



IUScholarWorks

INDIANA UNIVERSITY
Libraries

IUScholarWorks Submission Guide

The IUScholarWorks submission process involves providing descriptive information (metadata) about your work, uploading your file(s), and accepting the IUScholarWorks License. This guide outlines each step in detail and provides tips for increasing the discoverability and accessibility of your work.

1. Login to your IUScholarWorks account at <https://scholarworks.iu.edu/dspace/login>.
 - a. Choose “Login in with IU network ID” if you are using an IU account.
 - b. Choose “Login with IUScholarWorks Repository account” if you are using a non-IU account.
2. Under “My Account,” click on **Submissions**.

3. Click on **Start a new submission**. (Note: This screen will look slightly different if you currently have other submissions in progress.)

- Choose a collection from the drop-down menu. You will only see collections to which an IUScholarWorks administrator has approved you to submit. Contact iusw@indiana.edu for permission to submit to a collection.

Item submission

Select a collection

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

Select a collection...

- Fill in the 6-step form. All of the fields except for Author and Title are optional; however, we encourage you to fill in as much relevant information to increase discoverability of your work.

Step 1. Describe

Item submission



Describe Item

Author can be a person, organization or service responsible for creating or contributing to the content of the item.

Authors:

Enter the names of the authors of this item below.

Last name, e.g. Smith

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

Click the "add author" button to add more than one author. Note that you cannot change the order of the authors after you add them.

Enter the title of your work as published. Subtitles should be included after a colon following the main title.

Title:

Enter the main title of the item.

Other Titles:

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

Use "Other Titles" if the work is known under another title, such as a title in foreign language or an abbreviation.

Provide the date of initial publication in YYYY/MM/DD format. If not previously published, enter today's date.

Date of Issue:

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.

Year Month Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

"Publisher" is the press, institution, or other entity responsible for making your item available.

Citation:

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

"Citation" is an important field because it can be the only place to indicate context. For example, if an article is part of a journal, the only way the user will know this is if you add a citation. The citation can be in any format (APA, MLA, etc).

“Series/Report No.” is used to enter series data such as volume (issue). IUSW staff will advise on this matter particularly if the material you are placing in the repository is a serial run (i.e., a multi-year set of volumes of a journal)

Identifier options are: DOI, ARK, CODEN, Gov’t Doc #, ISBN, ISMN, ISSN, Other, STRN. If you include a DOI number (ex: 10.14434/josotl.v15i1.12905) here, be sure to enter the DOI as a hyperlink (ex: <https://doi.org/10.14434/josotl.v15i1.12905>) in the Other location field above.

Select the language of your item as published from the dropdown menu.

Other location:

Enter the URL of a published or other version of this resource.

Add

Series/Report No.:

Enter the series and number assigned to this item by your community.

Series Name

Report or paper No.

Add

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below. Doing so increases your ability to track citations for this deposit.

Add

doi:10.1234567identifiers:DOI

Remove selected

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

- Software
- Technical Report
- Thesis
- Video
- Working Paper
- Other

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Save & Exit

Next >

Only URLs may be placed in “Other Location”. This is used when another copy or version is available online. Place DOI hyperlinks here in addition to placing the DOI number in the Identifier field.

Type options are: Animation, Article, Book, Book Chapter, Dataset, Doctoral Dissertation, Learning Object, Image (2-D or 3-D), Map, Musical Score, Plan or Blueprint, Preprint, Presentation, Recording (acoustical, musical, or oral), Software, Technical Report, Thesis, Video, Working Paper, Other.

Step 2. Describe (again)



Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases.

Add

Click the "add" button to add more than one subject keyword. Do NOT enter multiple subjects in one box. Note that you cannot change the order of the subjects after you add them.

The abstract summarizes the content of your item. Do not include information on context, file format, etc.

Abstract:

Enter the abstract of the item.

Sponsors:

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

Include any sponsoring institutions or grant funders

Describe use and reproduction rights, such as those from [Creative Commons](https://creativecommons.org/licenses).

Leave blank to reserve all rights. Sometimes the rights holder (such as a publisher) will require specific language in this space. Users uploading data can use either of the two IU- recommended licenses for their data (CC-BY 4.0 or CC01.0).

Rights:

Describe use and reproduction rights, such as those from Creative Commons (<https://creativecommons.org/licenses>). Leave blank to reserve all rights.

Rights URL:

Select the appropriate URL if you've added a Creative Commons license above.

Select the appropriate license from the "Rights URL" drop down menu. Options include: CC BY 4.0, CC BY-SA 4.0, CC BY-NC 4.0, CC BY-NC-SA 4.0, CC BY-ND 4.0, CC BY-NC-ND 4.0, AND CC0 1.0. Any license not listed will need to be provided in the above "rights" field.

The “Description” is a free text box in which any ‘other’ information may be expressed.

Description:

Enter any other description or comments in this box.

