

# DSpaceDirect Submissions Process and Default Metadata Fields

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## 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"/> <a href="#">Test_item.pdf</a> | 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](#)

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