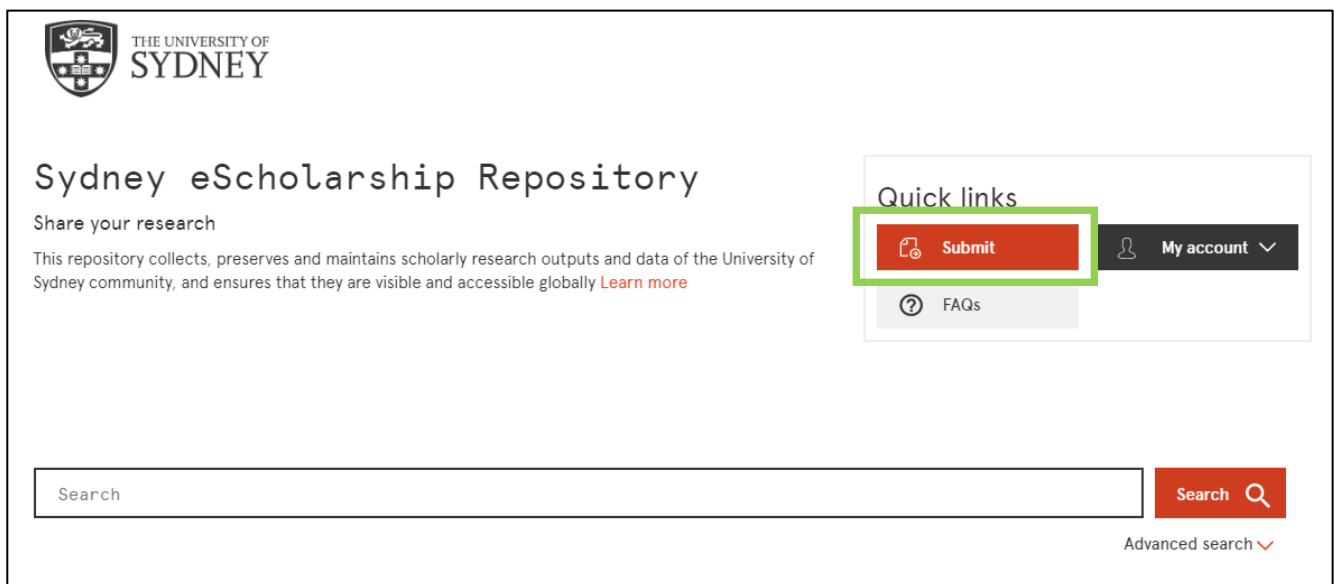


New submission that includes file attachments

Sydney eScholarship Repository

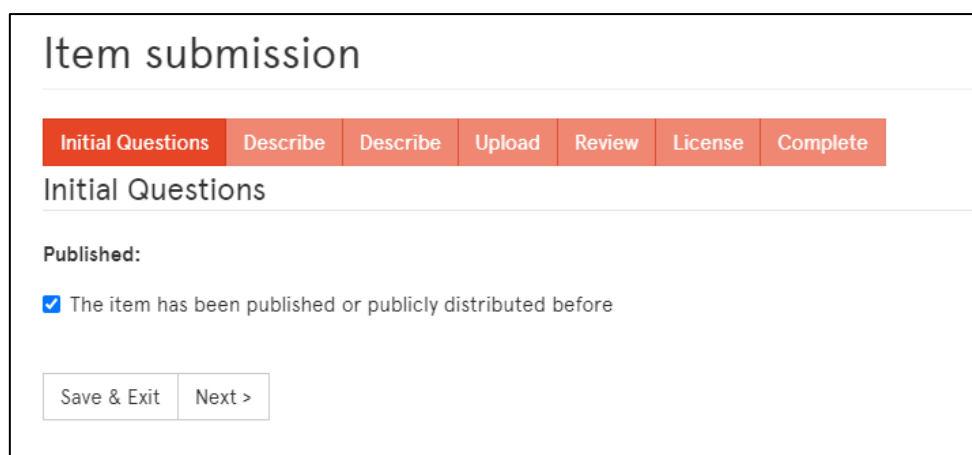
Before you submit, review the [User Guidelines](#) to ensure that your submission meets submission criteria.

1. Go to <https://ses.library.usyd.edu.au/>.
2. Click Submit and sign in using your UniKey and password



The screenshot shows the Sydney eScholarship Repository homepage. At the top left is the University of Sydney logo. Below it, the text reads "Sydney eScholarship Repository" and "Share your research". A paragraph describes the repository's purpose: "This repository collects, preserves and maintains scholarly research outputs and data of the University of Sydney community, and ensures that they are visible and accessible globally [Learn more](#)". On the right side, there is a "Quick links" section with a red "Submit" button highlighted by a green box, a "My account" dropdown menu, and a "FAQs" link. At the bottom, there is a search bar with a "Search" button and a link to "Advanced search".

