

How to Submit your item

Log in to the Repository. Once you are logged in, you will see all the communities we currently have. On the left, you will see several options. Under Author's Corner, you will see "Submissions." Click here. Please note, once you submit a document into this repository, it will be reviewed by the repository's administrators for appropriateness to the community or repository. If you want to create a new community, you must contact one of the [repository's administrators](#) first.

The screenshot shows the repository's navigation and search interface. On the left, there is a search bar and a sidebar with options like 'Search Digital Collections', 'Advanced Search', 'Browse', and 'Author's Corner'. The 'Author's Corner' menu is highlighted with a red box, showing options for 'Logout', 'Profile', and 'Submissions'. The main content area is titled 'Departments, Schools, Centers & Institutes' and includes a 'Browse by' section with links for 'By Issue Date', 'Authors', 'Titles', and 'Subjects'. Below this is a search box for the community and its collections. A section titled 'Sub-communities within this community' lists various departments and programs, such as 'Agriculture, Department of' and 'Anthropology, Department of'.

You will see this page (below). Click on [start a new submission](#).

The screenshot shows the repository's 'Submissions & workflow tasks' page. The header includes the Texas State University logo and the user's profile information: 'Profile: Gloria Selene Hinojosa | Logout'. The main content area is titled 'Submissions & workflow tasks' and includes a 'Submissions' section with a yellow box containing the text: '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.' Below this is a dark red horizontal bar. At the bottom, there is a footer with the text: 'Realization: @mire inc. DSpace software copyright © 2002-2011 Duraspace Contact Us | Send Feedback'.

Now you can select a collection to submit your material to.

The screenshot shows the 'Item submission' page on the Texas State University eCommons. The header includes the university logo and the user's profile name 'Gloria Selene Hinojosa' with a 'Logout' link. The main content area is titled 'Item submission' and 'Select a collection'. It contains a 'Collection:' label, a dropdown menu with the text 'Select a collection you wish to submit an item to.' and a 'Next' button. The left sidebar has a search bar, 'Advanced Search', 'Browse' options (All of eCommons, Communities & Collections, By Issue Date, Authors, Titles, Subjects), and an 'Author's Corner' section with 'Logout', 'Profile', and 'Submissions' links. A footer note reads 'Realization: @mire Inc.'

Using the pull down, select the Collection you want to submit to.

*After this, if at any point you need to leave the submission process, click on the **Save & Exit** button at the bottom of each page. The next time you log in, click on the My Account box. Unfinished submissions can be found and resumed by clicking on the “Submissions” link and clicking on the submission you wish to pick up.*

If you have large quantities of documents to upload, please contact the Repository Administrators at digitalcollections@txstate.edu

Next you will see this screen:

You are given two options to describe your item, check one of them if applicable. If your document does not have multiple titles or has not been published or publicly distributed, you do **not** have to check either.

Simply click on **Next >**

Multiple titles: Check his box if the item has multiple titles. For example a title that has been translated from another language. It can be an article previously published or distributed, or unpublished, but it has more than one title.

Published: Check this box to indicate that this item has been published, presented, or distributed before. If you leave this box unchecked, the repository will record the submission date as the date of issue.

Fill in the relevant fields. Authors, Title, and Date are mandatory. You can copy and paste from a document to speed the process and eliminate typographical errors.

1. Submit: Describe Your Item

Item submission



Describe 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

Lookup Add

Email

Institution

Title:

Enter the main title of the item.

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.

Title: *here it means the title of the article you are submitting, previously published within the journal.*

Date of Issue: *Date of original publication, presentation or distribution.*

Publisher: *is the name of the company or organization who published the journal your article was previously published in.*

Citation:

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

Publication title:

Enter the Publication title

Citation: *Bibliographic citation for the previously issued item.*

Publication title : *If your document was previously published, this is the name of the journal it was published in.*

Document type:

Enter the Document type

Series/Report No.:

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

Series Name

Report or paper No.

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below.

 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.

| | |
|-----------------|---|
| Animation | ▲ |
| Article | |
| Book | |
| Book chapter | |
| Dataset | |
| Learning Object | ▼ |

Language:

Select the language of the main content of the item. If the language does not appear in the list below, 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'.

Document Type: If your document type is not listed in the pull down menu under Type, describe what your document is here.

Series/Report No.: If the item is part of a series, enter the name of the series and the number of the item within the series.

Identifiers: Enter any identifiers that the item may have, such as an ISBN, ISSN, DOI, or URI, and select the type in the drop down menu. If the item has a locally created identifier, choose Other from the drop down menu. Put any DOIs in the URI field, preferable in the format <http://dx.doi.org/<the doi>>. This will create a hyperlink.

Type: Select the type of item you are adding from the choices given.

Language: Select the primary language for your item.

2. Submit: Describe Your Item

Item submission

[Initial Questions](#) → [Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases below.

