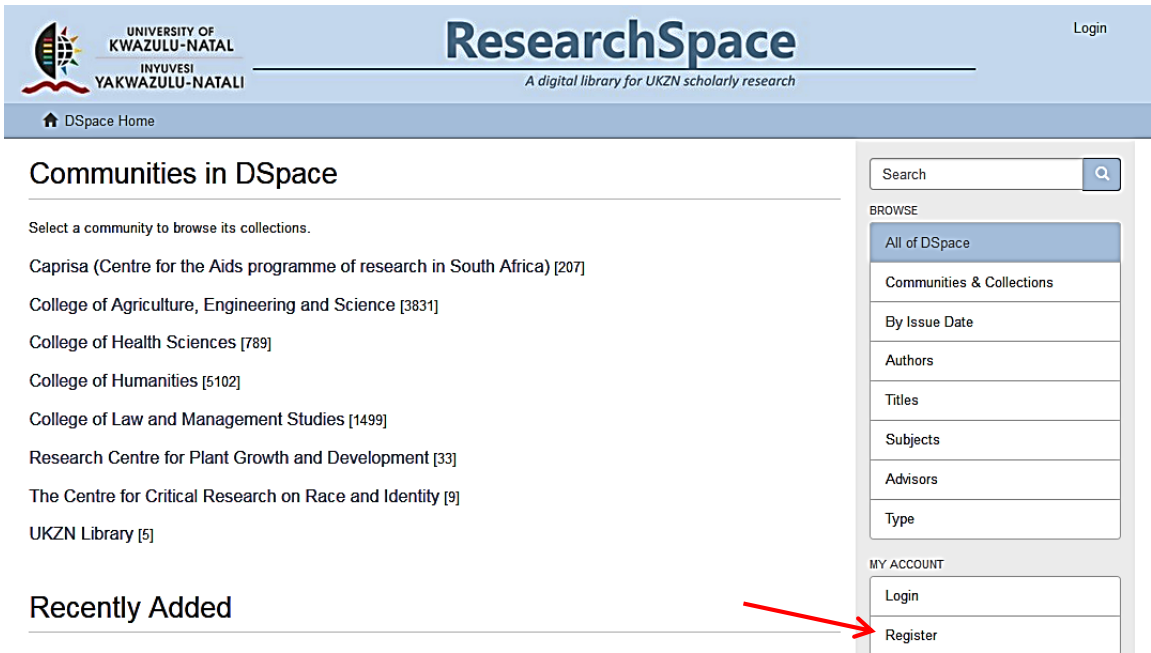


## ResearchSpace Submissions Guide

### What is ResearchSpace?

- ResearchSpace is an online archive or Institutional Repository for the University of KwaZulu-Natal, and contains Full Text Theses and other research outputs.
- You may upload the following materials: Research articles.
- Book chapters
- Conference proceedings
- Theses, etc.

Step	Instructions
1	<p>Log on to Research Space: <a href="http://researchspace.ukzn.ac.za">http://researchspace.ukzn.ac.za</a></p> <p>CLICK ON THE <b>REGISTER</b> BUTTON UNDER <b>My Account</b> (YOU WILL NEED TO REGISTER BEFORE YOU CAN START UPLOADING YOUR RESEARCH PAPERS).</p> 
2	<p>Once you have your user name (email address) and password, you can now click on the login button to log on to Research Space. Your name will now appear in the top right hand corner. Select the community, e.g. biology, chemistry, etc. if this is not listed, please contact: <a href="mailto:gumedel@ukzn.ac.za">gumedel@ukzn.ac.za</a> or <a href="mailto:researchspace@ukzn.ac.za">researchspace@ukzn.ac.za</a> (x 2845 Lindiwe or x 2057 Omesh).</p>

3

Once logged on, clicking on the **submissions** tab under “my account”, will enable you to create a platform for you to upload.

DSpace Home

## Communities in DSpace

Select a community to browse its collections.

- Caprisa (Centre for the Aids programme of research in South Africa) [207]
- College of Agriculture, Engineering and Science [3831]
- College of Health Sciences [789]
- College of Humanities [5104]
- College of Law and Management Studies [1499]
- Research Centre for Plant Growth and Development [33]
- The Centre for Critical Research on Race and Identity [9]
- UKZN Library [5]

## Recently Added

Vitamin B-6 deficiency : biochemical and physiological changes with special emphasis on zinc status

Search

BROWSE

- All of DSpace
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects
- Advisors
- Type

MY ACCOUNT

- Logout
- Profile
- Submissions

4

You will then be redirected to the page below and click “start a new submission.”

