2011

Journalism & Media Studies Graduate Student Culminating Work: Steps for Submitting to the Campus Digital Archive at USFSP

Carol G. Hixson

Follow this and additional works at: http://digital.usfsp.edu/former-pub
Part of the Library and Information Science Commons

Recommended Citation
Hixson, Carol G., "Journalism & Media Studies Graduate Student Culminating Work: Steps for Submitting to the Campus Digital Archive at USFSP" (2011). Former USFSP Scholars. 191.
http://digital.usfsp.edu/former-pub/191

This Other is brought to you for free and open access by the Scholarly Works at Digital USFSP. It has been accepted for inclusion in Former USFSP Scholars by an authorized administrator of Digital USFSP.
November 21, 2011
by
Carol Hixson
Dean of Library
University of South Florida St. Petersburg
What is the USFSP Digital Archive

- A digital archive for scholarly output, supporting materials, and official archives created by members of the University of South Florida St. Petersburg community
- It uses software developed by MIT and Hewlett Packard that is freely available (open source). That software is called DSpace.
Help with Submissions

- The Library will assist Journalism & Media Studies students with loading files into the USFSP Digital Archive, if needed
- If you need help, please contact the Library at digcol@nelson.usf.edu
Prerequisites for Submitting Your Files Yourself

- An internet connection and a recent-model graphical web browser of your choosing
- Files to be submitted available for uploading from your PC, networked drive, thumb drive or other source
What Types of Files Are Accepted?

- For text, machine-readable PDF files
  - The Library recommends that MS Word or other document files be converted to PDF for preservation purposes
- Any other file type such as JPG, PPT, PPTX, XLS, GIF, etc.
- If you have questions about acceptable file types, contact the Library at digcol@nelson.usf.edu
File Names

- Naming your file(s) appropriately will help ensure better access to your work.
- Use short descriptive names and connect elements with an underscore.
- Use the appropriate file extension (.pdf, xls, ppt, etc.) For example:
  - Smith_John_biology.pdf
  - conf_presentation.ppt
  - precipitation_data.xls
Finding the Site

The University of South Florida St. Petersburg’s Digital Archive is at:

http://dspace.nelson.usf.edu/
To get started, first register by going to the main site and clicking on Register.
The following screen will appear. *(DSpace is the name of the software used for the USFSP Digital Archive.)* As a first-time user, click on **Register.**
Follow the instructions on the registration screen, input your full email address, and click the Register button. You will receive email notification of your registration with instructions for setting your password.
Once you are registered and have all the files for your submission available on your PC or your networked drive, log in with your FULL email address and password. For example: someone@mail.usf.edu

(The password will be the one you selected when you first registered with the USFSP Digital Archive. If you forget it, you can have a new link for resetting your password sent to you by clicking on the Forgot your password link)
Locate the Journalism & Media Studies Graduate Student Culminating Work collection at: http://dspace.nelson.usf.edu/xmlui/handle/10806/3305 and click on Submit a New Item to This Collection
You will be asked two initial questions to describe your item. You should always check that “The item has been published or publicly distributed before” so that you may supply a date of issuance or publication for your material later in the submission process.

When you have made your choice, click on the NEXT> button.
Fill in the author’s name. In entering the name, think about the form in which you would like to be cited and also consider adding your birth date if you have a common name that might be confused with another person’s name. When done, click the ADD button. Additional authors may be added by entering other names and clicking the ADD button again.

Personal should be entered in inverted form: Last Name  First Name
Fill in the title.

Supply the date of creation, public distribution, or publication of your item on the Date of issue box. This should be the date that your work was due in to the department. It may also be the same date as the day you submit the work to the archive.
Continue supplying information about your submission, filling in the appropriate boxes. The Publisher field is already supplied. University affiliation of Student is already supplied. Peer reviewed is supplied as No.

Thesis is listed as the default Type but may be changed.
Select the **Language** of your submission. The default will be English (United States).

When you have filled in all the data on this page, click the **Next >** button.
Continue describing your item as fully as you want. You are not required to supply any Subject Keywords. Supply them only if they are relevant. The full text of your work will be searchable the day after the files are entered in the archive.

If you have an abstract for your work, supply it in the Abstract box. If you supply an Abstract it should be informative – it is your opportunity to tell the world what is significant about your work. It is better to keep it to between 2 and 5 sentences.
The Description box contains the basic wording of a note that will need to be completed by you. The basic wording reads “Thesis submitted for completion of M.A. in Journalism, University of South Florida St. Petersburg, XXXXX, 20XX. Thesis advisor: “

Supply the date and the name of your thesis or project adviser.