3. If you are prompted to select a collection, select *The University of Sydney > zNews submissions > New submission (Closed Collection)* and click Next.
4. On the Initial Questions page the option "The item has been published or publicly distributed before" is pre-ticked. If the item has not been published publicly distributed elsewhere, for example if you are submitting a working paper or other unpublished research output, then untick this box.



The screenshot shows the "Item submission" page. At the top, there is a progress bar with seven steps: "Initial Questions" (highlighted in red), "Describe", "Describe", "Upload", "Review", "License", and "Complete". Below the progress bar, the "Initial Questions" section is visible. Under the heading "Published:", there is a checked checkbox with the text "The item has been published or publicly distributed before". At the bottom of the page, there are two buttons: "Save & Exit" and "Next >".

5. On the Describe Item page:


- **Metadata only submission:** if you are uploading files to the record, leave this field as 'No' (mandatory).
- **Type:** select the type that most accurately describes what you are submitting. The second page of the submission form will change depending on what you select here.
- **Author/s:** Add author name as last name (family name) and then first name (given name) and add suffix (if any) after your first name. Select 'Add' to enter more than one author (mandatory).
- **Faculty and school:** this field can be used for faculty, school, portfolio or university/faculty level institutes and centres. Click the 'Faculty and School Lookup' link and either search for the faculty/school/portfolio/centre/institute using 'Filter Categories' search box or expand appropriate folders to locate and click on the relevant affiliation. If the affiliation is not listed, manually enter it into the field text box (mandatory).

Faculty and school: *

Faculty and school lookup

Faculty and school lookup

Filter faculties:

 School of Economics

Note: if using the Faculty and school look up, the final text will read "SeS faculties schools::Faculty of Arts and Social Sciences::School of Economics". This will reformat after submission.

- **Department or centre:** enter the full name of the department, discipline or discipline level institute or centre e.g. Department of Sociology and Social Policy.
- **Title:** enter a title for your submission (mandatory).
- **Abstract:** either enter an abstract, a summary or a description for your submission (mandatory).

Click Next.

6. On the second Describe Item page, enter other appropriate descriptive information. **Note:** To increase the exposure of your research, we recommend that you provide as much detail as you can. Some tips for using the fields on this page:
 - **Funding body and grant ID:** for ARC, NHMRC and Australia Council for the Arts, select the funder from the drop-down and then enter the grant ID into the text box. For all other funders, select 'Other' from the drop-down and enter the funder name and Grant ID in the text box.
 - **Publisher:** this may be a publisher but could also be the host or organiser of an event eg. Sydney Opera House (mandatory if published or publicly distributed before)
 - **Year:** the year that the item was published or publicly distributed (mandatory if publisher or publicly distributed before)

- **Identifiers:** if there is an existing identifier (eg. a URL, DOI or ISBN) for your submission, select the identifier type from the dropdown and then enter the identifier into the text box.
- **FoR Codes:** you can select multiple FoR Codes by holding down the Control or Command key when selecting them.
- **Subject/keywords:** Add subject/keywords by typing the word into the appropriate text box and clicking the Add button. Add Subject/Keywords separately, clicking the Add button each time.
- **Administrative notes:** use this field to request a DOI or nominate a collection for the research output.

Click Next

7. On the Upload File(s) page, you need to upload the research output and any supporting documents.

- Click on Choose File and browse for the appropriate file.
- Give the file an appropriate File Description eg. Full Text or Supplementary Information.
- If an embargo is needed, click on the box under Embargo until specific date and a calendar widget will appear. Specify the embargo date accordingly (it should be the first day from which access is allowed).
- For multiple files, click Upload file & add another

Click Next

8. On the Review Submission page, check to make sure that all details are correct and make any changes necessary. Click Next

9. On the Terms and conditions page, read and scroll to the bottom and check the box next to *I have read, understood and agree to the University of Sydney's terms and conditions. My deposit of this document complies with those terms* and then click Complete submission.

Note: If you wish to continue an unfinished submission, go to the My Account and Submissions and click on the submission that you wish to continue. A preview of the item information that you entered previously will be shown. Click on Resume to continue the submission. This will take you to the first page of the submission form and any information entered previously will still be present. For the fields which allow multiple entries such as Author, Department and Subject Keywords, the information you already entered will appear under the field boxes, no need to enter them again.



The screenshot shows the top navigation bar of the SeS Home / Submissions page. The breadcrumb trail is 'SeS Home / Submissions'. The navigation menu includes links for Home, FAQs, Submit, and My account. The My account dropdown menu is open, showing options for My exports, Sign out, Profile, and Submissions. The Submissions option is highlighted with a green border.