UNIVERSITY OF KWAZULU-NATAL  
INYUVESI YAKWAZULU-NATALI

# ResearchSpace

A digital library for UKZN scholarly research

University of KwaZulu-Natal ResearchSpace → Submissions

## Submissions & workflow tasks

### Submissions

You may [start a new submission](#) The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

5

Choose a collection in which your paper is to be housed e.g. Research Articles (Computer Science).

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# ResearchSpace

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Lindiwe Gumed

DSpace Home / Item submission

## Item submission

**Select a collection**

Collection:

Select a collection...

Select the collection you wish to submit an item to.

Next

Search

BROWSE

- All of DSpace
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects

6

Follow the series of steps as indicated. Add the information that describes the item under the “Describe” step. The fields are shown in the screenshots below: (Not all fields are mandatory, if information is not available, leave it out).

- Title – Title of the item as written in the source (full stop at the end)
- Author – Starting with the supervisor(s) surname, full stop at the end of first name(s).
- Supervisor/s - Starting with the author(s) surname, full stop at the end of first name(s).
- Date created and date issued – Date of issue or published (normally the same)
- Citation – According to Harvard reference technique.
- Publisher - As written in the source.

**Step 1**

DSpace Home / College of Health Sciences / School of Laboratory Medicine & Medical Sciences / Anatomy / Research Articles (Anatomy) / Item submission

## Item submission

Describe Describe Upload Review License Complete

### Describe Item

Title: \*

Enter the main title of the item.

Other Titles:

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

Add

Author/s:

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

Add

Enter the names of the author of this item below.

Supervisor/s:

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

Search

Search DSpace  
This Collection

BROWSE

- All of DSpace
- Communities & Collections
- By Issue Date
- Authors
- Titles
- Subjects
- Advisors
- Type
- This Collection
- By Issue Date
- Authors

7

The following page is still the “Describe” step.

- DOI - Digital Object Identifier (all articles have).
- Type - Select the appropriate type of the source “Journal article”
- Language – Language of the source.
- Subject headings – leave blank, librarian will fill them in.
- Keywords – Keywords a person can use to search the source.
- Description - leave blank.
- Abstract – Summary.
- Notes – Any special message you will like the public to be aware of.

8

The file(s) has/have to be uploaded at the screen below. At this stage ensure that your file is:

- Saved as a PDF and accessible, e.g. from your desktop or flash drive.
- Is saved using the following format: Surname First name(s) year e.g. Bloggs Joe Henry\_2013
- Click Browse to find the file to upload your file, and click next.

9

You can now review the information and correct any mistakes under the “Review” tab, and click next.

DSpace Home / College of Health Sciences / School of Laboratory Medicine & Medical Sciences / Anatomy / Research Articles (Anatomy) / Item submission

## Item submission

**Step 3**

Describe Describe Upload **Review** License Complete

### Review Submission

Describe Item

**Title:** Submissions guide  
**Author/s:** Gumede, Lindiwe  
**Supervisor/s:** Gumede, Olga  
**Date of Issue:** 2016

Correct one of these

Describe Item

**Language:** English (South Africa)

Correct one of these

Upload File(s)

Search

Search DSpace  
This Collection

BROWSE

All of DSpace  
Communities & Collections  
By Issue Date  
Authors  
Titles  
Subjects  
Advisors  
Type  
This Collection  
By Issue Date  
Authors

10

You must now grant a license to distribute the item to DSpace.

Scroll Down, click the check box that says “*I grant the license*” and click on complete submission.

DSpace Home / College of Health Sciences / School of Laboratory Medicine & Medical Sciences / Anatomy / Research Articles (Anatomy) / Item submission

## Item submission

**Step 4**

Describe Describe Upload Review **License** Complete

### Distribution License

**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'.

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Click the check box

Search

Search DSpace  
This Collection

BROWSE

All of DSpace  
Communities & Collections  
By Issue Date  
Authors  
Titles  
Subjects  
Advisors  
Type  
This Collection  
By Issue Date  
Authors  
Titles  
Subjects

Your submission has been added and await for approval by the Librarian.

### Notes

On the front page of Research Space are sites in which publisher policies for open source uploading are provided. These are Sherpa/RoMEO, DOAJ, OpenDOAR, and Repository66.

- If your article has already been published in a formal journal or accepted for publication, you will need to establish the rules for open source uploading. Colour coding is used to indicate the nature of the policy for a particular journal and instructions are clearly set out.
- If you are unsure as to your rights, or the journal / book does not appear on a particular database, please contact us for further assistance at: [Researchspace@ukzn.ac.za](mailto:Researchspace@ukzn.ac.za)