Submitting items in RSpace:

From Submissions page choose “you may start another submission”

Authors: Names should be correctly spelled (check against Renison directory at: https://uwaterloo.ca/renison/about/people or check the spelling of the name against the copy of the complete item in RSpace) and in order of Lastname, Firstname.

Titles: Titles should be compared for correct spelling and punctuation against the title on the item itself

Date of Issue: In a previously published work, this is the date that the item was published before, (for example in a journal.) In an unpublished work, just the date the item was released into RSpace, by an RSpace administrator is fine.

Publisher: This is the publisher of a submission which has already been published elsewhere. If a submission has not been published elsewhere first you do not need this

Citation: This is for items that have been published elsewhere. Authors generally have a citation style for their discipline that they are comfortable with and use. See if they can provide you with a citation or if there is a citation on the paper itself and use that. You can also try to find a citation in a Research Database for their discipline at: http://journal-indexes.uwaterloo.ca/ For citations it is more important that you can identify a submission uniquely and that the citation is correct than that the citation styles for all the submissions are consistent. (they won’t be)

Series Report number: You probably won’t need to use this. You can generally ignore this. Should this ever come up, put aside and ask for help with the submission.

Identifiers: Only use if necessary. This is mostly useful for recording the ISSN number. The ISSN is an identification number for journals. You will enter this if you are submitting an item that has been published before in a journal.

Type: The type of work that the submission is. Choose from the drop down menu which type most closely describes the submission. Most items will be articles. You might also have video, book chapter, preprint or dataset, or others

Language: Choose from the drop down menu.

See the screen shot for an example:
Links:

York University YorkSpace guide

http://researchguides.library.yorku.ca/yorkspace

UW UWSpace guide (Policies are NOT the same as ours)

https://uwaterloo.ca/library/uwspace

DSpace Course

http://cadair.aber.ac.uk/dspace/handle/2160/615

Sherpa Romeo:

http://www.sherpa.ac.uk/romeo/index.php?la=en&flDnum=|&mode=simple
At this Point click on Save & Exit (if you want to work on the submission later) or next.
Subject Keywords: These are keywords which describe the subject matter for submissions. To make items easier to find and to reduce duplication of keywords, we want to have as much consistency as possible. Subject headings in RSpace should use sentence case (Capital letter on first word only) with one term per subject. Name subjects should be written LASTNAME, FIRSTNAME. For example Information literacy is correct NOT Information Literacy; Renison, Reverend Robert John is correct NOT Reverend Robert John Renison. A submission can have more than one subject. To cut down on extra subject headings make sure there isn’t an appropriate subject heading already in RSpace. Type in a unique, correctly formatted subject heading and click “add”

Abstract: Write or have the author write a short description of what the submission is about. It should briefly describe the submission, methodologies and conclusions. A paragraph is a good length.

Sponsors: This is only applicable if the authors have received funding or some other type of support to carry out their research. Ask if there are questions. If they have received funding, it most likely is important that we acknowledge that.

Description: Applicable only if the item needs more description than is already found in the abstract.

Click on Previous (to correct previous screen), Save & Exit (to work on the submission later), or Next (to continue).
Item submission

Describe Item

Abstract:
This is a manual for the correct use of "Parks et al's" terminology.

Sponsors:

Description:

Copy current author's keywords or paste below:

Subject Keywords:

OK

Remove selected subject keyword

Add

< Previous  Save & Exit  Next >
Choose a file to upload. It is generally safer (more stable) to save Word documents to PDF than it is to upload a word document. As well, PDF has the advantage of being open and non-proprietary. It is quite easy to change a document to PDF in Word. Two easy methods are to click on print and choose “Print to Adobe PDF. Alternatively you can also choose save to PDF as an option in Word.

If you click on format, you will find a list of formats for items known to DSpace. If an item is supported, it means that we are familiar with the format and have tested it to make sure that it works. Known means that we are aware of a format but can’t guarantee that it will work. In general choose formats that are in widespread use (meaning that most people can use them and open them), are stable (won’t become obsolete too quickly), and are open and non-proprietary. (Pdf is an open, non-proprietary format and Word such as .Doc and Docx are proprietary, meaning that Microsoft, in this case, owns the format.

Once again click on Previous, Save & Exit, or Next.
If you click on next, you will be given one last opportunity to correct the submission before it is sent for approval.
At this point you grant RSpace and Renison University College a non-exclusive license to deposit the item.

It essentially asks for permission to share the work non-exclusively (i.e. author can share with others or negotiate commercial deals with others if they choose).

It also asks you to confirm that the author has permission to deposit the item, and to take responsibility for the item. If you don’t know follow these steps:
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http://www.sherpa.ac.uk/romeo/index.php?la=en&flDnum=|&mode=simple
Check to see if the Journal the item was published in is Green, Blue, Yellow or White as follows:

Green: Can archive pre-print and post-print or publisher's version/PDF
Blue: Can archive post-print (ie final draft post-refereeing) or publisher's version/PDF
Yellow: Can archive pre-print (ie pre-refereeing)
White: Archiving not formally supported

If you can’t find a journal or you have questions ask me!

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