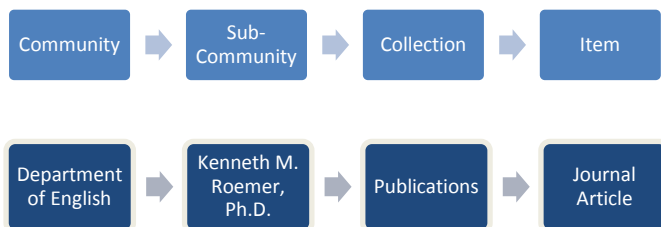


## Procedures for Submitting Items into the ResearchCommons

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](mailto:wills@uta.edu)) to have a Community created for you.

**Step 1:** Browse to the following URL: [researchcommons.uta.edu](http://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:



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

BROWSE BY

By Issue Date Authors Titles Subjects

Search within this collection:

[Submit a new item to this collection](#)

### Recent Submissions

Technology, Corporation, and Utopia: Gillette's Unity Regained

Roemer, Kenneth M. (John Hopkins University Press Society for the History of Technology Department of English, Texas at Arlington, 1985-07)

**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.

## Item submission

Describe Describe Access Upload Review License Complete

### Describe Item

**Authors:**

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Enter the names of the authors of this item below.

**Title: \***

Procedures for Adding Items to RC - 2015

Enter the main title of the item.

**Other Titles:**

Add

If the item has any alternative titles, please enter them below.

**Date of Issue: \***

Year

2015

Month

Day

Please give the date of previous publication or public distribution below. You can leave out the day and/or month if they aren't applicable.

**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.

## Item submission

Describe Describe Access Upload Review License Complete

### Describe Item

**Subject Keywords:**

Add

Enter appropriate subject keywords or phrases below.

- Institutional Repository
- Procedures
- Tutorial -- Adding to IR

Remove

**Abstract:**

Enter the abstract of the item below.

**Sponsors:**

**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.

## Item submission

Describe Describe Access Upload Review License Complete

### Access Settings

**Private item:**

Private

If selected, the item won't be searchable

### Group policies

Policies listed in this section override any default policies for the collection you're submitting to. If you wish to set an embargo but the target collection allows access for any user, you must set a policy that allows access for the Anonymous group only from a specific date onwards.

No group policies have been set up for this item.

### Embargo

**Group:**

Anonymous

**Access for selected group:**

**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

Describe Describe Access Upload Review License Complete

### Upload File(s)

**File: \***

No file selected.

Please enter the full path of the file on your computer corresponding to your item. If you click "E select the file from your computer.

**File Description:**

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

**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.

## Item submission

Describe Describe Access Upload **Review** License Complete

### Review Submission

Describe Item

**Title:** Procedures for Adding Items to RC - 2015

**Date of Issue:** 2015

**Publisher:** UTA

[Correct one of these](#)

Describe Item

**Subject Keywords:** Institutional Repository

**Subject Keywords:** Procedures

**Subject Keywords:** Tutorial -- Adding to IR

[Correct one of these](#)

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