SFU Library

SUMMIT

Creating a Record and Uploading Your Material to Summit

1. Select the collection.

Create Summit Repository Item

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

ACTION for Health
-ACTION for Health Project Documentation
-Action for Health Cross Thematic Materials
-Action for Health Theme 1
-Action for Health Theme 2
-Action for Health Theme 3
Biological Sciences, Dept. of
Falls Dissertation
BC Electronic Library Network

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.

Select the collection(s) you wish the work to be included in. You will only see those collections to which you have been granted permission to upload materials.

2. Title. This is a required field.

Title: *

Enter the title of the work. The title should have the first letter of each proper word capitalized. For example, How to Submit a Document to Summit

3. Author(s). This is a required field.

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.

Use the People fields (found at bottom of the page) to give both Authors and others editing privileges for this record.

Contact summit@sfu.ca with any questions.

Author: *

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

Enter the author names here, with one author per field. Author names should be entered as Lastname, Firstname. For example: Vezina, George

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4. Author ID and Peer Review check box

Author ID:

Enter the Summit ID of each author (for SFU authors this is the same as their SFU Computing ID). If an author does not have a Summit ID then leave the field blank. IMPORTANT: The IDs must be entered in the same order as the authors are listed above in the author fields. Entering an author's Summit ID here allows him/her autopopulate their Summit author page with citations of their work in Summit.

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... .

Author ID is the SFU Computing ID of the author. Leave the field blank if the author does not have an SFU ID.

Check the "Yes, item is peer reviewed" box if the item has undergone a peer review process. This will allow users to filter by "peer review" when searching.

5. Scholarly level

Scholarly level:

- None -

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

From the drop down menu select the appropriate Scholarly Level. This refers to the author's scholarly level.

6. Describing where an item was previously published

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.

7. Date item was created and numeric identifiers

Date created:

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

Identifier:

A unique string that identifies the item, such as a report number, ISSN, ISBN, etc.

In Date Created field enter the date that the item was first made available. For example, in the case of an article manuscript, it would be the date the article was published; for a conference presentation it would be the date of the presentation. If the item has never been made publicly available, enter as the Date Created the date you uploaded the item to Summit.

8. Keywords

Keywords:

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 more Keywords

Enter keywords here. To add additional keywords, or keyword phrases, click on the "Add more Keywords" button.

9. Abstract

Abstract:

The abstract of an item is a summary of the content. It can be as short or as long as you wish.

10. Description

Description:

Provide any information about the document that is not included in the abstract. For example, for a presentation this could include the locale where the presentation took place, dimensions of an artwork, or instructions about manipulating a file.

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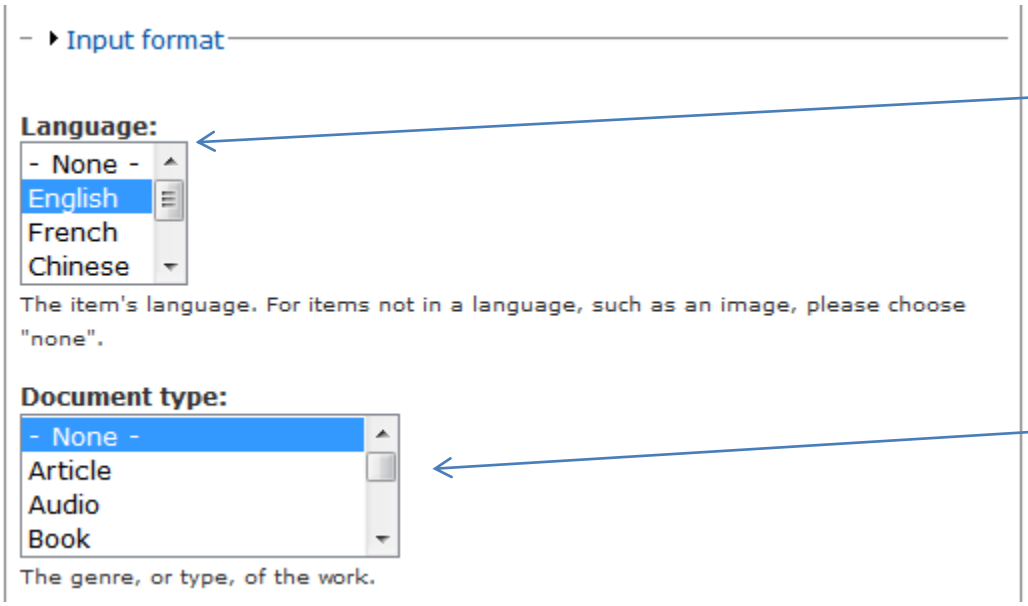
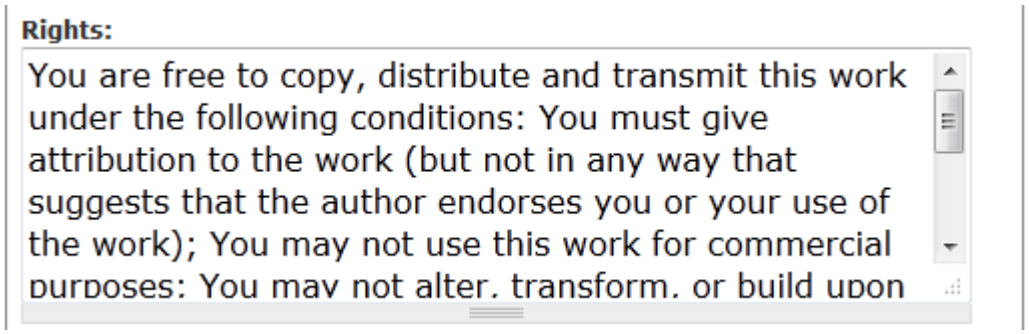
11. Language and Document Type



