Administration/Research Creative Work Submission Guide

Step 1: Create an account in Research Online @ Avondale

a. First, go to
   https://research.avondale.edu.au/admin_creativeworks

b. Next, click on **My Account** near the top of the page:

HOME   ABOUT   FAQ   MY ACCOUNT

ondale

c. Create an account by using the **Sign up** button using your Avondale email, or log in to an existing account (Skip the rest of this step if you log in to an existing account)

Login

Email address:

Password:

●●●●●●●

☐ Remember me   Login

Forget your password?

New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

Create new account

You will need to create an account to complete your request. It's fast and free.

Sign up

⚠ Please use your full, legal name when you create your account.

d. Next, check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue:

To confirm your account and resume your activity, please click here.

Step 2: Submitting your work to Administration/Research Creative Works

a. After creating your account, return to the Creative Works repository home page at: https://research.avondale.edu.au/admin_creativeworks

b. Next, click Submit Research on the left side of the page:

AUTHOR CORNER

Author FAQ

Submit Research
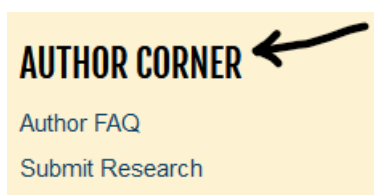
c. You will then be directed to the online **Submission Instructions and Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click **Continue**.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

☐ Please check this if you agree to the above terms.

Continue

d. You will be taken to the main entry submission page. Some of the fields on the form are required:

REQUIRED ▶ TITLE

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

REQUIRED ▶ AUTHORS

This is the name and address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.

AUTHOR FACULTY (DISCIPLINE)

Choose your School from the drop-down menu

DOCUMENT TYPE

Choose appropriately from the drop-down menu (automatically defaults to Article)

NTRO SUB-TYPE

Choose appropriately from the drop-down menu

JOURNAL NAME

This field is relevant to Article type only

Enter journal name in textbox if appropriate

PLACE OF PUBLICATION

Please type place of publication in textbox if appropriate

PUBLISHER

Please type publisher name in textbox if appropriate

REQUIRED ▶ PUBLICATION DATE

If you choose to enter a date, the year is required but all other fields are optional.

SCALE/SIGNIFICANCE OF WORK

Please choose either major or minor from the drop-down menu

REQUIRED ➤ CREATOR RESEARCH STATEMENT

The research statement should be copied and pasted into the text box OR attached as an additional file by checking the "additional files" statement at the bottom of the submission form before submitting

ABSTRACT

The abstract should describe what you want the public to know about your work in 800 characters or less (approx. 100 words).

ISBN

Enter ISBN in textbox if appropriate

ISSN

Enter ISSN in textbox if appropriate

REPORT NUMBER

This field is relevant to all Research Report types only

Enter report number in textbox if appropriate

SERIES

Enter name of series in textbox if appropriate

EDITION

Enter edition in textbox if appropriate

AUDIENCE SIZE

Choose your audience size from the drop-down menu if appropriate

QUALITY INDICATORS

Double click available items to include them, or click once and use the 'Select' button for each item.

KEYWORDS

Please separate keywords/keyword phrases with commas.

DISCIPLINES

Double click available items to include them, or click once and use the 'Select' button for each item

ANZSRC / FOR CODE

Double click available items to include them, or click once and use the 'Select' button for each item.

AVONDALE RESEARCH CENTRE

Choose Research Centre from the drop-down menu

REPORTABLE ITEMS (HERDC/ERA)

Select from the drop-down menu the Higher Education Research Data Collection (HERDC) category Creative work category option

STAFF CLASSIFICATION

Choose appropriately from the drop-down menu whether you are permanent Avondale Staff, Contract staff, Conjoint or Adjunct lecturer.

