DSpaceDirect Submissions Process and Default Metadata Fields

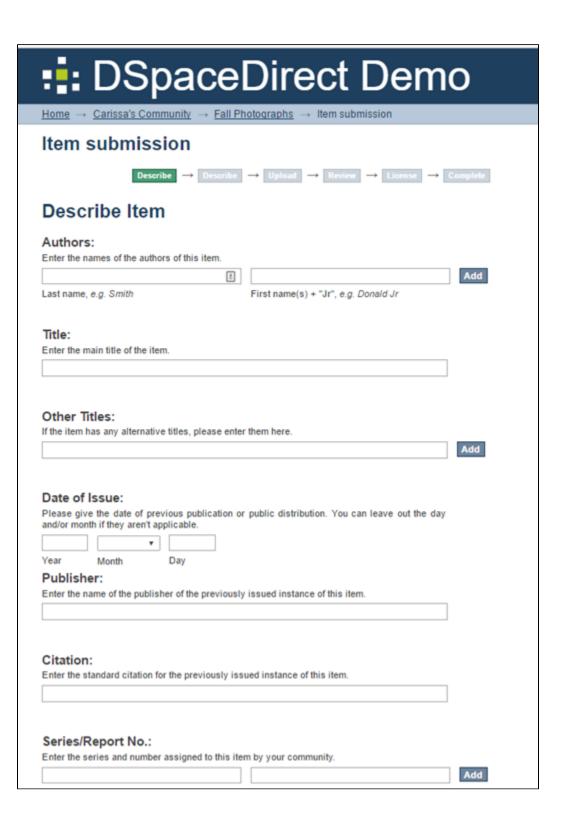## Default Submission Process and Metadata Fields in DSpaceDirect

The following is the list of metadata fields captured in the default DSpace content submission process. These are available by default in DSpaceDirect. Any changes or additions can be made as part of an Enhanced Submission Process package.

All fields are searchable by default, along with the full text of common file formats.

Submissions Process Page	Field Name	Metadata field (backend)	Searchable	Included in Browse By	Included in Discover (sidebar menu)	Included in Filter By (in Search Results)
"Describe" Page 1	Authors	dc.contributor.author	Yes	Yes	Yes	Yes
	Title	dc.title	Yes	Yes	No	Yes
	Other Titles	dc.title.alternative	Yes	No	No	No
	Date of Issue	dc.date.issued	Yes	Yes	Yes	Yes
	Publisher	dc.publisher	Yes	No	No	No
	Citation	dc.identifier.citation	Yes	No	No	No
	Series / Report No.	dc.relation.ispartofseries	Yes	No	No	No
	Identifiers	dc.identifier.[type]	Yes	No	No	No
	Type	dc.type	Yes	No	No	No
	Language	dc.language.iso	Yes	No	No	No
"Describe" Page 2	Subject	dc.subject	Yes	Yes	Yes	Yes
	Abstract	dc.description.abstract	Yes	No	No	No
	Sponsors	dc.description.sponsorship	Yes	No	No	No
	Description	dc.description	Yes	No	No	No

Default Submission Process, Step by Step

Step 1: Describe Item

DSpaceDirect Demo

Item submission

Describe → Describe → Upload → Review → License → Complete

Describe Item

Authors:
Enter the names of the authors of this item.

[ ]   [ ]   **Add**

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

Title:
Enter the main title of the item.

[ ]

Other Titles:
If the item has any alternative titles, please enter them here.

[ ]   **Add**

Date of Issue:
Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

[ ]   [▼]   [ ]

Year   Month   Day

Publisher:
Enter the name of the publisher of the previously issued instance of this item.

[ ]

Citation:
Enter the standard citation for the previously issued instance of this item.

[ ]

Series/Report No.:
Enter the series and number assigned to this item by your community.

