

DSPACE HELP

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DSpace captures, distributes and preserves digital research products. Here you can find articles, working papers, preprints, technical reports, conference papers and data sets in various digital formats. Content grows daily as new communities and collections are added to DSpace.

The DSpace content is organized around Communities which can correspond to administrative entities such as schools, departments, labs and research centers. Within each community there can be an unlimited number subcommunities and an unlimited number of collections. Each collection may contain an unlimited number of items.

BROWSE [top](#)

Browse allows you to go through a list of items in some specified order:

Browse by Community/Collection takes you through the communities in alphabetical order and allows you to see the subcommunities and collections within each community.

Browse by Title allows you to move through an alphabetical list of all titles of items in DSpace.

Browse by Author allows you to move through an alphabetical list of all authors of items in DSpace.

Browse by Subject allows you to move through an alphabetical list of subjects assigned to items in DSpace.

Browse by Date allows you to move through a list of all items in DSpace in reverse chronological order.

You may sign on to the system if you:

- wish to subscribe to a collection and receive e-mail updates when new items are added
- wish to go to the "My DSpace" page that tracks your subscriptions and other interactions with DSpace requiring authorization (if you are a submitter for a collection, for instance.)
 - wish to edit your profile

Submit is the DSpace function that enables users to add an item to DSpace. The process of submission includes filling out information about the item on a metadata form and uploading the file(s) comprising the digital item. Each community sets its own submission policy.

My DSpace is a personal page that is maintained for each member. This page can contain a list of items that are in the submission process for a particular member, or a task list of items that need attention such as editing, reviewing, or checking. In the future this page will also maintain information about personal services offered by DSpace, such as e-mail notification when new items are added to a collection.

Edit Profile allows you to change your password.

About takes you to information about the DSpace project and its development.

SEARCH [top](#)

To search all of DSpace, use the yellow search box at the top of the navigation bar on the left (or the search box in the middle of the home page)

To limit your search to a specific community or collection, navigate to that community or collection and use the search bar on that page.

DSpace uses the **Jakarta Lucene** search engine. Here are some search hints:

What is searched in the general keyword search (yellow box)

The word(s) you enter in the search box will be searched against the title, author, subject abstract, series, sponsor and identifier fields of each item's record.

If your site is enabled for full-text searching, the text you entered will also be searched against the full text of all archived documents. For more information on full-text searching please contact your [DSpace Administrator](#).

What is not searched - Stop Words

The search engine ignores certain words that occur frequently in English, but do not add value to the search. These are:

"a", "and", "are", "as", "at", "be", "but", "by", "for", "if", "in", "into",
 "is", "it", "no", "not", "of", "on", "or", "such", "the", "to", "was"

Truncation

Use an asterisk (*) after a word stem to get all hits having words starting with that root, for example:

will retrieve selects, selector, selectman, selecting.

Stemming

The search engine automatically expands words with common endings to include plurals, past tenses ...etc.

Phrase Searching

To search using multiple words as a phrase, put quotation marks (") around the phrase.

Exact word match

Put a plus (+) sign before a word if it MUST appear in the search result. For instance, in the following search the word "training" is optional, but the word "dog" must be in the result.

Eliminate items with unwanted words

Put a minus (-) sign before a word if it should not appear in the search results. Alternatively, you can use **NOT**. This can limit your search to eliminate unwanted hits. For instance, in the search

or

you will get items containing the word "training", except those that also contain the word "cat".

Boolean searching

The following Boolean operators can be used to combine terms. Note that they must be CAPITALIZED !

AND - to limit searches to find items containing all words or phrases combined with this operator, e.g.

will retrieve all items that contain BOTH the words "cats" and "dogs".

OR - to enlarge searches to find items containing any of the words or phrases surrounding this operator

will retrieve all items that contain EITHER the words "cats" or "dogs".

NOT - to exclude items containing the word following this operator, e.g.

will retrieve all items that contain the word "training" EXCEPT those also containing the word "cat".

Parentheses can be used in the search query to group search terms into sets, and operators can then be applied to the whole set, e.g.

