Procedures for Submitting Items into the ResearchCommons

The following procedures should be used for the submission of single items into the ResearchCommons (RC). Before submitting any items into the RC for the first time, you will need to contact Faedra Wills (wills@uta.edu) to have a Community created for you.

**Step 1:** Browse to the following URL: researchcommons.uta.edu and login using your NetID and password (the Login button is located on the upper right corner of the main page).

The structural hierarchy for the RC is as follows:

![Diagram of the structural hierarchy for the RC](image)

From the main page, choose the Community, Sub-community and lastly the Collection you would like to add the resource to. Likewise, you can go directly to the collection you would like to add an item to if you know the persistent URL and then login.

**Step 2:** On the Collection page, click on the “Submit a new item to this collection” link.

Publications

**Submit a new item to this collection**

**Recent Submissions**

Technology, Corporation, and Utopia: Gillette’s Unity Regained
**Step 3:** Enter all necessary information into the **first screen** of the Item Submission template. Only the Title field and the Year under Date of Issue are required. All other fields are optional, but recommended if known.

**Tip:** In the Language drop-down menu, select English (United States) unless the resource is written in a language other than English. For non-English resources, select the appropriate language in the drop-down menu.
Step 4: Click “Next” to advance to the **second screen** of the Item Submission form. On this page, you have the option to add subjects/keywords and other descriptive information regarding the resource. While none of the fields on this screen are required, it is highly recommended you include Subjects/Keywords to aid in the discoverability of your resource.
**Step 5:** Click “Next” to advance to the **Access Settings** page. The page is used only by the RC administrators and therefore should be skipped. Simply proceed to the bottom of the page and click “Next” to advance to the next stage in the Item Submission process.

**Step 6:** Using the browse button, navigate to the resource you wish to upload to the RC. Add a file description and click “Next”.

![Item submission interface with a red circle and cross indicating the Access Settings section should be skipped.](image)
Step 7: Review Submission. If any items need to be corrected, click the “Correct one of these” buttons under the appropriate section you wish to modify.

After making any necessary corrections, click “Next”.

Step 8: Review the License and check the “I grant the License” box at the bottom. Then click the “Complete submission” button.

Congratulations, you have successfully submitted an item to the ResearchCommons. You should immediately receive an email confirming that the item was successfully added. Included in the email is the permanent URL to your resource.

You submitted: Procedures for Adding Items to RC - 2015

To collection: ResearchCommons Workshop

Your submission has been accepted and archived in DSpace, and it has been assigned the following identifier: http://hdl.handle.net/10106/25276

Please use this identifier when citing your submission.

Many thanks!

DSpace