[Add](#)

Abstract:

Enter the abstract of the item below.

Sponsors:

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

Description:

Enter any other description or comments in this box.

[< Previous](#) [Save & Exit](#) [Next >](#)

Keywords: Add any keywords or phrases that describe the content of the item. Additional keywords can be added by clicking the Add button.

Abstract: Enter the full text of the abstract or summary of the item.

Sponsors: Enter the names of any person or group that funded or sponsored the development of the item.

Description: Enter any additional description of the item (number of pages, for example.) Do not enter file type or size, the repository will detect and add this information in another field.

Click [Next >](#)

3. Submit: Upload a File

Item submission



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".

Click Browse and navigate to your item on your computer. Select the appropriate **File** and the path name to the file on your computer should appear in the File box.

Click

4. Submit: Review Submission

The information you have submitted in the fields above, will now populate this review submission page.

Item submission

Initial Questions → Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Initial Questions

Multiple titles:
Yes

Published:
No

Correct one of these

Describe Item

Authors:
Smith, John 🇺🇸

Title:
Cats forever

Publication title:
Cats again

Label:
Cats

Document type:
thesis

Type:
Thesis

Language:
English (United States)

Correct one of these

Describe Item

Correct one of these

Upload File(s)

tiger_and_pics_001.jpg - JPEG (Known)

Correct one of these

< Previous Save & Exit Next >

Verify that all of the information entered to this point is correct. If you need to correct something, click on the “Correct one of these” button below the section of information that you need to correct.

Once all information is correct, click **Next >**

5. Read and agree to the [non-exclusive distribution license](#) below.

Item submission



Distribution License

Nonexclusive distribution license

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2. You agree that Texas State University - San Marcos may, without changing the content, add metadata for indexing purposes and convert the submission to any medium or format for the purpose of preservation.
3. You also agree that the Alkek Library may keep more than one copy of this submission for purposes of security, backup, and preservation.
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5. If the submission contains material for which you do not hold copyright and that exceeds fair use, you represent that you have obtained the unrestricted permission of the copyright owner to grant Texas State University - San Marcos the rights required by this license, and that you have identified and acknowledged such third-party owned material clearly within the content of your submission.
6. You also represent and warrant that the submission contains no libelous or other unlawful matter and makes no improper invasion of the privacy of any other person.
7. If the submission is based upon work that has been sponsored or supported by an organization other than Texas State University - San Marcos, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement.
8. I understand that once the submission is deposited in the repository, it remains there in perpetuity. However, authors retain the right to update the work or remove it from public view.
9. I agree to hold Texas State University-San Marcos, and their agents, harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights

Texas State University - San Marcos will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission. You will retain your existing rights to your work, and may submit the work to publishers or other repositories without permission from Texas State University - San Marcos.

Please check this if you agree to the above terms.

Please note: You are NOT surrendering copyright. The license agreement only grants non-exclusive distribution rights to the Texas STATE UNIVERSITY Repository. Any rights to publication or further distribution are retained by the author.

6. Complete Submission

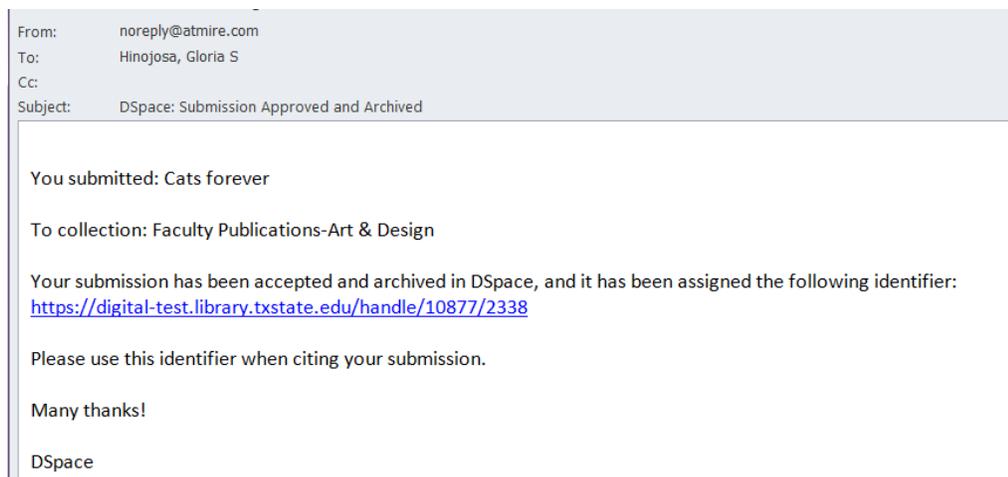
Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

[Submit another item](#)

Your item has been added to the repository. You will receive an email confirmation like this.



If your collection requires review of the item by another party, notification will be sent to them regarding your submission. The Repository Administrators will also review your submission. Once this process is complete, your item will be publicly available.