

Section 7: Submission Metadata

Field	Content	Other Information	Special Uses
Authors: Last name, First name	Include the names of all authors	This is a repeatable field--after entering each author, you must click "Add"	
Title	Include the main title on the work	This is a required field	
Other Titles	Include any other titles on the work, or other titles that it might be known as	This is a repeatable field--after entering each other title, you must click "Add"	
Date of Issue: Year, Month, Day	Include the date when you completed the work	You may omit the day and month	
Publisher	If the work was previously published, enter the name of the publisher who published it	If the item is available on a departmental website, the department can be entered as the publisher	
Citation	If the work was previously published, a standard citation for its previous publication	If you made this item available on your personal website, you can cite the instance of the work on your website	
Series/Report No.: Series Name, Report or Paper Number	If your work is part of a series, enter the series and number	This is a repeatable field--after each series and number, you must click "Add"	
Identifiers: ISSN, Other, ISMN, Gov't Doc #, URI, ISBN	If your work has one of these standard identifiers, enter it here	This is a repeatable field--after each identifier, you must click "Add"	To provide a link to an external resource, choose the identifier "URI" and copy and paste the web address into the box
Type: Collection, Dataset, Event, Image, Interactive Resource, Service, Software, Sound, Text	Choose the type most appropriate to your submission	This is a required field	

Language: English (United States), English, Spanish, German, French, Italian, Japanese, Chinese, Turkish, Other	Chose the language of your work. This will usually be English (United States). If it's a language not listed, choose other. If the work is a dataset without a language, choose N/A.		
Subject Keywords	Enter Keywords to make your work easier to find	This is a repeatable field--after entering each keyword, you must click "Add"	
Abstract	If there is an abstract for the work, copy and paste it here		
Sponsors	If your work was funded by a grant, enter the name of your sponsor and grant number and any funding codes here		
Description	Any other information about the work can be entered here		
File Description	With each file you select to upload with the work, enter a description of that file, such as "main article" "data" "supplement"	If there is just one file with your work, the file description may be omitted	