

# NSUWorks:

## Submitting Scholarly Output

- 1 Go to <https://nsuworks.nova.edu>
- 2 Find the collection you need to submit to and click “Submit Research” in the Dark Blue Column on the right side.
- 3 Log In to begin
- 4 Fill in as much of the metadata as possible
- 5 Click Submit.

### Notes:

- Only 4 items are required: Title, Authors, Publication Date, and Publication Title. The more you fill out, the quicker it will be approved.
- Separate keywords by commas.
- Add disciplines to expand your visibility.
- Check abstract for formatting issues
- Open Access? Submit the PDF. Not sure? Submit PDF anyways and we will check. Not Open Access? Choose the “Link out to file on remote site” choice and leave the field blank.
- Add additional files (datasets, videos, appendices, images, etc) to the Supplemental Files section.
- When Entering in Books & Book Chapters:
  - If Book: put title in “Chapter Title” and skip Book Title
  - If Chapter: put chapter title (even if only “Chapter 10”) in “Chapter Title” and book title in “Book Title”
  - Link directly to publisher’s site for purchase link
  - Add a cover image



Link to Video: <http://lib.nova.edu/1730>