

DSpaceDirect Submissions Process and Default Metadata Fields

- [Default Submission Process and Metadata Fields in DSpaceDirect](#)
- [Default Submission Process, Step by Step](#)
 - [Step 1: Describe Item](#)
 - [Step 2 Describe Item Screen 2](#)
 - [Step 3 Upload item](#)
 - [Step 4 Review Submission](#)
 - [Step 5 Review license and complete](#)

Default Submission Process and Metadata Fields in DSpaceDirect

The following is the list of metadata fields captured in the default DSpace content submission process. These are available by default in DSpaceDirect. Any changes or additions can be made as part of an Enhanced Submission Process package.

All fields are searchable by default, along with the full text of common file formats.

| Submissions Process Page | Field Name | Metadata field (backend) | Searchable | Included in Browse By | Included in Discover (sidebar menu) | Included in Filter By (in Search Results) |
|--------------------------|---------------------|----------------------------|------------|-----------------------|-------------------------------------|---|
| "Describe" Page 1 | Authors | dc.contributor.author | Yes | Yes | Yes | Yes |
| | Title | dc.title | Yes | Yes | No | Yes |
| | Other Titles | dc.title.alternative | Yes | No | No | No |
| | Date of Issue | dc.date.issued | Yes | Yes | Yes | Yes |
| | Publisher | dc.publisher | Yes | No | No | No |
| | Citation | dc.identifier.citation | Yes | No | No | No |
| | Series / Report No. | dc.relation.ispartofseries | Yes | No | No | No |
| | Identifiers | dc.identifier.[type] | Yes | No | No | No |
| | Type | dc.type | Yes | No | No | No |
| | Language | dc.language.iso | Yes | No | No | No |
| "Describe" Page 2 | Subject | dc.subject | Yes | Yes | Yes | Yes |
| | Abstract | dc.description.abstract | Yes | No | No | No |
| | Sponsors | dc.description.sponsorship | Yes | No | No | No |
| | Description | dc.description | Yes | No | No | No |

Default Submission Process, Step by Step

Step 1: Describe Item

Item submission

[Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Describe Item

Authors:

Enter the names of the authors of this item.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Title:

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them here.

Date of Issue:

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Year

Month

Day

Publisher:

Enter the name of the publisher of the previously issued instance of this item.

Citation:

Enter the standard citation for the previously issued instance of this item.

Series/Report No.:

Enter the series and number assigned to this item by your community.

Series/Report No.:

Enter the series and number assigned to this item by your community.

Add

Series Name

Report or paper No.

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

ISSN ▼

Add

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

| | |
|-----------------|---|
| Animation | ▲ |
| Article | |
| Book | |
| Book chapter | |
| Dataset | |
| Learning Object | ▼ |

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

N/A ▼

Save & Exit

Next >

Step 2 Describe Item Screen 2



Item submission

[Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Describe Item

Subject Keywords:

Enter appropriate subject keywords or phrases.

[Add](#)

[Subject Categories](#)

Abstract:

Enter the abstract of the item.

Sponsors:

Enter the names of any sponsors and/or funding codes in the box.

Description:

Enter any other description or comments in this box.

[< Previous](#) [Save & Exit](#) [Next >](#)

Step 3 Upload item

Item submission

[Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

No file chosen

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

Files Uploaded

| Primary | File | Size | Description | Format | |
|-----------------------|--|--------------|-------------|-----------------------------|-------------------------------------|
| <input type="radio"/> | <input type="checkbox"/> Test_item.pdf | 149610 bytes | test | application/pdf (Supported) | <input type="button" value="Edit"/> |

File checksum: MD5:7e4e6492db7eedcc81b7ad682b8a1f96

Step 4 Review Submission

Item submission

[Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Review Submission

Describe Item

Authors:

Greer Klein, Heather

Title:

test item

Date of Issue:

2016-04-02

Type:

Article

[Correct one of these](#)

Describe Item

[Correct one of these](#)

Upload File(s)

[Test Item.pdf](#) - Adobe PDF (Known)

[Correct one of these](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

Step 5 Review license and complete



Item submission

[Describe](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Distribution License

There is one last step: In order for this site to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

NOTE: PLACE YOUR OWN LICENSE HERE This sample license is provided for informational purposes only.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grants to DSpace University (DSU) the non-exclusive right to reproduce, translate (as defined below), and/or distribute your submission (including the abstract) worldwide in print and electronic format and in any medium, including but not limited to audio or video.

You agree that DSU may, without changing the content, translate the submission to any medium or format for the purpose of preservation.

You also agree that DSU may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant DSU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN DSU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

DSU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

If you have questions regarding this license please contact the system administrators.

Distribution license:

I Grant the License

[< Previous](#) [Save & Exit](#) [Complete submission](#)