When you are done, click the NEXT> button.
Upload the file(s) by clicking on the **Browse** button and finding the file on your computer’s hard drive, networked drive, thumb drive, or other source. You can provide a **File Description** if you want.

If you have more than one file to load for the item, click **Upload file & add another** each time you identify/locate another file to upload.

When done, click the **NEXT >** button.
You are provided an opportunity to check your submission and add or correct anything that needs revision. This is a good place to check that you didn’t make any typographical errors and that you have uploaded the correct file(s).

When you are sure that you have no further changes to make, click **Next** at the bottom of the screen to proceed.
This screen presents an opportunity for you to select a Creative Commons license to tell people specifically how you expect your materials to be used. If you want to select a Creative Commons license, click on **Proceed to Creative Commons website to select a license**.

You may also just scroll down to the bottom of the screen and click on the **Next>** button without selecting a Creative Commons license.
If you do wish to select a Creative Commons license, click on the **Select a License** button after making your selections.

![Creative Commons License selection screen](image-url)

Creative Commons licenses help you share your work while keeping your copyright. Other people can copy and distribute your work provided they give you credit -- and only on the conditions you specify here. This page helps you choose those conditions.

If you want to share a work you created with no conditions, choose [CC0](https://creativecommons.org/publicdomain/zero/1.0/). If you're sharing a work that isn't covered by copyright or on which the copyright has expired, choose the [Public Domain Mark](https://creativecommons.org/publicdomain/zero/1.0/).

- **Allow commercial uses of your work?**
  - [ ] Yes
  - [ ] No

- **Allow modifications of your work?**
  - [ ] Yes
  - [ ] Yes, as long as others share alike
  - [ ] No

- **Jurisdiction of your license**
  - [ ] International
  - [ ] Local

[Select a License](https://creativecommons.org/licenses/choose/)

Note: To license a work, you must be its copyright holder or have express authorization from its copyright holder to do so.

Creative Commons does not provide legal advice or services. We provide form legal documents; the rest is up to you.
After you have selected the type of Creative Commons license that is appropriate for your work, click the Proceed button to return to the archive submission.

You have selected the Attribution-NonCommercial-NoDerivs 3.0 Unported License. This license is permanently located at http://creativecommons.org/licenses/by-nc-nd/3.0/.

You may now proceed.
If you decide to remove the Creative Commons license, click on the **Remove this Creative Commons license**. When ready, click on the **NEXT>` button.
The next screen presents the archive’s default license agreement to be reviewed and accepted. If you have questions, contact the library at digcol@nelson.usf.edu

You as the author retain your copyright and the Library will never convert or change the content of a submission without the author’s approval. By clicking on the license agreement, you also confirm that you have the right to deposit the work in the archive.

There is one last step: In order for DSpace 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'.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grant to the Nelson Poynter Memorial Library of USF St. Petersburg (the USFSP Library) the non-exclusive right to reproduce, convert (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 the USFSP Library may, without changing the content, convert the submission to any medium or format for the purpose of preservation.

You also agree that the USFSP Library may keep more than one copy of this submission for purposes of security, back-up and preservation. The Library will make a good faith effort to preserve and distribute this submission. In the event that the Library is unable to continue to maintain this submission as part of the digital archive, the library reserves the right to return the content to the submitting departments/units/individuals. If the entity is no longer in existence, or if the individual is untraceable, the Library will arrange to have the materials appraised and possibly archived as part of the university's digital archives.

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 you agree, click on I Grant the License and Complete submission. If you do, the submission process is complete and you will no longer be able to modify any of the descriptive or other data about the submission. If modifications are needed later, contact the library at digcol@nelson.usf.edu

If you are unsure, click the Save & Exit button and contact the Library.

If the submission contains material for which you do not hold copyright, you represent that you have obtained any necessary permission from the copyright owner to grant the USFSP Library 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 USFSP, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

The USFSP Library 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.
The dialog box informs you that the submission process is complete.

**NOTE:** *This collection has an additional step that requires a collection reviewer from the Department of Journalism & Media Studies to approve the submission before it becomes publicly available.*
Questions or Help

For general questions about how to get started, for assistance with submissions, or for correcting problems after submission, email the Library at: digcol@nelson.usf.edu