

# Submitting an item to the ANU COVID-19 Digital Archive

RESPONSIBLE AREA: CONTACT: UPDATED: University Librarian, ANU Library repository.admin@anu.edu.au 28/09/2020

# Step 1: login

Login to ANU Open Research <u>https://openresearch-repository.anu.edu.au/password-login</u> using your ANU ID and Password.

Open Resear	ch Login	
ANU II Password	: : Forgot your password?	Login

#### Step 2: start a new submission

Select the Start a New Submission button.



# Step 3: enter an identifier

The New submission: get data from bibliographic external service screen appears.

• Use the drop-down box to select the ANU COVID-19 community contributed digital archive collection, then select the Manual submission button.

Vew su externa	bmission: get data from I service	n bibliographic
Search Form	Results	
- Default m	de Submission	
Select co	lections:	
ANU C Manual	VID-19 community contributed digital archive ubmission	•
Free searce	1	
<ul> <li>Search for</li> </ul>	dentifier	
<ul> <li>Upload a f</li> </ul>	e	
		Ex

#### **Step 4: description details**

- Fill in as many details as possible on the submission form.
- Use the **Next >** button at the bottom of each page to continue.

Describe Upload Verify Complete				
Submit: Describe this Item 🕑				
Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the				
Authors *	Enter the names of the authors of this item below. Last name, e.g. Smith First name(s) + "Jr", e.g. Donald Jr			
	Q     + Add More			
	Enter the email address of the authors of this item below.			
Author's email	+ Add More			
Author's Uni ID	Enter the author's Uni ID			
Autions official	+ Add More			
	Add copyright owner below			
Copyright	Author/s retain copyright			
Access Rights	Indicate if the item is Open Access			
, lococo highto				
	Enter the license for use (i.e. Creative Commons License (Attribution 4.0 International))			
License	Creative Commons Attribution-ShareAlike 4.0 International (CC BY-SA 4.0)			
Enter the UPL for information about the license (i.e. https://creativecommons.org/licensee/buips.od/4.0/)				
Rights or License URL	https://creativecommons.org/licenses/by-sa			
	Submitter's employee number: u123456789			
Submitter's Oni ID *				
	Enter a main title for this item.			
Title *				
	Has format dd mmm yaau (a.g. 22 San 2011)			
Date Created	ose format dd minin yyyy (e.g. 22 sep 2011)			
Resource Type	Image •			

### Step 5: file upload

- If you have a file to upload with your submission, select Select a file. Then select the Next > button.
- If there is <u>no</u> file to upload, click the **Skip file upload >** button.



#### **Step 6: verification**

The Verify Submission screen appears.

- If you are <u>not</u> satisfied with your submission, select the relevant Correct one of these button to update or enter new information.
- If you are satisfied with your submission, click the Next > button.



# **Step 7: license**

The **Open Research Distribution License** screen appears. If you are satisfied with your submission, you will be asked to grant a license to allow the ANU Open Research repository to display your work. To grant a license, select the **I grant the license** button.



#### Your submission is complete!

Thank you for submitting your publication to the ANU Open Research repository.

If you require any assistance with item submission, contact the repository team on +61 2 612 59729 (x59729) or repository.admin@anu.edu.au