(cats OR dogs) AND (training OR discipline)

ADVANCED SEARCH [top](#)

The advanced search page allows you to specify the fields you wish to search, and to combine these searches with the Boolean "and", "or" or "not".

You can restrict your search to a community by clicking on the arrow to the right of the top box. If you want your search to encompass all of DSpace, leave that box in the default position.

Then select the field to search in the left hand column and enter the word or phrase you are searching in the right hand column. You can select the Boolean operator to combine searches by clicking on the arrow to the right of the "AND" box.

Note: You must use the input boxes in order. If you leave the first one blank your search will not work.

SUBJECT CATEGORY SEARCH [top](#)

A controlled vocabulary is a set of terms which form a dictionary of descriptions of particular types of content or subject matter. These are maintained by standards bodies in order to standardise the way that similar materials are categorised in archives. This aids searching by increasing the likelihood that the relevant materials will be returned by the user's search.

Filtering the category list will remove from the list any terms which do not match the filter. The remaining terms are any category or sub category which contains the filter term anywhere in the heirarchy. Expanding each category will show you which terms (or sub terms) did match the filter.

To search the archive items by the subject category, check as many boxes next to the categories as necessary, before clicking "Search...".

The search will return all items that either match the categories selected exactly, or which are categorised underneath a higher level category. Clicking on the "+" next to the category will expand the tree to show you what refinements are available for your selected category.

COMMUNITIES [top](#)

The DSpace content is organized around Communities which can correspond to administrative entities such as schools, departments, labs and research centers. Within each community there can be an unlimited number subcommunities and an unlimited number of collections. Each collection may contain an unlimited number of items. This organization gives DSpace the flexibility to accommodate differing needs of communities by allowing them to

- Decide on policies such as:
 - - who contributes content
 - - whether there will be a review process
 - - who will have access
- Determine workflow - reviewing, editing, metadata
 - Manage collections

Each community has its own entry page displaying information, news and links reflecting the interests of that community, as well as a descriptive list of collections within the community.

COLLECTIONS [top](#)

Communities can maintain an unlimited number of collections in DSpace. Collections can be organized around a topic, or by type of information (such as working papers or datasets) or by any other sorting method a community finds useful in organizing its digital items. Collections can have different policies and workflows.

Each DSpace collection has its own entry page displaying information, news and links reflecting the interests of users of that collection.

SIGN ON TO DSPACE [top](#)

When you access an area of DSpace that requires authorization, the system will require you to log in. All users can register to become subscribers. Some restricted functions, such as content submission, require authorization from the community

Before you log in for the first time, you will need to click on "register with DSpace" and follow the instructions. After that, you will need to enter your e-mail address and password in the log-in form that appears. Your e-mail address should include your username and domain name. It is not case sensitive.

Example: moniker@mycorp.com

Type your password exactly as you entered it originally. It **is** case sensitive. Be sure to click on the "log in" button to continue.

SUBMIT [top](#)

The submit module in AgriOcean DSpace has a different template for the most important document and content types: Journal Contribution, Book, Book Section, Proceedings Paper, Conference Material, Research Report, Theses and Dissertations, Working Paper, Map, Data Set, Audiovisual Material and Other.

The different templates contains specific describing elements when needed, but have at the same time many elements in common. The

submission goes to three main steps: description of the metadata (3 pages), upload (file by file), verification and the license agreement.

The information you fill in on the *describe* screens will form the metadata record that will enable users to retrieve your item using search engines. The richer the metadata, the more "findable" your item will be, so please take the time to fill in as many fields as are applicable to your item.

Choose Collection

Select Collection:

Click on the arrow at the right of the drop-down box to see a list of Collections. Move your mouse to the collection into which you wish to add your item and click.

(If you are denied permission to submit to the collection you choose, please contact your [DSpace Administrator](#) for more information.)

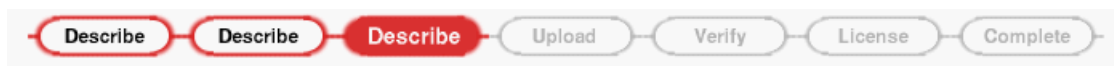
You must be authorized by a community to submit items to a collection. If you would like to submit an item to DSpace, but don't see an appropriate community, please contact your [DSpace Administrator](#) to find out how you can get your community set up in DSpace.

