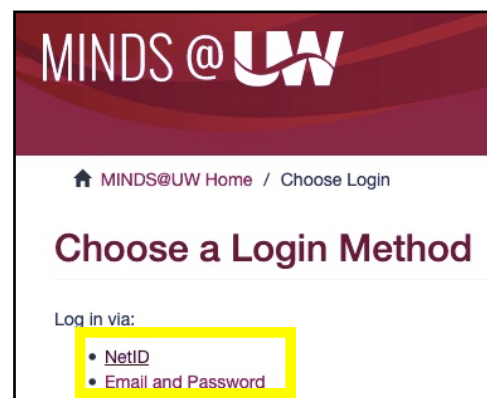


## A Guide to Depositing Your Work

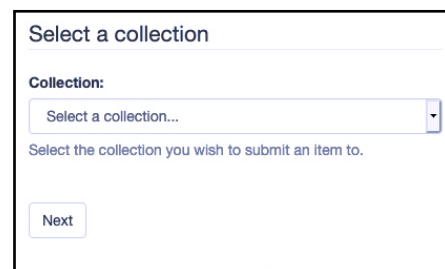
1. **Sign in:** Click on the button in the top right corner of the page.



2. **Sign in:** Select the NetID option to sign in using your University of Wisconsin credentials.



3. **Start a New Submission:** After signing in, you'll be directed to a page called "Submissions and Workflow Tasks," where you will click on the linked text, "Start a New Submission." When your MINDS@UW account was created, it was with a collection that you would be working with. The collections that you are associated will be available for you to select in a drop-down menu. Choose the one that you should submit material to.



4. **Describe:** On the following pages, you'll provide details about the materials that you're depositing. The first page of submission details asks for bibliographic information, or *metadata*, about your materials. These correspond to Dublin Core metadata elements. The required fields are *Title* and *Date of Issue*, but it is highly recommended to add information wherever possible to enhance the discoverability of your materials.

The next page of this guide goes over the descriptive information that you should provide about your submission to MINDS@UW.

## **Metadata Fields**

**Author:** Add as many authors as worked on the materials that you are depositing. You can also look up authors who are also MINDS@UW users.

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**Other Title:** This field isn't required, but allows you to add alternative titles for your item, if those exist.

**Date of Issue:** The date of previous publication or public distribution. *Required field.*

**Publisher:** The name of the publisher of the previously issued instance of the item.

**Citation:** The standard citation for the previously issued instance of the item.

**Series Name and Report Number:** The series and report number assigned to your item by your community.

**Identifiers:** Any identifiers or codes associated with the item. Examples: *ISSN, ISMN, ISBN, DOI, URI, Government Doc Number.*

**Type:** This describes the type of content of your item. Select from *Animation, Article, Book, Book chapter, Clinical paper, Dataset, Field project, Learning Object, Image, Journal Issue, Map, Musical Score, Plan/blueprint, Preprint, Presentation, Recording, Software, Technical Report, Thesis, Video, Website, Working Paper, or Other*

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5. **Upload:** The next page for submitting your materials is for uploading them. If you have multiple files, upload them one at a time, and give each a brief and general description.

6. **Review:** This page allows you to go over all of the information that you've provided about the materials that you're submitting, and to correct anything that might have been entered incorrectly. If everything looks good, click 'Next.'

7. **License:** In order for MINDS@UW to reproduce, translate, and globally distribute your materials, you must agree to the terms of a standard distribution license. This is required for materials to be submitted to MINDS@UW. Click 'Complete Submission.'

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