Create Summit Repository Item

This item is in the following Summit Collection(s): *

ACTION for Health
-ACTION for Health Project Documentation
-Cross Thematic Materials
-Theme 1
-Theme 2
-Theme 3
BC Electronic Library Network
-BC Electronic Library Network Documents
-Master of Publishing Internship Reports

To select more than one collection, on Windows hold down the Ctrl key and click; on a Mac, hold down the Command key and click.

Title: *

How to Submit a Document to Summit

Basic description

These are the basic fields. If you require further fields to accurately describe the work please use the "Extra Fields" found at the bottom of the page. Clicking on the Extra Fields link will display further fields for your use. <--- THIS IS IMPORTANT!

Use the People fields (found at bottom of the page) to give both Authors and others editing privileges for this record. <--- THIS IS IMPORTANT!

Contact summit@sfu.ca with any questions.

Author: *

Scott, Barbara-Ann
Vezina, Georges

Those responsible for creating the work (e.g. author(s), artist(s), filmmaker(s) etc.). Enter each creator in a separate field. Enter lastname, firstname e.g. Smith, Jane

Add more Authors

Author ID:

barbannscott
gevezina

Enter the SFU Computing ID of each author. If the author does not have an SFU Computing ID, then do not enter anything for that author. The IDs must be entered in the same order as the authors are listed above in the author fields. Entering this author's user name (SFU computing id) here will allow him/her to edit this item and will also allow them to be linked to their author page.

Add more Linked authors

☑ Yes, item is peer reviewed.

Check the box if the item has undergone a peer review process, such as being published in a peer-reviewed journal, a scholarly book, a juried exhibition, etc... .

Scholarly level:

Faculty/Staff

The creator's "scholarly level" at the time the document was created.

Previously published as:

If this item was previously published, or will be published in the future, enter the citation here. Also, if the published item is available online from the publisher, please provide a link to it.

Date created:

1947

Date item was first published, copyright date, exhibition date, or presentation date. Use the format YYYY-MM-DD, YYYY-MM, or YYYY.

Keywords:

Record preparation

Institutional repositories

Scholarly communication

Libraries

Describe the item's content or subject matter in words or short phrases. Enter each keyword, or keyword phrase, in separate fields. Capitalize the first letter of first word in a keyword phrase. e.g. Flood plain

Add another item

Abstract:

This document describes how to upload an item to Summit, the SFU institutional repository.

The item's summary.

Description:

You could enter physical details about the item in the Description field. For example, if you are uploading an image you might want to put the real life dimensions of the image here.

If necessary, provide any further information about the item which is not included in the abstract.

Language:

- None -
English
French
Chinese
German

The item's language. For items not in a language, such as an image, please choose "none".

Rights:

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Additional Information

Document type:

- None -
Article
Audio
Book
Book chapter
Conference presentation
Dataset
Dissertation
Image
Map

The genre, or type, of the work.

Choose the genre or type of work from the list of options.

Format:

The item's format(s). Do not enter any text in this field, as it will be automatically populated based on the type of file you upload.

<---- This is Important!

Add another item

File(s):

Upload

Maximum file size: *256 MB*

Allowed extensions: *pdf txt zip mp4 mp3 mov html htm*

You can upload pdf, txt, zip, mp4, mp3, mov, html, htm, xls, xlsx, doc, docx files. If you are having trouble uploading a file contact summit@sfu.ca

Upload files for this Summit item. If you are adding a file that is already on the web, choose the 'Remote URL' option.

Add more Files

Extra fields

Rights holder:

Name of the person(s) or organization(s) holding or managing copyright over all or part of the item if different from the Author(s).

Contributor: **Order**

0

1

A person or organization who is not the item's principle creator,but who contributed to it, such as a photographer, editor, etc.

Add more Contributors

Alternative title: **Order**

0

1

The item's additional, alternative, or translated title.

Add more Alternative titles

Date available:

The item's date of publication or copyright, if it is different from the Date created. Use the format YYYY-MM-DD, YYYY-MM, or YYYY.

Subject headings: **Order**

0

1

This is used mainly when uploading a thesis.

Standardized subject terms from a controlled vocabulary such as LCSH, MESH, etc.

Add more Subject headings

Senior supervisor:

Required for theses. Enter the name of the senior supervisor only, not the other committee members.

Department:

Required for theses.

Thesis type:

Required software/hardware:

The item's software or hardware requirements.

Other format(s):

The item is also available in the following formats.

Related resources:

The item's citation for any resources to which it is related.

Extent:

The size or duration of the item.

Use this for audio or video items to state the duration of the item.

Region: **Order**

0

1

The item's geographic region or relation.

Add more Regions

Use this when your item is about a particular geographic region.

Citation:

The item's bibliographic reference, in the citation style of your choice.

This is purely optional and you do not need to worry about it.

Sponsor(s): **Order**

0

1

The item's formal sponsorship by an agency or organization.

Add more Sponsors

If any organization sponsored the work being work being deposited, mention them here.

DSpace Handle: **Order**

0

1

The DSpace URL of the item in http://ir.lib.sfu.ca. Used for automatically redirecting from the DSpace URL to the Summit URL.

Add another item

Identifier:

A unique string that identifies the item, such as an ISSN, ISBN, etc.

Modified:

Date the item was replaced with a new version (?), in the format YYYY-MM-DD, YYYY-MM, or YYYY.

Use this field if you are replacing an already uploaded file with a new/modified file.

People

Use these fields to give authors of this work, or others, editing privileges for this record. You must use the person's SFU computing id and the person must be already registered in Summit in order to be given editing privileges. Contact summit@sfu.ca with any questions.

Designated Submitter:	Order
	0
	1

The person has to be a registered user of Summit in order to be a Designated Submitter

The Summit user name (SFU computing id) of any person other than the author/coauthor who should be able to edit the item, such as a Research Assistant.

Add another Designated submitter

Statistics recipient:

barbannscott@sfu.ca

One or more email addresses to which usage statistics will be sent. Please separate the addresses with a comma.

Summit is collecting usage statistics, but a system for distributing them is not yet in place. By entering your email address you will receive usage statistics as soon as the delivery system is implemented.

Menu settings

Revision information

Comment settings

URL path settings

Authoring information

Publishing options

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