Click on the "next" button to proceed, or "cancel/save" button to stop and save or cancel your submission.

SUBMIT [top](#)

Progress Bar - Oval Buttons at Top of Page:

At the top of the submit pages you will find 7 oval buttons representing each step in the submission process. As you move through the process these ovals will change color. Once you have started you can also use these buttons to move back and forth within the submission process by clicking on them. You will not lose data by moving back and forth.



Select Collection:

Click on the arrow at the right of the drop-down box to see a list of Collections. Move your mouse to the collection into which you wish to add your item and click.

(If you are denied permission to submit to the collection you choose, please contact your [DSpace Administrator](#) for more information.)

You must be authorized by a community to submit items to a collection. If you would like to submit an item to DSpace, but don't see an appropriate community, please contact your [DSpace Administrator](#) to find out how you can get your community set up in DSpace.

Click on the "next" button to proceed, or "stop" button to stop and save or cancel your submission.

At any point in the submission process you can stop and save your work for a later date by clicking on the "stop" button at the bottom of the page. The data you have already entered will be stored until you come back to the submission, and you will be reminded on your "My DSpace" page that you have a submission in process. If somehow you accidentally exit from the submit process, you can always resume from your "My DSpace" page. You can also cancel your submission at any point.

SUBMIT: Description of the submission option by group of fields [top](#)

- [Template](#)
- [Type](#)
- [Creators](#)
- [Title](#)
- [Conference Description](#)
- [Reference](#)
- [Links](#)
- [Characteristics](#)
- [Subjects](#)
- [Description of content](#)
- [Intellectual property](#)
- [Funding Organization](#)

All the elements and fields will be described explaining their content following the field group order

Select Template:

Select template

Journal Contribution ▼

Choose one of the following templates

- **Journal contribution:** This term is used to collect a selection of frequently occurring type of contributions to a journal/periodical.
 - Journal: a periodical committed to disseminating research in a specific field of study, usually published in quarterly,

bimonthly, or monthly issues.

- Open Access journal: a periodical that makes the full text of the articles it publishes universally and freely available via the Internet by depositing them in an open access repository
- **Pre-print:** An article to be published in a journal. Distributed in advance with the purpose of receiving feedback from interested persons in the topic to improve the final version of the article.
- **Book section:** A major section of a book, complete in itself but related in theme to the rest of the book.
- **Book:** A nonperiodical publication consisting of a substantial number of pages in one physical piece, usually written by a specialist in the field.
- **Proceedings paper:** The published record of a conference presentation paper published in the proceedings of the conference.
- **Conference contribution:** This term is here used for the different types of unpublished conference material. The published ones can be described with the template 'Proceedings paper'
- **Research report:** A separately published scientific record of research or technical findings, usually carrying a report number.
- **Working paper:** A preliminary paper, usually based on research, not intended for publication but rather for circulation by the author (or authors) to professional peers for comment .
- **Thesis:** A formal written thesis, especially an account of scholarly investigation or original research on a specialized topic, submitted to a university in partial fulfillment of the requirements for a Bachelor's, Master's, Ph.D. degree.
- **Maps:**
- **Data sets:**
- **Audiovisual material:**
- **Other:** If you have a type of content not present in this list, you can use 'Other'.

Type:

Type -

Specified Type

Article ▼

- **Type specified:** An option to refine the type: Choose a type out of the dropdown list (different by template)

[For Journal Contribution:](#)

- **Article:** A piece of prose written by one or more authors and published in a scholarly journal. Articles often include a bibliography and an abstract and are ideally peer-reviewed.
- **Book Review:** An evaluative account of a newly published work, usually written by a qualified person, for publication in a journal.
- **Editorial:** A brief note expressing the opinion of the chief editor(s) of a journal with respect to a scientific issue. Editorials appear on the editorial page of a journal and usually precede the main articles.
- **Letter:** A letter, printed on the editorial page of a journal, in which a reader expresses his or her views on the subject of a previously published article or editorial, sometimes followed by a response from the editor(s).
- **Meeting abstract:**
- **Note:**
- **Review:**
- **Other:** If you have a type of journal contribution not present in this list, you can use 'Other'.

