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Instructions for Administrators Uploading Works by Others

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General instructions for self-uploading are @ http://digitalcommons.unl.edu/ir_information/80

But for **administrators** to upload other people's works:

1. Log in (<http://digitalcommons.unl.edu> , select "**My account**")
2. Go to "**My account**" and find the "**Upload**" link in your account under the series name. (or go to the series and click the "**Manage submissions**" link in the top black bar and then select the **Upload submissions** tab.)
3. **Title:** Copy and paste the (Title is required).
4. Enter the **Authors** names and email addresses (if known) and affiliations. Many authors already are known to the system, so you can fish for them by names or email addresses. Please respect the order of authors in the original document.
5. **Date:** year is required; month and day are optional. Items will be displayed by year in alpha order by first author last name.
6. **Document type:** Don't worry about it.
7. **Keywords:** Enter some if you like. They are not required and not used by Google search.
8. **Disciplines:** Some have been preselected. You can browse and add more as you like.
9. **Citation:** How this document would/should be cited
10. **Comments:** Usually, copyright status or publication license. For original unpublished work, this should be "Copyright © by the author"
11. **Abstract:** If there is not one already, use the first one, two, or three paragraphs. This is a field that Google searches to determine result rankings. No (or slim) abstract means fewer hits.
12. **Upload file:** Browse and select a pdf, doc, or rtf file; doc and rtf are turned into pdfs by the system.
13. **Publication status:** Just skip this
14. **Additional files:** If there are some (data, multimedia, etc.) check this box. You will be invited to upload them at the next screen.
15. **Submit:** yes

If you selected Additional files the next screen will allow you to upload any number of them. There are no limits on number, size, or type. Be patient with large files and wait for the upload confirmation message before you leave. Click Save and Continue.

If you did not select Additional files, the next screen will allow you to review the entered information, and choose to Revise or Make another submission.

When all submissions are made, go to the bottom of the confirmation screen, select all the items to be posted, and click the **Publish & Update** button

You should receive automated email messages for each file posted plus a message that the series updated.