

Preparing to Submit Work to UST Research Online: Faculty and Staff

Before submitting work to Research Online (RO) you should go through your department's standard process for determining that the work may be deposited in Research Online and deciding which RO document series is appropriate for your content. When that process is completed you can prepare to submit the work by assembling the following:

- **Permissions:** If your department allows authors to submit their work directly to Research Online rather than having it submitted by a departmental designee, you must request that the [site administrator](#) set up your submission authorization within the Research Online system.
- **Research Online account:** Prior to receiving submission authorization you will need to create an account in RO. If you will not be submitting work directly you may still want to set up an account in order to take advantage of RO features. An account allows you to receive statistics about usage of your work. It also allows you to save customized searches on topics of interest and receive notification of new submissions that satisfy those search queries.
- **Information about the work being submitted:** Before you begin the submission process or transmit your work to the departmental designee who will submit it, you should assemble the following information about the work.
 - **Title:** the title and subtitle as they appear on the work
 - **Author:** the names and email addresses of all authors and the institution/s with which they are affiliated
 - **Department:** the UST departmental affiliation/s of the author/s
 - **Date:** the date this version of the work was created
 - **Document type:** whether the work is a Paper, Article, Book Chapter, Lecture/Speech/Presentation, Literary Work, Report, or Working Paper
 - **Abstract:** a concise 250-300 word summary of the content of the work
 - **Keywords:** key terms that describe the subject matter of the work
 - **Publication information:** if this version of the work was previously published, the title of the journal or book in which it was published
 - **Citations and other information:** information about versions of the work that exist outside this repository, including full citations, URLs, and additional rights statements as appropriate; information about a conference, lecture, or event at which the work was delivered; other pertinent information about the work
 - **Creative Commons License:** your choice of [Creative Commons license](#) to define how users can copy, distribute, display, or use the work

- **Files in acceptable file formats or link to the work outside RO:** You (or your department's designee) may either upload the work to RO or enter a link to it if it is already published elsewhere and you do not have copyright authorization to re-post it in RO. Before you begin the submission process you will need either that link or the electronic file of the work and any supplemental files to be uploaded. See [File Formats and Sizes for acceptable file specifications.](#)