[For Conference Material:](#)

- **Paper:** The written record of a conference presentation, not yet published in the proceedings of the conference.
- **Poster:** A poster is a visual description of a project on large sheet of paper, prepared for viewing by those attending a conference.
- **Presentation:** The actual text and illustration/graphics presented at a conference, usually as a powerpoint.
- **Other:** If you have a type of conference contribution not present in this list, you can use 'Other'.

[For Theses and Dissertations:](#) Bachelor - Master - Phd

[For Maps:](#)

- Atlas - Diagram - Model - Profile - Remote-sensing image - Section - Other.

[For Data Sets:](#) To be defined by the submitter

[For audiovisual Material:](#) Audio - Image - Video

Creators:

Fill out the name of the persons and/or institutes responsible for the publication/research item

Creators - [Help](#)

Personal Authors

Last name, e.g. **Smith** First name(s), e.g. **Donald Jr**

Jansen Paul **Add More**

Corporate Authors

Used when an organization has the authorship of the publication.

UNESCO-IODE **Add More**

- **Personal authors:** Enter the surname/last name and the full first name if available
- **Corporate authors:**(not for theses and dissertations): Institutes which acts as author, see [description](#)
- **Advisors/Theses lectors:**(only for theses and dissertations): Enter the surname/last name and the full first name if available

- **Editors:** (only for Books): The persons having the final responsibility of the content of a book containing contributions of different authors
- **Institutions:** (only for theses and dissertations): The name of the university\institute where the theses\dissertation was defended.
By clicking on the "Add More" button you can add as many authors as needed

Title:

Enter the full and proper name by which this item should be known. All DSpace items must have a title!

Title Information - [Help](#)

Title *
Enter the complete title of your deposit. Title and subtitle are divided by a double colon (:)

Analysis of slope degradation due to change in agricultural and forestry land English

Alternative Titles
Enter here the translation(s) of the title.

Analyse de la dégradation French [Add More](#)

- **Main title:**
 - Enter the complete title of the item and add the language
 - Title and subtitle are divided by a double colon (:)
 - The title is a mandatory field (*)
- **Alternative titles:**
 - Enter the translated titles following the same rules as the main title (specify the language)

By clicking on the "Add More" button you can add as many titles as needed

Conference description:

Only for [Proceedings paper](#) and [Conference contribution](#):

Conference description - [Help](#)

Conference Name *
Enter the full name of the conference.

5th conference on Applied Forestry English

Conference Place - Date
Enter the place (City - State) and the dates (Day(s)/month/year) of the conference.

Durban (S. Africa), May 21-24, 2010

- **Conference Name:** The full name of the conference. A mandatory field
- **Conference place:** City and country
- **Conference Date:** Start and end date of the conference

Reference:

The reference is different for the different types. Not all types have a reference block.

[For Journal Contribution:](#)

Reference - [Help](#)

Journal Title *
Enter a word from the journal title and choose the correct title out of the picklist.

JOURNAL OF FORESTRY 0022-1201 English

Volume	Issue	Start page	End page	
15	5	15	24	NORTHERN JOURNAL OF APPLIED FORESTRY SOUTHERN JOURNAL OF APPLIED FORESTRY WESTERN JOURNAL OF APPLIED FORESTRY

- **Journal title:** Enter a few characters. Choose the title out of the dropdown list. The [ISSN](#) number will be automatically added. If the journal title is not available enter title and ISSN.
- **Volume - Issue - Start and end page:** Enter the data in the appropriate box
- **Publisher and Place of Publication:** Enter the data in the appropriate box

[For Book section:](#)

Reference - [Help](#)**Editors**Last name, e.g. **Smith**First name(s), e.g. **Donald Jr**

Boom	Lars	Remove This Entry
Bernard	Benoit	Add More

Book Title *

Enter the complete title of the book your deposit is a part of. Title and subtitle are divided by a double colon (:)

