

How to submit research to Sydney eScholarship Repository (using your UNIKEY and Password)

Current University of Sydney staff can submit their research output to be made available open access via the [Sydney eScholarship Repository](#).

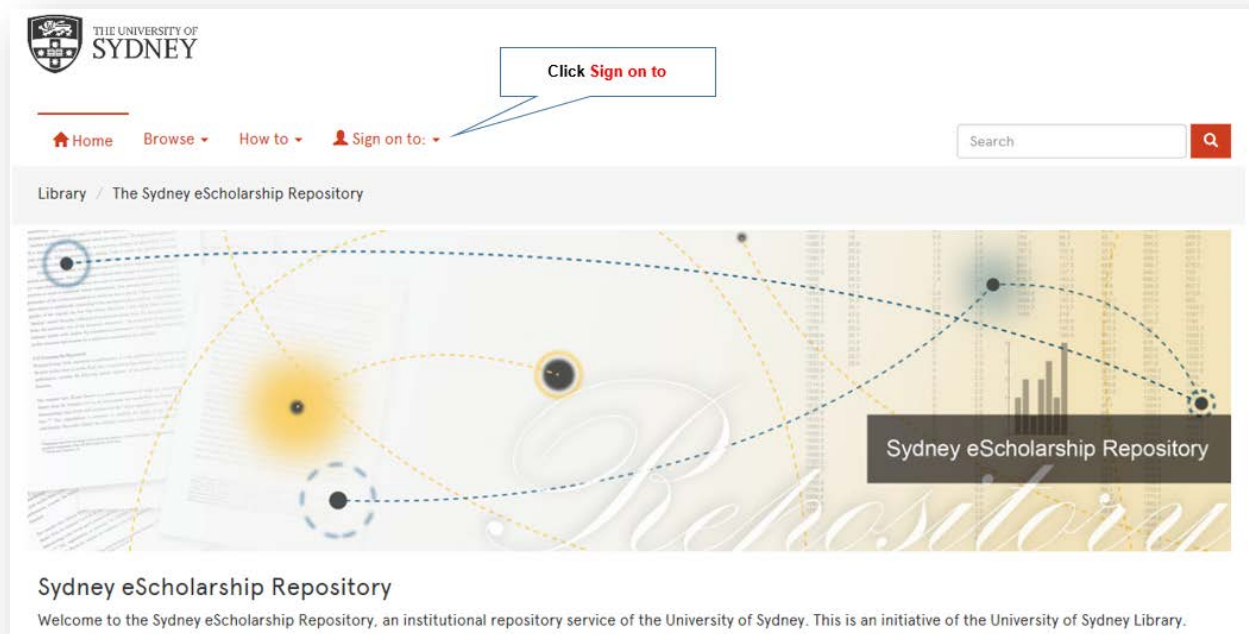
If this is the first time that you are going to submit please read through the “[Points to Note](#)”

Note: To increase the rate of exposure to your work it is important that you describe it as best you can.

LOG IN

Go to <http://ses.library.usyd.edu.au/>

Click **Sign on to** – and select **My Sydney eScholarship** from the drop down options.



Next, Log in using your **UniKey and Password**.

Log In to Sydney eScholarship

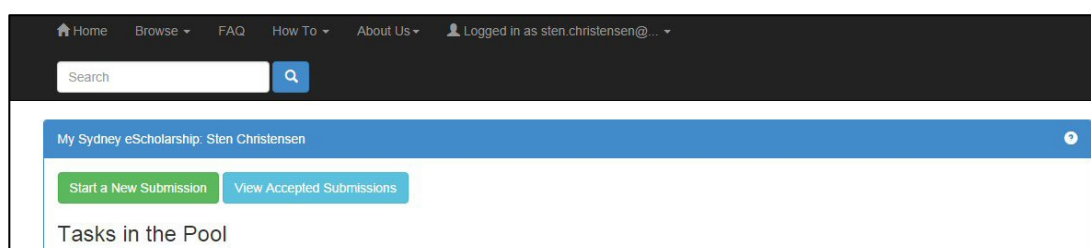
New user and do not have a UniKey? [Click here to register.](#)

Please enter your Unikey (or Sydney eScholarship Username) and password into the form below.