< Previous Save & Exit Next >

Step 3. Accessibility Check

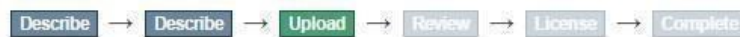
The following techniques are a guide to quickly make finished documents more accessible. The following edits can be made with Word 2016 (although older versions of Word should also work) and Adobe Acrobat Pro.

1. **Headings:** Using headings and subheadings creates an outline of your document that enables screen readers to understand how the page is organized. It also facilitates navigation and let users easily find their content of interest.
 - **Word**
 - Word has built-in Headings styles (e.g., Heading 1 for the main heading, Heading 2 for the first level of sub-headings, Heading 3 for the next level of sub-headings, etc.) that are available under Styles in the Home tab.
 - To add headings to your document, first highlight the section of text to which you want to add a heading. Then go to **Home > Styles** and click the appropriate headings.
 - **PDF**
 - First, identify if your document has editable text. To test this, try either selecting text using a mouse or using **Edit > Select All** from the menu. If you are unable to do this, your PDF is an image file and not accessible. Convert it using **View > Tools > “Recognize Text”**.
 - Second, your document’s text has to be tagged to identify the structure of your document. To test this, go to **File Properties** (Ctrl+D in Windows, Command+D in Mac). Look under **Description > Advanced > Tagged PDF**.
 - If “No”, add tags by selecting **View > Tools > Accessibility > Add Tags To Documents**.
 - After this, your headings will be automatically marked at appropriate levels. To manually change a tag, select **Properties**, then choose an appropriate tag from the list.
2. **Alternative Text:** Alternative text, often abbreviated “alt text”, communicates an image’s content to those who cannot see it. Alt text should be succinct, including only the minimum amount of text that renders the image comprehensible. See the [UITS Alt Text Guide](#) for more information on creating accessible alt text.
 - **Word**
 - To add alt text in Word, right click on the image then use **Format Picture > Layout & Properties > Alt Text** then add your alt text in the provided textbox.
 - **PDF**
 - To add alt text in a PDF, use **View > Tools > Accessibility > Open > Set Alternative Text**. This will detect all images and allow you to manually add alt text for each image.

3. **Exporting from Word to PDF:** Once you have created an accessible Word document, you can convert it to a PDF in a way that preserves its accessibility.
 - Office 2016 automatically generates a tagged PDF and preserves a document’s accessibility features. To do this go to **File > Save As Adobe PDF**.
 - After this, go to **Options** and be sure that the “Document structure tags for Accessibility” is checked.
4. **Other Accessibility Tips:** There are several other ways that authors can ensure their document’s accessibility. These include, but are not limited to:
 - **Document Language:** Identifying document language ensures that screen readers are using the appropriate language profile.
 - **Word:** Go to **Tools > Language** and select the appropriate language. For documents with more than once language, highlight the relevant sections and repeat this process.
 - **PDF:** Go to **File > Properties > Advanced > Language** and select the appropriate language.
 - **Hyperlinks:** Make sure that your hyperlinks are descriptive and communicate the link’s content.
 - **Lists:** Explicitly delineate your lists as such by using either bullet points or numbers. With this, screen readers can inform users of lists and their length.

Step 4. Upload

Item submission



Upload File(s)

To upload your item, click the “Choose File” button.

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 chosen

File Description:

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

Give the file a short descriptive name as well, like **Laherty Article**.

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> 1.TWIOH.v6.Front cover.jpg	195035 bytes	frontcover_test1	image/jpeg (Supported)	<input type="button" value="Edit"/>
	File checksum: MD5:98fa50611178829ff54390ca88df8d27				
<input checked="" type="radio"/>	<input type="checkbox"/> Cover-vol4.jpg	303217 bytes	file 2	image/jpeg (Supported)	<input type="button" value="Edit"/>
	File checksum: MD5:4ca5f229ca278806176a0456e187cb7b				
	<input type="button" value="Remove selected files"/>				

You can review your successfully uploaded files under “Files Uploaded”. To remove an item, select the desired file and click the “Remove selected files” button.

Upload the file (find on your hard drive, desktop, server, etc.). All file types are accepted, however, some file types are much preferred for our ability to preserve them/migrate them to new formats over time. Please contact iusw@indiana.edu for consultation.

Step 5. Review

This step gives you an opportunity to edit the metadata. There are other opportunities to edit the metadata, even once the item is in the repository.

Step 6. License

Accept the IUScholarWorks License. [Click here](#) to review the terms of the license prior to submission.

Step 7. Complete

Depending on the collection, your item may be immediately accepted into the repository, or it may be sent on for review by the collection administrator. Either way, you will receive an email confirmation with the permanent URL as soon as your item is available.

For questions about the IUScholarWorks submission process, please contact IUScholarWorks at iusw@indiana.edu. If you would like to delay access to your work, contact iusw@indiana.edu about an embargo.