Applied Forestry	English
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Start Page **End Page** **ISBN** **Edition**

15	24	978-3-16-148410-0	2
----	----	-------------------	---

Series Name**N°**

Aspects of Forestry	English	5
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Publisher**Place of Publication**

Palgrave	Bethseba, South Africa
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- **Editors:** The persons having the final responsibility of the content of the book, where the book section is a part of. See [description](#).
- **Book Title:** Enter the data in the appropriate box. A mandatory field
- **Edition - Start Page - End Page - ISBN :** Enter only the number
- **Series Name and Number:** Enter the data in the appropriate box
- **Publisher - Place of Publication:** Enter the data in the appropriate box
-

[For Proceedings paper:](#)

Reference - [Help](#)**Editors**Last name, e.g. **Smith**First name(s), e.g. **Donald Jr**

Boom	Lars	Remove This Entry
Bernard	Benoit	Remove This Entry
		Add More

Proceedings Title *

Enter here the full title that is given to the proceedings publication of which your paper is a part.

Proceedings of the 5th conference on Applied Forestry	English
---	---------

Start Page **End Page** **ISBN** **ISSN**

15	24	978-3-16-148410-0	
----	----	-------------------	--

Series Name**N°**

Aspects of Forestry	English	5
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Publisher**Place of Publication**

Palgrave	Bethseba, South Africa
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- **Editors:** The persons responsible having the final responsibility of the content of the book where the book section is a part of.
- **Proceedings Title:** Enter the data in the appropriate box. A mandatory field
- **Start Page - End Page - ISBN - ISSN:** Enter only the number
- **Series Name and Number:** Enter the data in the appropriate box
- **Publisher an Place of Publication:** Enter the data in the appropriate box

Links**Links** -**DOI of published version**

The DOI is a unique digital object identifier. This identification system is used by international publishers.

10.1016/j.iheduc.2003.11.004

Alternative Locations (URL)

If your deposit is available from other sites, enter those URLs here.

http://www.uhasslet.be/seaweed.pdf	Add More
------------------------------------	--------------------------

- **DOI (Digital Object Identifier):** International publishers assign to every publication a [DOI](#), a stable system of identifying items on the Internet.
- **Alternative Locations:** If the document is also available on another website (publisher, personal webpage, ...), enter the URL.

Characteristics

Characteristics

Publication Date *

Month: February Day: 23 Year: 2005

Status *

Please state here whether your deposit has been published, is currently in the process of being published (in press), or

Unpublished

Refereed *

Please indicate here if your deposit has been refereed.

Refereed

Language *

Select the language(s) of your deposit.

- | | |
|---|-----------------------------------|
| <input checked="" type="checkbox"/> English | <input type="checkbox"/> Russian |
| <input checked="" type="checkbox"/> French | <input type="checkbox"/> Polish |
| <input type="checkbox"/> Portuguese | <input type="checkbox"/> Italian |
| <input type="checkbox"/> German | <input type="checkbox"/> Japanese |
| <input type="checkbox"/> Spanish | <input type="checkbox"/> Chinese |
| <input type="checkbox"/> Ukrainian | <input type="checkbox"/> (Other) |

All these fields are mandatory - A publication has:

- A **publication date**: Only the year is mandatory.
- A **status**: From unpublished to submitted.
- A **refereed status**: if the publication passed through [peer review](#).
- A publication can be written in different **languages**

Subjects

Subjects - Help

ASFA Terms

Enter a (part of) the keyword and choose from the list/ See also at [ASFA website](#)

Seaweed harvesting Seaweed_harv English Add More

AGROVOC Terms

Enter a (part of) the keyword and choose from the list/ See also at [Agrovoc website](#)

Seaweed farming 14153 English Add More

Free Keywords

Enter here any keywords that will help searchers to find your deposit.

Algae; Sea water English

Geographical Terms

Select the geographical terms your deposit covers.

