Depositing Publications with UQ eSpace

Any kind of digital object can be deposited in UQ eSpace – publications, preprints, datasets, images, multimedia, theses and so on. Material deposited will be immediately indexed within the repository. Search engines will also index the content and any downloads of the material from the repository will be counted. Any changes to an object (any edits, new files added) will also be logged.

UQ eSpace is based on Communities, Collections and Records. UQ organisational units such as Schools and Centres are the Communities. Collections may be publications or discrete personal collections such as image libraries or research datasets. Records comprise the individual digital objects being archived. Records are created within Collections.

Every UQ school or centre already has a collection named Publications of the School of ... under the individual school or centre community record. Published items can be deposited directly into those collections.

All entries are fully checked by UQ eSpace editors for completeness and copyright clearance before being released.

1. To start, go to the UQ eSpace web site (http://espace.uq.edu.au/)
2. Use the UQ Login link.
3. Log in with your usual UQ username and password.

4. Then click on the ‘by Communities & Collections’ link.
5. Once the list of available **communities** appears, click on yours.

6. Once the list of available **collections** within the community appears, click on yours. **Note:** If you do **not** see a collection for your school or centre, please email espace@library.uq.edu.au.

7. From your **collections** page, choose the **publication type** you want to create from the drop-down menu of publication types. These include **Journal article**, **Conference paper**, **Book chapter**, **Patent** and so on.

8. Then click **Create**

**Notes:**
- A screen will open with input fields matching the publication type you have selected.
- Data entry and file upload is all managed within one screen.
**Mandatory** fields are marked with an asterisk (*)�。

**Article data entry**

9. Your **destination collection** will already be highlighted. Leave this as is.

10. Enter the **title** of your article. (This is a **mandatory** field)

11. Enter the **abstract** or summary of your article in the **Description** field.

12. Enter a single **keyword** or a single **keyword phrase** in the keyword field.
   
   **Note:** New text boxes below will open up as you type to allow multiple keywords or keyword phrases to be entered.

13. Add an **ASRC category/RFCD code** to your article.
   
   **Note:** You can choose more than one if you wish. There are three hierarchical levels. **Try to use the most specific code possible.**

   **Note:** To begin, click on **Add Subject**. A pop-up window will appear, displaying the first level in the ASRC hierarchy (there are 24 general headings at this level). If you want to use only a highest level category, **highlight it**, then click **Add and Continue**. It is generally more useful to opt for a very specific category, however.
Research Fields, Courses and Disciplines:

- 210000 Science - General
- 220000 Social Sciences, Humanities and Arts - General
- 230000 Mathematical Sciences
- 240000 Physical Sciences
- 250000 Chemical Sciences
- 260000 Earth Sciences
- 270000 Biological Sciences
- 280000 Information, Computing and Communication Sciences
- 290000 Engineering and Technology
- 300000 Agricultural, Veterinary and Environmental Sciences
- 310000 Architecture, Urban Environment and Building
- 320000 Medical and Health Sciences
- 330000 Education
- 340000 Economics
- 350000 Commerce, Management, Tourism and Services
- 360000 Policy and Political Science
- 370000 Studies in Human Society
- 380000 Behavioural and Cognitive Sciences
- 390000 Law, Justice and Law Enforcement
- 400000 Journalism, Librarianship and Curatorial Studies
- 410000 The Arts
- 420000 Language and Culture
- 430000 History and Archaeology
- 440000 Philosophy and Religion

**Note:** To see more specific categories, highlight a code then click Show Sub-Categories.

Research Fields, Courses and Disciplines -> 340000 Economics -> 340400 Econometrics:

- 340401 Economic Models and Forecasting
- 340402 Econometric and Statistical Methods
- 340403 Arithmetical Methods
- 340404 Cross-Sectional Analysis
- 340405 Panel Data Analysis
- 340499 Econometrics not elsewhere classified

**Note:** Once you have selected an entry from the level you wish to use, highlight it, click Add and Continue, then click Close.
15. Enter the citation information for the article.

   Note: New Author boxes will open below as soon as you begin entering data. Ditto for Editor (these boxes are for the editors of the journal, if known).

16. Select the authoritative form of each UQ author name from the Author ID drop-down menu, if available, or enter it manually. Do not try to enter an Author ID for a non-UQ author.

17. Tick the Refereed box if your work was published in a refereed journal.

   Note: References is where your list of references for the article go. These are optional.

   Note: Additional notes can be used for anything you wish to add about the article in question, for example, This was a special issue of the journal on econometrics or This is a revised version of a conference paper I gave at …). You may include any publisher-required copyright statement here (as above).

18. If you wish to add only the citation (with no accompanying full text) to UQ eSpace, click Submit for Approval now.

   Note: However, if you wish to upload the full text of the article to accompany the citation, and/or point to where the full text of the article is held online, complete the next stage before clicking Submit for Approval.
Adding links

Note: Many published journal articles now have a Digital Object Identifier (DOI) or some other form of persistent identifier. To turn a DOI into a working link, enter http://dx.doi.org/ before the DOI into the URL text box, e.g. http://dx.doi.org/10.1088/0031-9155/51/14/009. Or enter another URL or another kind of persistent identifier, such as http://www.iop.org/EJ/abstract/0031-9155/51/14/009/ into that box.

1. Go to the Add Links section.
2. Enter 'Full text article' as the Description for Link 1.
3. Add the URL to the URL 1 field.
4. Click Submit for Approval.

Note: With the addition of the http://dx.doi.org/, a DOI such as 10.1088/0031-9155/51/14/009 becomes a working link.

You can point to more than one file if you want to, for example:

5. If you have no local file to upload, click Submit for Approval now.

Note: When you submit, a UQ eSpace editor will vet the file for completeness and copyright compliance and then the item will be released to the repository.
Uploading files

1. Go to the Upload Files section.
2. Enter ‘Full text article’ as the File Description.
3. Use Browse to locate the desired file on your computer.
4. Select it by highlighting the filename.
5. Click Submit for Approval when the full pathname appears in the text box.

That completes the data entry and file linking process for a journal article.

Note: When you submit, a UQ eSpace editor will vet the file for completeness and copyright compliance and then the item will be released to the repository.