UniKey or Sydney eScholarship Username [if you do not have a UniKey or are directed to do so]	<input type="text" value="myunkey1234"/>
Password:	<input type="password" value="*****"/>
<input type="button" value="Log In"/>	

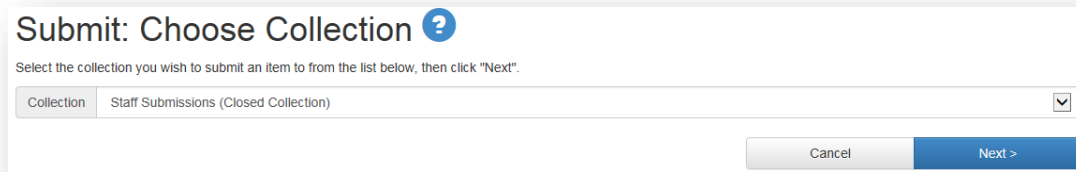
Start the process

Once logged in choose “**Start a new submission**”



Choose a collection

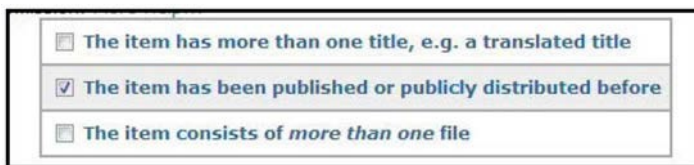
From the drop down menu choose “**Staff Submissions (Closed Collection)**”, and click “**Next**”.



Initial information about the work

Tick the appropriate boxes relating to the nature of the work if they are applicable.

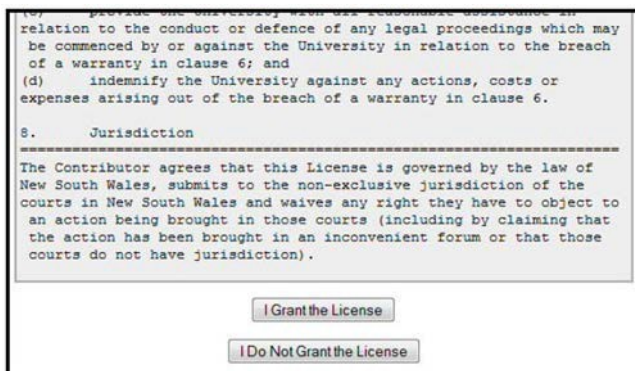
Note: *If the work has been previously published it is important that you tick the box titled “**The item has been published or publically distributed before**”.*



Grant the Licences

For more information about the Licence see the relevant section of “[Points to Note](#)”

Note: *If you do not grant the licence the submission process stops.*



Load the file

To locate and load the file:

- Choose “**Select a file**”.
- Go to the directory on your computer and select your file.
- Once selected click “**Next**”.
- Review and check that you have loaded the correct file and click “**Next**”.



The repository will accept any file format; however there are a number of formats that are preferred. Please see the relevant section in "[Points to Note](#)".

Describe the work. Page 1

- **Author** - add the author's name. To add more choose button.
- **Title** – enter the title of the work as it appears in the publication.
- **Date** – enter the date the work was published. A year will suffice.
- **Publisher** - enter the name of the publisher
- **Citation** – a full citation to the work (this may be a publisher requirement). We will leave it up to you as to which style that you use.
- **Identifier**
 - ISSN/ISBN – enter the ISSN of the journal you published in or the ISBN of the book. To add more choose button.
 - URI or DOI – if you are required to enter a url or doi to the original published version please enter it. If you do not know if you are required to do so please refer to the "*How to know if you can make your work available*" in "[Points to Note](#)".
- **Rights** - in some cases your publisher will require you to enter a specific statement. If you do not know if you are required to do so or do not know, please refer to the "*How to know if you can make your work available*" in "[Points to Note](#)".
- **Type** – Choose the type of work. If it is not part of the standard set listed choose "other".
- **Publication Type** – enter the type of work that you are about to load. For clarification on the three types please see "*Publication types*" in "[Points to Note](#)".
- **Language** – choose the language of the piece.

Describe the work. Page 2

- **Keyword** – enter any associated keywords that might related to the work. To add more choose button.
- **FOR** codes – enter the Field of Research codes associated with the work if there are any. For clarification on FOR codes please "[Points to Note](#)".
- **Abstract** (optional). Add an abstract for the work. This will greatly increase the chances of the work being found.
- **Sponsor** (optional).
- **Description** (optional).

• **Collection** – nominate the collection in which you would like the work placed i.e. Research Papers and Publications. Architecture, Design and Planning.

Once done click **“Next”**

Verify and change material

Review the data you have entered and make any corrections if needed, then click **“Next”**.

Submission complete

The submission is now complete.

If you wish to continue loading more material choose **“Submit another item to the same collection”**

Otherwise choose **“Go to My Sydney eScholarship”** and from there logout.

What happens next?

Sydney eScholarship Repository staff will review the submission, make it “live” and move it to the appropriate collection. It will then be available on open access. Turnaround may take 24 hours and longer over the weekend.