

Submitting your research to HARVEST

Step 1: Starting a submission

- From the HARVEST main page (<https://harvest.usask.ca/>) click the **Submit Your Research** button in the **top right**.
- Click on the **Start your submission** button to login using your campus NSID and Password to start the item submission process.

HARVEST

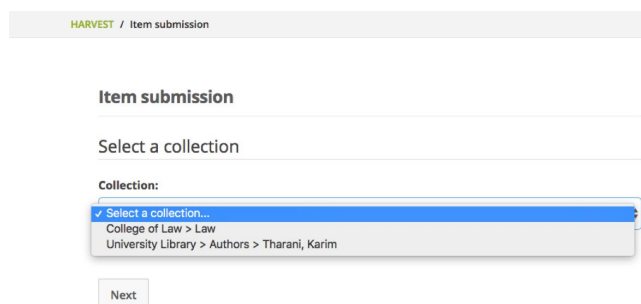
HARVEST is the University of Saskatchewan's research archive (institutional repository). The University Library is leading this campus-wide partnership. This service is in early development and will continue to evolve.

- If you are interested in submitting your research, contact HARVEST@library.usask.ca.
- If you are a Dean and want to set up a Collection for your College/School, contact HARVEST@library.usask.ca.

[Start your submission](#)

Step 2: Selecting a collection

- From the Collection drop-down menu, select the collection to which you would like to add your item and then click the **Next** button.



The screenshot shows the HARVEST Item submission page. At the top, there is a breadcrumb trail: HARVEST / Item submission. Below this, the page title is "Item submission". Underneath, there is a label "Select a collection" followed by a dropdown menu. The dropdown menu is open, showing a list of collections. The first option is "Select a collection..." with a checkmark. Below it are two options: "College of Law > Law" and "University Library > Authors > Tharani, Karim". Below the dropdown menu, there is a "Next" button.

- Along the top of the page is a visual representation of each step in the process, from **Describe** to **Complete**. You may click those at any time to go back to a previous step. The **Review** step will provide a summary of your submission as well as a chance for you to make corrections.

Item submission



Step 3: Providing item information

- The first few steps in the submission process will ask for information about the item being submitted. Note that for fields marked with asterisk (*) are required. Also for some fields (such as Authors, Identifiers, Keywords etc.) more than one value can be added using the **Add** button to the right of the field.

Describe Item

Authors:

Last name

First name(s)

Add

- Click the **Next** button at the bottom of the page.

Step 4: Uploading file(s)

- At the "Upload Files(s)" step, click the **Choose File** button to select a file to add to HARVEST. You may also provide an optional description of that file using the File Description field.



Upload File(s)

File: *

No file chosen

Select file(s) from your computer to upload to HARVEST. Complete desired fields below. To upload multiple files, select "Upload file & add another".

File Description:

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

- If you wish to add additional files as part of this same submission, click the **Upload file & add another** button, and repeat the above step for each additional file.

Upload file & add another

< Previous Save & Exit Next >

Step 5: Reviewing your submission

- A summary of your submission so far will be displayed at the **Review Submission** step. Each section of the process so far will have **Correct one of these** button to allow changes to be made before the submission is added to HARVEST.
- Once you are satisfied with the submission, click the **Next** button at the bottom of the page to continue

Describe Upload **Review** CC License License Complete

Review Submission

Describe Item

Title: Learning By Example: Designing and Developing Linked Data Application
Date of Issue: 2016

Correct one of these

Upload File(s)

test_file.rtf - RTF (Known)
paper_171397.pdf - Adobe PDF (Known)

Correct one of these

< Previous Save & Exit Next >

Step 6: Selecting a Creative Commons license [optional]

- If you would like to apply a Creative Commons (CC) license to your submission, select *Creative Commons* from the drop-down menu. Options for specific CC licenses to choose from will be displayed.
- If you do not wish to apply a CC license to your work, or you do not have the copyright permissions to do so, select *No Creative Commons License* from the drop-down menu and click the **Next** button.
- If you have further questions about CC licenses please visit the USask [Copyright Office's website](#) or email copyright.help@usask.ca.

Item submission

Describe Upload Review CC License License Complete

License Your Work

If you wish, you may add a [Creative Commons](#) License to your item. **Creative Commons licenses govern what people who read your work may then do with it.**

License Type:

✓ Select or modify your license ...
Public Domain
CC0
Creative Commons
No Creative Commons License

< Previous Save & Exit Next >

Step 7: Accepting the Distribution license

- HARVEST submissions are governed by a standard distributions license that covers, among other things, storage and backup of the submission.
- Check the *I Grant the License* checkbox, then click the **Next** button to complete the submission.

Distribution license:

I Grant the License

< Previous Save & Exit Complete submission

Step 8 Confirming your submission

- You will see a confirmation message acknowledging your submission to HARVEST.
- Once your submission has been reviewed and added to the specified collection, you will receive an email confirmation.

Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your [submissions page](#).

[Go to the Submissions page](#)

Submit another item