

Self-Submission Instructions

Reviewed Sept 2024

Overview

[1. Confirm Eligibility](#)

[Check for copyright compliance \(Published Works\)](#)

[2. Navigate to the Repository and Login](#)

[3. Navigate to Submissions](#)

[4. Start New Submission](#)

[5. Identify your Collection](#)

[6. Proceed through the Submission Process](#)

[Initial Questions](#)

[Import Source \(works published elsewhere\)](#)

[Describe Item \(1 of 2\)](#)

[Describe Item \(2 of 2\)](#)

[Upload Files](#)

[Review Submission](#)

[License Your Work \(Creative Commons\)](#)

[Distribution License](#)

[7. Await Confirmation](#)

1. Confirm Eligibility

Does the submission meet the Criteria for Eligible Submissions in the [Digital Repository Policy](#)? An item can only be in the repository once, so please check to see if there already before continuing.

Check for copyright compliance (Published Works)

For published works, such as journal articles, please ensure that your deposit complies with the publisher's copyright policy. To verify this, follow the instructions below:

- Navigate to the Sherpa/Romeo database:
<http://www.sherpa.ac.uk/romeo/index.php>
- Search for the journal in the Sherpa/Romeo database using bibliographic information, such as the ISSN, journal name, journal DOI, etc.
- Scroll down to **Publisher Policy**
 - Click the plus symbol to expand for more information
- Verify that the journal allows for a **version type** to be deposited to any one of the following three locations:
 - Any website (this includes institutional repositories)
 - Institutional Repository
 - Non-commercial repository (this includes institutional repositories)
- Note which **version type** is permitted for deposit and any **embargo periods** associated with the item.

For more details on how to use Sherpa/Romeo database and video tutorials, visit the Sherpa/Romeo User Guide at <https://v2.sherpa.ac.uk/romeo/help.html>

2. Navigate to the Repository and Login

- Navigate to the **Brock Digital Repository** located at <https://dr.library.brocku.ca/>
- Click the **Login** button at the top right corner
- When prompted to choose a method, select **Brock Portal Login**
- Use your Brock email and password
- You will find yourself back on the homepage
- Your name should now appear in the top right corner indicating you are logged in

3. Navigate to Submissions

- On the left-hand menu, look for **My Account**
- Select the **Submissions** option

4. Start a New Submission

- You should now be on a page called **Submissions & Workflow Tasks**
- Under the heading **Submissions**, select **start a new submission**

5. Identify your Collection

- From the **Item Submission** page, you will see a search box under **Collection**
- Expand the menu to view the full list
- Scroll until you find **Brock University Publications & Manuscripts > New Submission**
- Select **Next** to proceed

6. Proceed through the Submission Process

Initial Questions

- **Multiple titles**
 - Does the item have more than one title (e.g. a French title and an English title)?
 - If yes – check box
 - If no – proceed to question 2
- **Published**
 - If yes – check box, then click '**Next**'
 - If no – click '**Next**'

Import Source (works published elsewhere)

- If your submission has been published elsewhere and has a DOI, select Crossref from the drop-down options.
 - This option will import the metadata for the paper using its DOI or other identifier.

- If the paper is not yet published, select '**Skip Import**'.

Describe Item (1 of 2)

- The following metadata is mandatory:
 - Author(s) Last Name and First Name
 - Click '**Add**' to add additional author name(s)
 - Full title of submission
 - Date of Issue (for published works)
 - Some sort of date is required, year alone is enough
 - Identifiers (for published works):
 - ISSN of the journal (click '**Add**' after entering)
 - DOI, just the numbers (click '**Add**' after entering)
 - Besides these mandatory fields, add to any additional fields that are relevant to the item being submitted
- Click '**Next**'

Describe Item (2 of 2)

Fill in all fields you have information for.

Note: If you imported your works through Crossref in the previous step, much of this information will be auto filled.

- **Subject Keywords:** Can be found in the file or listed on the final published article found through the journal's website. If none are found, select a minimum of 3 keywords.
 - Click '**Add**' in between each entry.
- **Abstract:** If it is within the manuscript, copy/paste into the form; the abstract can also be found in the final published article found through the journal's website.
 - **Note:** that this field retains page breaks and does not handle certain characters well. Be sure to clean up the abstract formatting to mitigate these issues.
- **Sponsors:** Names of any sponsors and/or funding codes/grant identification number, if applicable
- **Description:** Any other descriptive comments you would like to include
- Click **Next** to continue

Upload Files

- Select '**Choose File**'
- Select the appropriate file
- **File description** can be left blank
- **Embargo** as necessary
 - If the publisher requires an embargo, as indicated in SHERPA/ROMEO, enter the date the item can be made publicly available
 - An item can be submitted to the repository even if there is an embargo from the publisher
 - **For example:** if a publisher indicates a 12-month embargo after the date of publication
 - **Meaning:** if the original article was published in a journal on August 1, 2023, and the journal requires a 12-month embargo, enter the 2024-08-01 to make the item available as of August 1, 2024.
- **Embargo reason**, if necessary
 - Only enter the text '**publisher policy**' or '**author preference**'
- Click **Next** to continue

Review Submission

- Review data entered in each section
- Confirm uploaded file is the correct file and not corrupted or damaged
- Click **Next** to continue

License Your Work (Creative Commons)

A license is recommended, but not required for deposit.

- You'll be asked to assign a [Creative Commons](#) license your submission
- Select your preferred license option from the drop down menu
- Click **Next** to continue

Distribution License

This distribution license gives Brock University Library permission to preserve and make theses and MRPs openly available.

- Review the **Brock University Digital Repository Depositor Agreement**
- You must select **I Grant the License** to proceed
- Select **Complete submission** to finish

7. Await Confirmation

Library staff will review your submission. You will be notified if your submission has been accepted or rejected. If your submission is rejected, a reason will be provided along with instructions on how to proceed.