Brest, France Remove This Entry

ISO 6709: +00-025/ Remove This Entry

Add More

- **ASFA terms**: Enter some character and choose the searched term out of the alphabetic list (based on the [ASFA thesaurus](#) (Aquatic Science and Fisheries Abstract)).
- **AGROVOC terms**: Enter some character and choose the searched term out of the alphabetic list (based on the [AGROVOC thesaurus](#)).
- **Free Keywords**: Choose your own keywords, Use a semicolon as a separator
- **Geographical Terms**: Use descriptions as well as geographic point locations ([ISO 6709](#)). Use a new box for every different term.

Description of Content

Description of Content -

Abstract

Enter here the abstract, a short summary of the content of your deposit.

maintenance, registration, resolution and policymaking of DOI names) are available to any DOI registrant. It also prevents third parties from imposing additional licensing requirements beyond those of the IDF on users of the DOI system.

English

Add More

Notes

Enter here any additional information about your deposit.

English

Bibliography

You are strongly encouraged to paste the citations present in your deposit into the box below.

Kaufmann. pp. 352-253. ISBN 978-0-12-374857-7.
 ^ Langston, Marc; Tyler, James (2004). "Linking to journal articles in an online teaching environment: The persistent link, DOI, and OpenURL". *The Internet and Higher Education* 7 (1): 51-58.

- **Abstract:** Enter a resume of the publication. If you want to enter a translated abstract, use 'Add More' to create a new entry box.
- **Notes:** Other Information can be filled out in Notes (about author affiliation, etc..)
- **Bibliography:** Cut and paste the bibliography of your publication in the field 'Bibliography'. This is very relevant metadata.

Intellectual Property

Intellectual Property -

Description of copyright

Enter here any indication about the restriction on access, use and reproduction of your deposit.

Copyright owned by Taylor & Francis, who gave the permission to submit the document to OcedanDocs.
 Or
 Creative Commons License

- All information about [copyright](#) can be added here

Funding Organization

Funding organization -

Funders

Enter here the names of the corporate bodies/people who have funded your deposit.

European Commission, ICT-PSP Program

- Funders sometimes request to be mentioned in the publication

SUBMIT: Upload a File [top of submit top](#)

There are two methods of entering the name of the file you wish to upload:

1. Type the full path and file name into the input box and then click on the "next" button in the lower right hand corner of the screen.
2. Click on the "browse" button and a window showing your files will appear. You can navigate through your directories and folders until you find the correct file to upload. Double-click on the file name you wish to upload, and the name will be entered into the input box.

Once the correct file name is in the input box, click on the "next" button to proceed.

File Description

If you specified at the beginning of the submit process that you had more than one file to upload for this item, you will see an input box marked "**File Description**". The information you provide here will help users to understand what information is in each file, for instance, "main article" or "images" or "computer program" or "data set". Enter file descriptions for each item, and click on the "next" button to proceed.

SUBMIT: File Formats [top of submit top](#)

To properly archive and give access to a file, we need to know what *format* it is, for example "PDF", "HTML", or "Microsoft Word". If the system does not automatically recognize the format of the file you have uploaded, you will be asked to describe it. If the format of the file appears in the list offered, click on it and then on "Submit". If you can't see the format in the list, click on "format not in list" and describe the format in the text box lower down on the page. Be sure to give the name of the application you used to create the file and the version of that application, for example "Autodesk AutoCAD R20 for UNIX".

For more information about file formats, see [DSpace Supported Formats](#).

Uploaded File

After you have uploaded a file, check the information in the table to make sure it is correct. There are two further ways to verify that your files have been uploaded correctly:

- Click on the filename. This will download the file in a new browser window, so that you can check the contents.
 - Compare the [file checksum](#) displayed here with the checksum you calculate.

If you're only uploading one file, click on "Next" when you're happy that the file has been uploaded correctly.

If you're uploading more than one file, click on the "Add Another File" button (this will appear if you checked "The item consists of more than one file" on the "Submit: Describe Your Item" page). When you are satisfied that all files for this item have been successfully uploaded, click on the "Next" button.

If you're uploading an HTML page with embedded files, click on the "Add Another File" button, and upload all files or bitstreams referenced in the html page. After all the are uploaded, in the column marked "Primary Bitstream", select the bitstream or file that is the index page or the top page for the web page. This will ensure that all of your embedded files will display properly on the HTML page. Then click on the "Next" button.

