & Exit   Complete submission

If you agree to the terms, please click **I Grant the License** and then click **Complete submission**. If you do not select "I Grant the License," your item will not be submitted to the archive.

### Distribution license:

I Grant the License

< Previous   Save & Exit   Complete submission

You will see the following page.

IUPUIScholarWorks Repository → Submission

## 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