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 Administrators first.

You will see this page (below). Click on start a new submission.
Now you can select a collection to submit your material to.

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.

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If you have large quantities of documents to upload, please contact the Repository Administrators at digitalcollections@txstate.edu
You are given two options to describe your item, 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>

Explanation:

**Multiple titles**: Check this 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 It can be an article previously published or distributed, or unpublished, but it has more than one title.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**

![Item submission form](Image)

**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.

- **Title:** Enter the main title of the item.

- **Publication title:** Enter the Publication title

**Explanation:**

**Authors:** Enter the author's full name, last name first. You can add a middle initial (or full middle name) after the first name. Additional authors can be added by clicking the Add button.

**Title:** Enter the full main title of your item.

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

**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**

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 **Next >**
4. Submit: Review Submission

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

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.

![Image](image1.png)

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6. Complete Submission

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.