

# NSUWorks

## Submitting to NSUWorks

### Transcript

Self-submitting into the repository is easy and quick. None of your publications should be manually entered into Selected Works - your faculty profile page. Everything should be put into NSUWorks and then imported into Selected Works. There is another video that will show you how to import into Selected Works.

There is no difference in how you submit between the different departments within Halmos. The only difference is in WHERE you submit each of your items. You can browse to the list of available series by starting at the NSUWorks home page, clicking on Collections under Browse here or by clicking on NSU Colleges, Schools, Centers and Departments here. Find Halmos College of Natural Sciences and Oceanography and click on it. Scroll down a bit to HCNSO Faculty Publications and then find the Department you belong to. For this demonstration I am going to use the Department of Marine and Environmental Sciences. I would suggest creating a bookmark link to your department. In the future you will just need to click on the series for the type of publication you wish to submit and click the submit button.

So I'm already in the Department of Marine and Environmental Science Community and let's say that I have an article that I would like to submit. I'm going to click on "Oceanography Faculty Articles" and over on the right hand side blue column, under Author Corner, I'm going to click Submit Research.

I'm going to go over articles in depth, but I will also cover books and proceedings briefly at the end to go over some metadata fields that are slightly different from articles.

It will ask you to log in to begin. Enter in your user name and password and click Login. There are only four things required for an article to be submitted. While we would request that you complete this as much as possible, only the top four things need to be filled out: Title, Authors, Publication Date, and Publication Title.

You can do a lot of copying and pasting here. If you have the digital version of the document, you can copy most of the items you need from here and paste them into the submission form.

You can copy and paste the title, but for Authors, you will unfortunately need to manually enter them. Your name will already be listed. If you are not the primary author, you can move yourself down the list. If you publish often with the same people, there is a good chance these people are already listed in NSUWorks. You

can search for them here. The only issue is that you can only search by first name, last name, email or institution and if there are more than 20 common names here, it will not work. You also can't search for first AND last name, just either or. For example, if I published a paper with my colleague, Jaime Goldman and I type in the word Jaime I get an error message saying there are more than 20 results. If I keep going and type in Jaime Goldman, I also get an error message saying "author not found" and if I type in Goldman, I still get too many results. I can also search for her by email address and then I can finally find her. This seems tedious, but it is so much easier to look people up, especially if they have unusual names because they add so quickly, than it is to manually type the names and institutions of all 25 people you published an article with. If everyone you published with is named John Smith, well, you'll have to do a lot of typing. After you enter in the name, you can search for institution and choose the appropriate one. For NSU faculty, we are just putting Nova Southeastern University. We are not listing Halmos or the Oceanographic Center or any other departmental or college-level affiliation.

I can also move myself around on the list of authors. If Jaime was the primary author for our article and I need to move myself down to number 2, I can go to the box and type in the number 2 next to my name and it will move me down the line.

At the end of the day, you can keep just your name listed and leave us a note at the bottom to add your additional authors in, but keep in mind - the more the NSUWorks team has to fill out - the longer it will take to publish your article's metadata for importing into Selected Works. The more you do the quicker it will be.

Enter in the date of publication and the Journal Title. If you know that your article can be open access after a certain period of time, you can place an embargo on your article and it will be made available after the embargo is up. For example, anything by Inter-Research has a 5 year embargo and then all articles are made open access.

Enter in your keywords separated by commas.

NSUWorks is part of a larger network of repositories called Digital Commons. Digital Commons puts all of our content into some broad range categories, or disciplines. The more disciplines you have, the more visible your article becomes. For each of the departments within Halmos, I've included some broad and very generalized disciplines. Take a minute to familiarize yourself with the different disciplines available and add the ones that pertain to your research. All of the ones in the Available column are your choices. All you have to do is find ones you like, for example, we can add the Life Sciences broad category to your research by clicking on it and choosing Select to move it over to the Selected Category. Oceanography not your discipline? Highlight it by clicking on it and select Remove to put it back into the Available column. You can click the plus icons next to the broad based categories to see more specific disciplines. Choose as many as you feel necessary.

Add the ISSN, Volume, Issue, and page numbers to each of the respective fields.

Is your publication in a peer-reviewed journal? Check this box, if so.

Copy and paste your abstract and check to make sure that if you have any formulas that contain super or sub-scripts or any formatting with italics or bold, that they made it in ok.

If you have any copyright information to display or if you would like to highlight a grant number, a special thanks, or any other information that doesn't really fit into the above fields, feel free to add that here in the comments section.

Other additional comments can be made here in Additional Comments. Leave the Recommended Citation blank. NSUWorks will automatically generate a citation for you.

If you know you can upload a PDF here, think you can, or you are going to upload a Post-Print (which almost always is allowable in institutional repositories), go ahead and do it. The NSUWorks team will double check to make sure this is ok before we publish. If you know for a fact that this is not able to be uploaded as a PDF (especially if your article is published with Elsevier, Taylor & Francis, Oxford or Wiley) click Link out to file on remote site and leave the field blank.

Choose YES for publication status to create an OpenURL that will link your article to WorldCat to allow anyone in the world to access your article using their library's resources.

If you have additional files such as datasets, videos, appendices, or images, you can check the additional files box and after you submit this screen, it will take you to another screen to upload those files. These files can be literally any file type, so feel free to add these things to enhance your article.

Add your ORCID and ResearcherIDs if you have them. Add your DOI if there is one.

Under Contributor Note, you can leave a comment here that only the NSUWorks team can see. If you left something blank on purpose or need to clarify something in the fields, please leave us a note here.

Click Submit. If you have additional files, you will be taken to another screen but if you don't have additional files you are done!

Here's what the Additional Files screen looks like. You will select Choose File, upload your file type and wait for it to load underneath. If it's a big file, it may take a minute. After it loads, you will be able to add a description for it and if you have more than one file to upload, you can sort it here. Make sure to click Save.

If you are submitting a Book or Book Chapter, you will largely follow the same format. There are some minor differences, however.

The first thing you will see is Chapter Title and Book Title. If you are the author of the entire book, you will still put that in Chapter Title and skip the book title field altogether. If you just wrote a chapter or a section of the book, you will put the Chapter title in the first line and the book title in the second.

Document Type is another field you need to take note of. This will affect how your item is displayed in your faculty profile. Please choose the appropriate document type from the drop down list.

Add editors and a description of either the book in its entirety or just your section.

For Buy Link, we recommend that you link directly to the publisher's site for sale rather than Amazon or Barnes and Nobles but it's up to you.

Find in your library will be updated by the NSUWorks team. If this book is not in our library - it should be. We will order it and add the link to the record here.

All of the other fields should be pretty self-explanatory or covered in the tutorial for articles with the exception of Cover Image. Make sure to upload a cover image of the book cover. You can grab this off your publisher's site or off Amazon.

For Presentations, you'll add the title of your presentation and then underneath you can add the name of the conference and the location it was in. Other than that, pretty much everything is the same as articles.

If you have questions about any of the content in this tutorial or any of the tutorials for NSUWorks or Selected Works, please contact [nsuworks@nova.edu](mailto:nsuworks@nova.edu).