Checksums

DSpace generates an MD5 checksum for every file it stores; we use this checksum internally to verify the integrity of files over time (a file's checksum shouldn't change). You can use this checksum to be sure what we've received is indeed the file you've uploaded.

If you wish to verify the file using checksums, click "Show checksums" on the "Uploaded File" page. The DSpace-generated MD5 checksum for every file we've received from you will show to the right of the filename. You will then need to use a local program to generate your own checksum for these files, and verify that your results match ours. On most UNIX-like systems (including Mac OS X), use md5sum. For instance, type "md5sum MYFILE" for every file you want to check; the summary should print on your screen. For Windows machines, MD5 tools are freely available: try md5 (from <http://www.fourmilab.ch/md5/>), or md5sum, available via the textutils package in Cygwin (<http://www.cygwin.com/>). All of these utilities will need to be run from a command-line, or terminal, window. The entire digest printed out when you run the md5 tool on your local copy of the file you're uploading should be exactly equal to what DSpace reports.

SUBMIT: Verify Submission [top of submit top](#)

This page lets you review the information you have entered to describe the item. To correct or edit information, click on the corresponding button on the right, or use the oval buttons in the progress bar at the top of the page to move around the submission pages. When you are satisfied that the submission is in order, click on the "Next" button to continue.

Click on the "Cancel/Save" button to stop and save your data, or to cancel your submission.

SUBMIT: License [top of submit top](#)

DSpace requires agreement to this non-exclusive distribution license before your item can appear on DSpace. Please read the license carefully. If you have any questions, please contact your [DSpace Administrator](#).

SUBMIT: Submission Complete [top of submit top](#)

Now that your submission has been successfully entered into the DSpace system, it will go through the workflow process designated for the collection to which you are submitting. Some collections require the submission to go through editing or review steps, while others may immediately accept the submission. You will receive e-mail notification as soon as your item has become a part of the collection, or if for some reason there is a problem with your submission. If you have questions about the workflow procedures for a particular collection, please contact the community responsible for the collection directly. You can check on the status of your submission by going to the My DSpace page.

HANDLES [top](#)

When your item becomes a part of the DSpace repository it is assigned a persistent URL. This means that, unlike most URLs, this identifier will not have to be changed when the system migrates to new hardware, or when changes are made to the system. DSpace is committed to maintaining the integrity of this identifier so that you can safely use it to refer to your item when citing it in publications or other communications. Our persistent urls are registered with the [Handle System](#), a comprehensive system for assigning, managing, and resolving persistent identifiers, known as "handles," for digital objects and other resources on the Internet. The Handle System is administered by the [Corporation for National Research Initiatives \(CNRI\)](#), which undertakes, fosters, and promotes research in the public interest.

MY DSPACE [top](#)

If you are an authorized DSpace submitter or supervisor, or if you are a staff member responsible for DSpace collection or metadata maintenance, you will have a My DSpace page. Here you will find:

- a list of your in-progress submissions - from this list you can resume the submission process where you left off, or you can remove the submission and cancel the item.
 - a list of the submissions which you are supervising or collaborating on
 - a list of submissions that are awaiting your action (if you have a collection workflow role).
 - a link to a list of items that you have submitted and that have already been accepted into DSpace.
-

EDIT PROFILE [top](#)

This page allows you to change the information we have for you. You must be authenticated with your log-in to change any of your personal information.

SUBSCRIBE TO E-MAIL ALERTS [top](#)

Users can subscribe to receive daily e-mail alerts of new items added to collections. Users may subscribe to as many collections as they wish. To subscribe:

- go to the DSpace registration page by clicking on the sign-on link in the navigation bar on the left of the home page
 - fill out the registration form
 - navigate to a collection for which you would like to receive e-mail alerts, and click on the "subscribe" button (repeat for other collections)
 - to edit your subscriptions, go to the "Subscribe" page.
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FOR FURTHER ASSISTANCE... [top](#)

For help with using DSpace and questions about your specific site, please contact your [DSpace Administrator](#).

For general information and news about DSpace, visit the [DSpace Website](#).

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