Encyclopedia of Seventh-day Adventists Submission Guide

Step 1: Create an account in Research Online @ Avondale

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

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

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)

⚠ 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 entry to the Encyclopedia of Seventh-day Adventists

a. After creating your account, return to the Encyclopedia of Seventh-day Adventists repository home page at: https://research.avondale.edu.au/esda/

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

Enter the Entry Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").

REQUIRED AUTHOR

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

REQUIRED DOCUMENT TYPE

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

REQUIRED PUBLICATION DATE

Year is required but all other fields are optional. i.e. 2020

ENCYCLOPEDIA TITLE

Type in text box Encyclopedia of Seventh-day Adventists

ISSN

Type ISSN in text box i.e. 2690-8514

KEYWORDS

Type in text box keywords and keyword phrases and separate with commas (choose words that summarize the concept and content)

ABSTRACT

Type the text of your abstract into the text box.

DISCIPLINES

Religion is preselected, you can add additional categories by clicking in the left sidebar and double click Select.

ANZSRC / FOR CODE

Use the plus icons to navigate the two, four, and six digit FOR codes. Double click to select the appropriate codes

REPORTABLE ITEMS

Use the drop-down menu to choose the B1 option

FIELD OF EDUCATION (FOE)

Choose Society and Culture from the drop-down menu

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.

AVONDALE RESEARCH CENTRE

Use the drop-down menu to choose the Scripture, Spirituality and Society Research Centre (per Rob McIver request)

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.

COVER IMAGE

If you have an image you would like to include with your submission (as allowed under copyright) then choose Upload a cover image and select your image
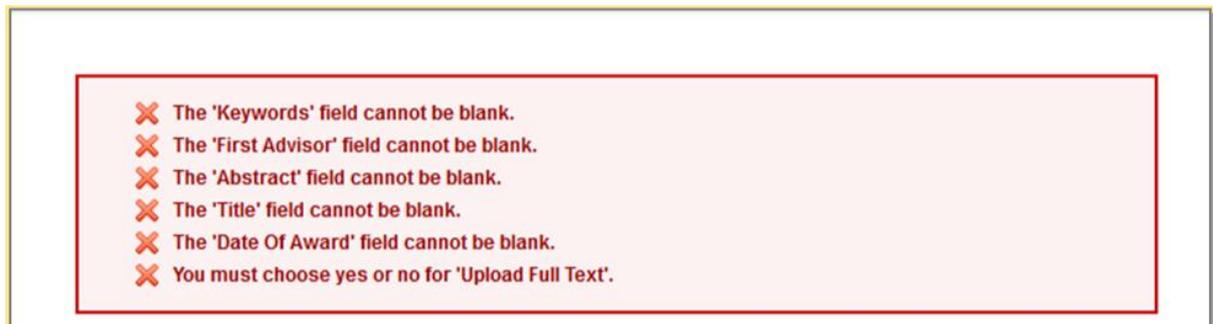
UPLOAD FILE

Choose Link out to file on remote site and add the url link from the online version of Encyclopedia of Seventh-day Adventists for **your entry** to the box.

Click to submit your entry to Research Online @ Avondale.
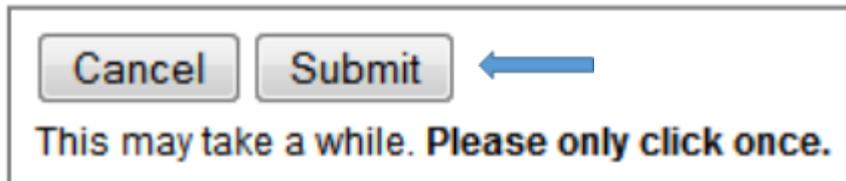
Uploading your entry may take a few minutes. If clicking on Submit does not take you to a new page after a while, scroll to the top and check for error messages:

> ✖ 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:

ENCYCLOPEDIA OF SEVENTH-DAY ADVENTISTS

> You have successfully uploaded:
> An entry

 Revise submission

 Make another submission

 Manage all submissions

Submission Metadata

Metadata Field	Value
Title	An entry
Author	**Alicia Renee Starr**, *Avondale College of Higher Education*
Author Faculty (Discipline)	Education
Document Type	Encyclopedia Entry
Encyclopedia Title	- empty -

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

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