PEER REVIEW

Choose appropriately from the drop-down menu whether peer-review (refereeing) occurred before publication, after publication, or it was non-refereed

FIELD OF EDUCATION

Choose appropriate Field of Education from the drop-down menu

COMMENTS

Leave this field blank (To be completed by Electronic Services Librarian)

RECOMMENDED CITATION

Avondale uses APA citation style. As such, citations are created at the time of submission by the Electronic Services Librarian to override the DigitalCommons default citation. Do not complete this field as it will be completed by the Electronic Services Librarian prior to being live on the repository.

REQUIRED▸ UPLOAD FILE

To locate your file: Choose **Upload file from your computer** and click the **Browse** button to locate file on your computer in Microsoft Word or PDF format.

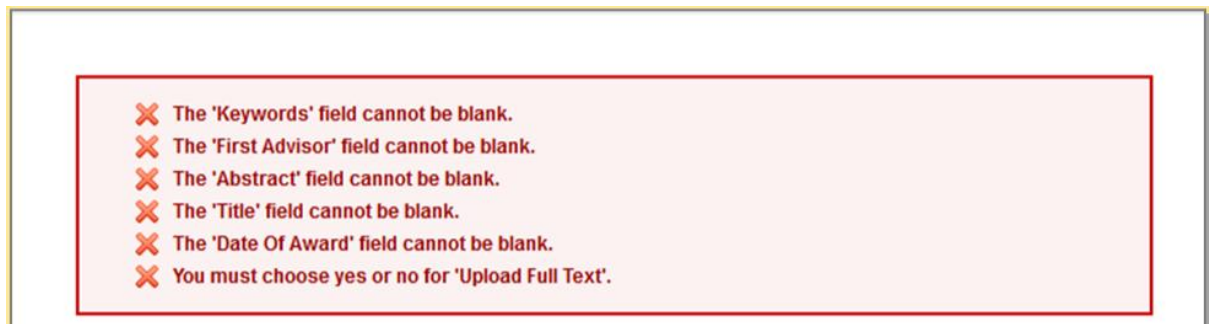**To add your link**: Choose **Link out to file on remote site** and add the url link

ADDITIONAL FILES

Click check box, then the submit button below and follow the prompts to upload any additional files.

Click to submit your entry to Research Online @ Avondale.

Cancel   Submit   ⬅

This may take a while. **Please only click once.**
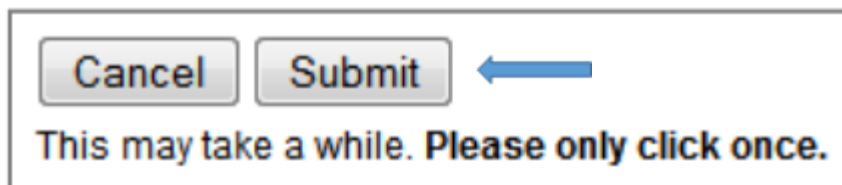
Uploading your entry may take a few minutes. If clicking on Submit does not take you to a new page after a while, scroll to the top and check for error messages:

✖ The 'Keywords' field cannot be blank.
✖ The 'First Advisor' field cannot be blank.
✖ The 'Abstract' field cannot be blank.
✖ The 'Title' field cannot be blank.
✖ The 'Date Of Award' field cannot be blank.
✖ You must choose yes or no for 'Upload Full Text'.

e. If your upload was successful, you will be taken to a page that resembles the following:

ADMINISTRATION AND RESEARCH CREATIVE WORKS

Congratulations, you have successfully uploaded your entry!

You may revise the submission if necessary, or to return to your account page and logout, click on the **My Account** button at the top of the screen.

On the My Account page you can:

Log out, manage your account settings, look at your Dashboard Tools or View the status of your submissions

At this point, the system will notify the Electronic Services Librarian of your submission, and when they approve it, you will receive notification.

Additionally, you will also receive monthly emails after your entry is posted; alerting you to the number of downloads your entry has received.

If you have any questions regarding the process, please contact:

Alicia Starr

Electronic Services Librarian

Lake Macquarie Campus Library

Avondale University College

(02) 4980 2282

alicia.starr@avondale.edu.au