

Western University

From the SelectedWorks of Joanne Paterson

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Uploading a Publication to a Departmental Series

Joanne Paterson



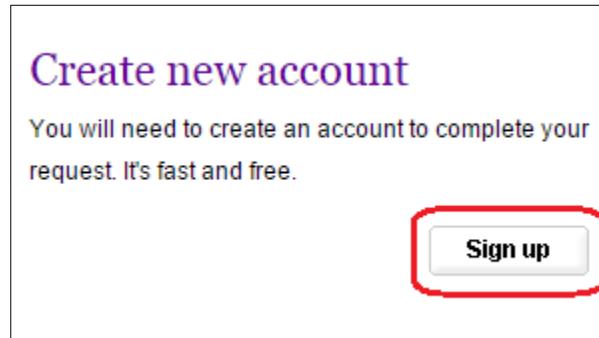
Uploading a Publication to a Departmental Series

Create an Account

If you do not already have an account with Scholarship@Western, you will need to create one. From the Scholarship@Western homepage, select **My Account**.

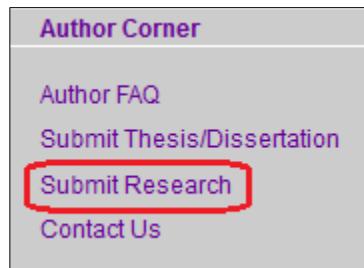


From here, simply select **Sign Up** and then fill out the brief registration form.



Upload Publications

Once you are logged in, locate the Author Corner section of the grey menu on the left, and select **Submit Research**.



This takes you to a list of departments; scroll down to **select the appropriate department**.

Please note that most departments have **separate areas for publications and presentations**, and some have additional content areas; please ensure that you select the most appropriate section!

Selecting a departmental series brings you to a form that begins as below. Filling out this form as thoroughly as possible is what makes your research discoverable, and therefore citable, so try to be complete!

A screenshot of a white rectangular form. At the top, it says "REQUIRED ➔ Title" in red. Below that is a red horizontal line. A note says "Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*". Underneath is a grey input field labeled "Enter title:" with a white text area inside. Below this is another red horizontal line. It says "REQUIRED ➔ Authors" in red. Below that is a grey search bar with the placeholder "Search For An Author Using: Last Name, First Name, Email, or Institution". Underneath is a table with one row. The first column has a small blue square with the number "1". To the right of the table are two icons: a red square with a white minus sign and a green square with a white plus sign. There is also a small "x" icon next to the minus sign.

Finally, you'll need to upload the document. You'll find this option near the bottom of the submission page.

Upload File

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

You can do this one of two ways.

Using the first option, you may **simply upload the file from your computer**. Selecting this first option will provide Browse link to locate the article among

The second option is useful if the file is already uploaded online elsewhere, as it allows you to import the file to Scholarship@Western without having to locate it in your own files. Selecting this option will provide a space for you to paste a link to the file. Please ensure that you link directly to the file and not to a website where it can be downloaded.

How do I know it worked?

Your submission will not be visible right away. When the submission is posted, you will receive an email notification. Clicking the link in the email will allow you to see the final posting.

If you have questions or concerns, check the Scholarship@Western FAQ, or contact scholarship@uwo.ca for more help.