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 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
Click on **IU login (CAS)**

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**.
STEP 1b OPTION NON-IU AFFILIATE LOGIN

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

Click on Login

Click on Non-IU affiliate login
Use the IUPUI ScholarWorks administrative account credentials to login.

Click **Sign in**

**STEP 2**

You should see the page below. Click on **Submissions**
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 to receive submitting rights.) After selecting the collection, click on Next.

**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**

[Describe] → [Upload] → [Review] → [CC License] → [License] → [Complete]

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.
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.
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).

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.

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

Emargo until specific date:
The first day from which access is allowed. Accepted formats: yyyy-mm-dd, yyyy-mm. To enter an indefinite embargo use 9999.

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

Upload file & add another
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**

<table>
<thead>
<tr>
<th>Primary</th>
<th>File</th>
<th>Size</th>
<th>Description</th>
<th>Format</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>cddis2015264a-1.pdf</td>
<td>5434380 bytes</td>
<td>Final published version</td>
<td>application/pdf (Supported)</td>
</tr>
</tbody>
</table>

File checksum: MD5:1b75c2a385d70401ba2f04702b5bba37

Remove selected files

< Previous  |  Save & Exit  |  Next >

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.
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 ...

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

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.
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/.
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.

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.

You will see the following page.