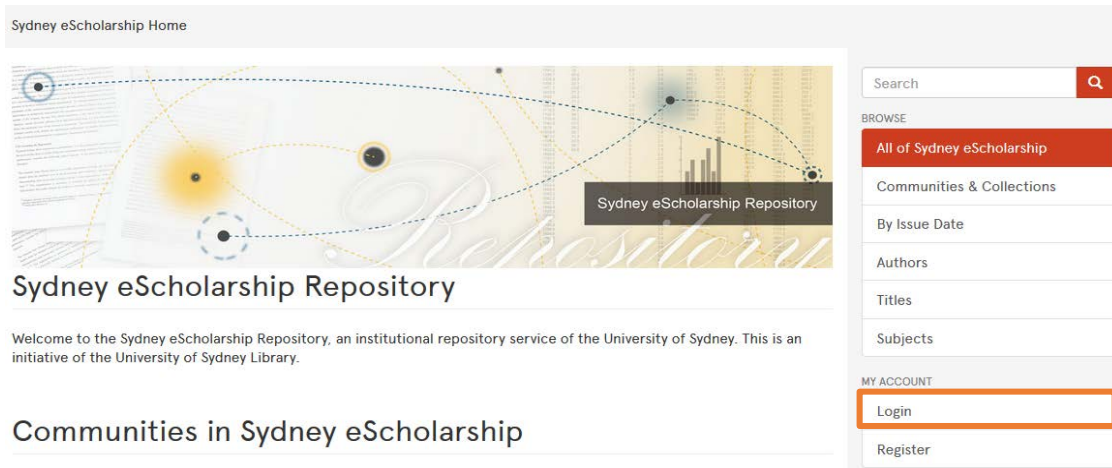


Research Papers and Publications Submission Procedures

Sydney eScholarship Repository

1. Go to <https://ses.library.usyd.edu.au/>.
2. Click **Login** on the right navigation column, log in using your **UniKey and Password**



Sydney eScholarship Home

Sydney eScholarship Repository

Welcome to the Sydney eScholarship Repository, an institutional repository service of the University of Sydney. This is an initiative of the University of Sydney Library.

Communities in Sydney eScholarship

Search

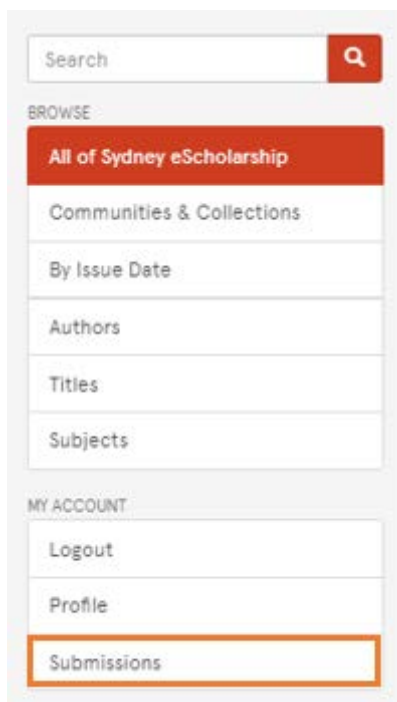
BROWSE

- All of Sydney eScholarship
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects

MY ACCOUNT

- Login
- Register

3. Select **Submissions** on the right navigation column



Search

BROWSE

- All of Sydney eScholarship
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects

MY ACCOUNT

- Logout
- Profile
- Submissions

4. Select **start a new submission**

Submissions & Workflow tasks

Submissions

You may

The submission process includes describing the item and uploading the file(s) comprising it. I may set its own submission policy.

5. Select **zUpload (Closed Community)> Staff Submissions (Closed Collection)** for the submissions of research papers and publications
6. Click **Next**
7. 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 If the item has not been published elsewhere, for example if you are submitting a working paper or other unpublished research output then untick this box.
8. Click **Next**
9. On the **Describe Item** page, fill in the fields as appropriate
Note: To increase the exposure of your research, we recommend that you provide as much detail as you can.
10. Click **Next**
11. On the second **Describe Item** page, enter other appropriate descriptive information
 - When entering Field of Research Codes, use the red **Subject Categories** link to choose from a list of 6-digit FoR codes
 - In the **Abstract** field, enter the information that should appear as a description of the submission on the item record
 - In the **Collection** field, specify the faculty/school or other collection that you would like your submission to appear in.
12. Click **Next**
13. On the **Upload File(s)** page
 - Click on **Browse** to select a file for upload [**skip this step if not uploading a file**]
 - 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, scroll down to the bottom to click **Upload file & add another**
14. Click **Next**
15. On the **Review** page, check to make sure that all details are correct and make any changes
16. Click **Next**

17. 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.*
18. Click **Complete submission**. If you need to change/edit your submission after it is completed, please contact ses.admin@sydney.edu.au.

NOTE: If you wish to continue an unfinished submission, go to the “Submissions” page (see step 3 in the instructions above) 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.