[ ]   [ ]   **Add**
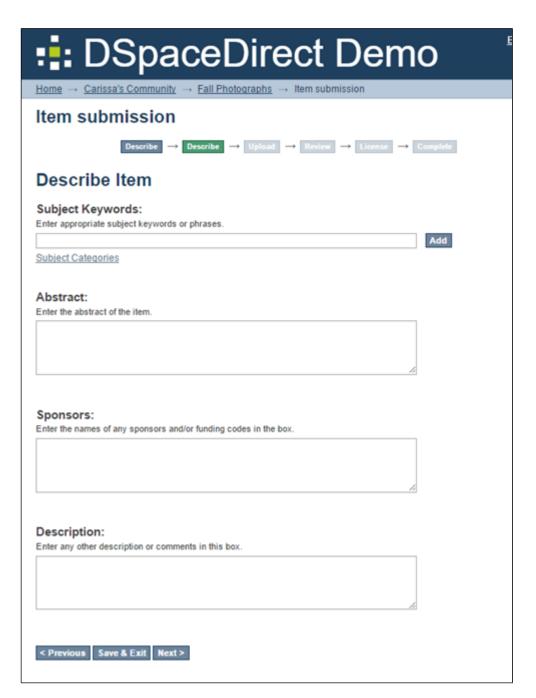
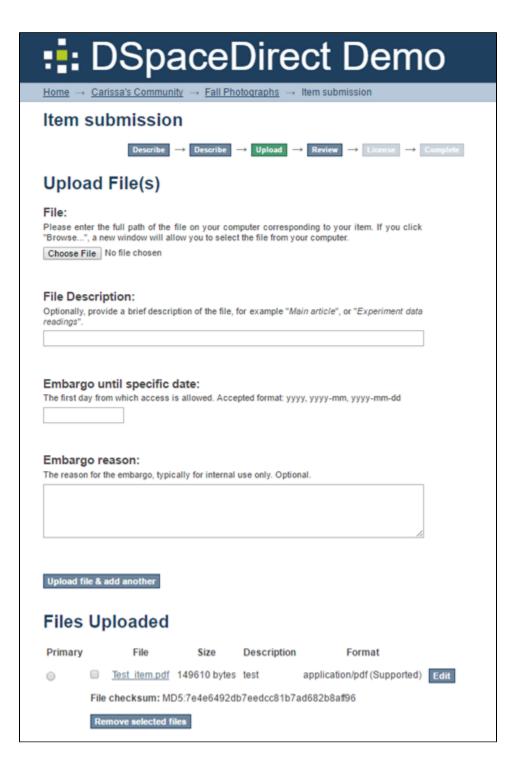**Describe Item screen continued**

Series/Report No.:

Enter the series and number assigned to this item by your community.

[   ]   [   ]   **Add**

Series Name   Report or paper No.

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

[ISSN ▾]   [   ]   **Add**

Type:

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

```
Animation
Article
Book
Book chapter
Dataset
Learning Object
```

Language:

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

[N/A ▾]

Save & Exit   **Next >**

Step 2 Describe Item Screen 2

DSpaceDirect Demo

Item submission

Describe → **Describe** → Upload → Review → License → Complete

Describe Item

Subject Keywords:
Enter appropriate subject keywords or phrases.

[   ] [Add]

Subject Categories

Abstract:
Enter the abstract of the item.

[   ]

Sponsors:
Enter the names of any sponsors and/or funding codes in the box.

[   ]

Description:
Enter any other description or comments in this box.

[   ]

[< Previous] [Save & Exit] [Next >]

Step 3 Upload item

DSpaceDirect Demo

Item submission

Describe → Describe → **Upload** → Review → License → Complete

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Choose File | No file chosen

File Description:

Optionally, provide a brief description of the file, for example "*Main article*", or "*Experiment data readings*".

Embargo until specific date:

The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

The reason for the embargo, typically for internal use only. Optional.

Upload file & add another

Files Uploaded

Primary		File	Size	Description	Format	
○	☐	Test_item.pdf	149610 bytes	test	application/pdf (Supported)	Edit

File checksum: MD5:7e4e6492db7eedcc81b7ad682b8aff96

Remove selected files

Step 4 Review Submission

DSpaceDirect Demo

Item submission

Describe → Describe → Upload → **Review** → License → Complete

Review Submission

Describe Item

Authors:
Greer Klein, Heather

Title:
test item

Date of Issue:
2016-04-02

Type:
Article

[Correct one of these]

Describe Item

[Correct one of these]

Upload File(s)

Test_item.pdf - Adobe PDF (Known)

[Correct one of these]

[< Previous] [Save & Exit] [Next >]

Step 5 Review license and complete

Home → Carissa's Community → Fall Photographs → Item submission

Item submission

Describe → Describe → Upload → Review → License → Complete

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