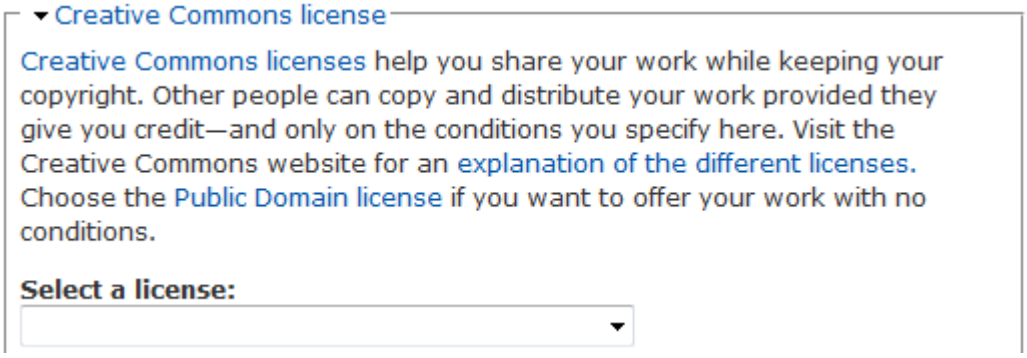
Choose the language of the item from the drop down menu. For items not in a language choose "None".

Choose the genre, or type, of the work from the drop down menu.

12. Rights

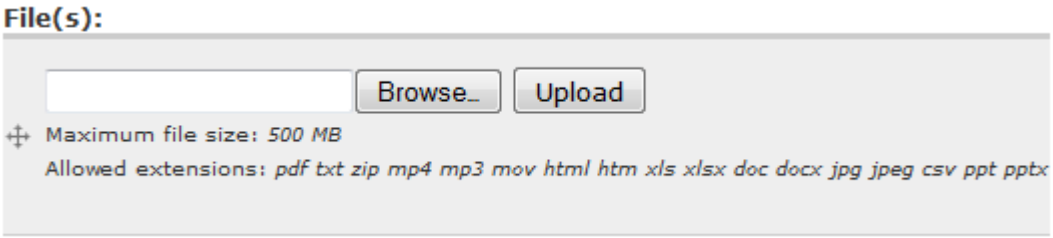


Enter in the intellectual property rights held in and over the work. If the default text provides too many, or too few, rights that should be granted, replace the default text with more appropriate language.

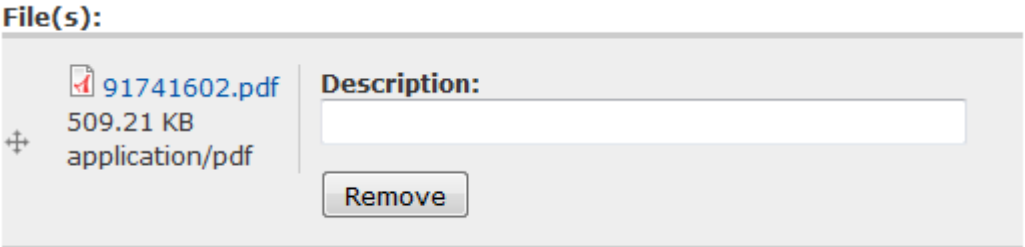


If you wish, you can choose Creative Commons license instead of using the default text or your own text. If you choose a Creative Commons license please delete all the text in the Rights field and choose your desired Creative Commons license from the "Select a license"

13. Uploading Files



Click on the Browse button to find the file you want to upload and then click on Upload to upload the file to Summit. Please note that for Word docs and Power Point slides it is best to save them as PDF files and then upload them. For Excel files, it is better if you are able to save them as tab delimited or csv files before uploading them.



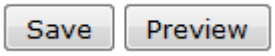
Once you've uploaded your file, you will see a new option to give the file a descriptive name. This will be what is displayed for a person to click on to access the full text. If you leave this field blank, the file name will display instead.

NOTE: You can upload more than one file per record.

You can also add more information by clicking on Extra Fields or People. Some Extra Fields are: Rights Holder (if different from author), Contributors (someone who is not a principal creator but who contributed to it), Sponsor.

Click on People in order to add 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.

14. Saving your work



Click on the Save button to save your record and to have your material uploaded to Summit.

Any questions? Email summit@sfu.ca with any questions you may have about contributing material to Summit.