

6-2018

Submitting Data to the Institutional Repository

Denise I. O'Shea

Montclair State University, oshead@montclair.edu

Follow this and additional works at: <https://digitalcommons.montclair.edu/spraguelib-facpubs>

Part of the [Scholarly Communication Commons](#)

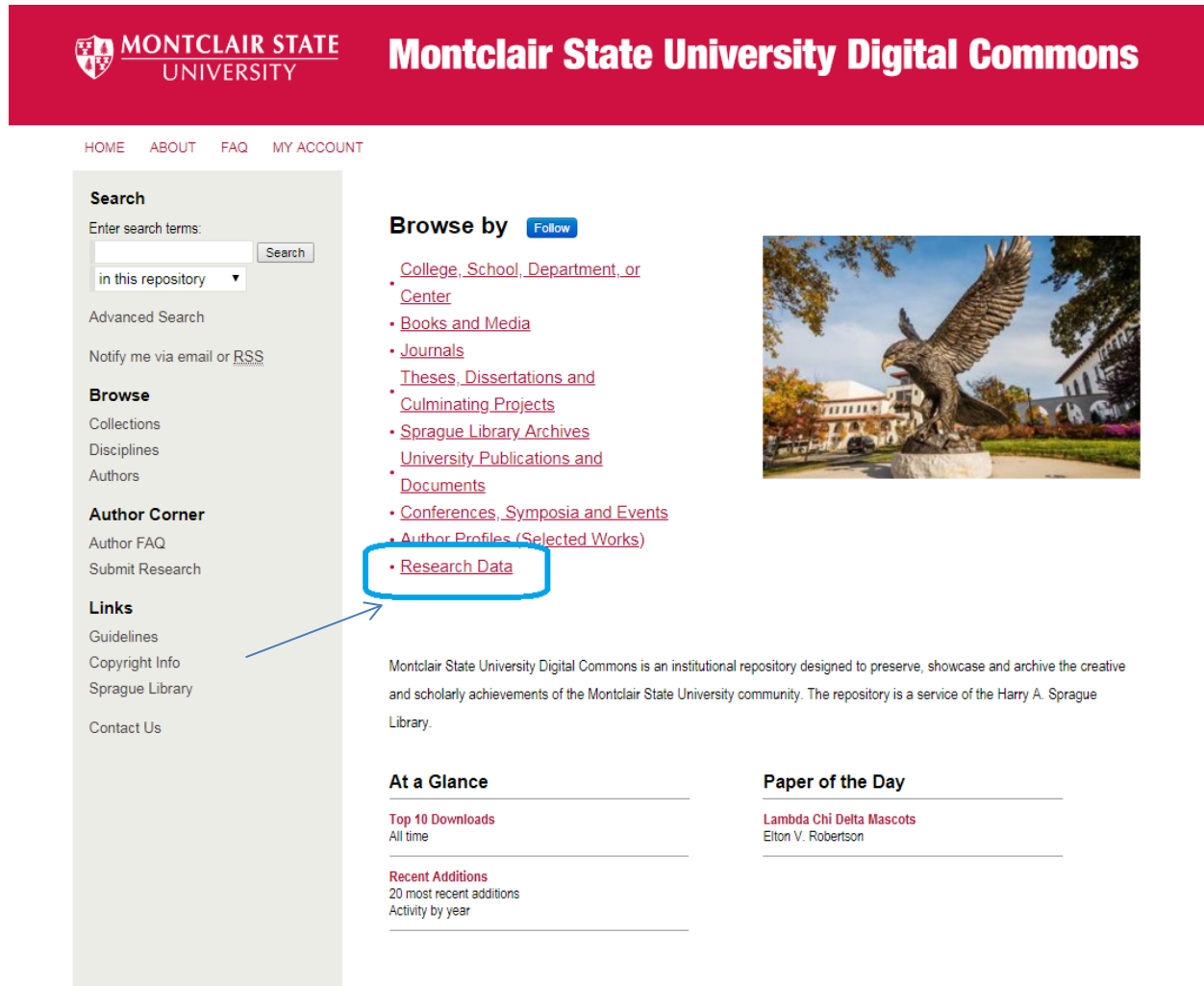
MSU Digital Commons Citation

O'Shea, Denise I., "Submitting Data to the Institutional Repository" (2018). *Sprague Library Scholarship and Creative Works*. 35.
<https://digitalcommons.montclair.edu/spraguelib-facpubs/35>

This Article is brought to you for free and open access by the Sprague Library at Montclair State University Digital Commons. It has been accepted for inclusion in Sprague Library Scholarship and Creative Works by an authorized administrator of Montclair State University Digital Commons. For more information, please contact digitalcommons@montclair.edu.

Submitting Data to the Institutional Repository

Visit the Montclair State University Digital Commons site at: <https://digitalcommons.montclair.edu/> .
Login to the site and click on the 'Research Data' link on the homepage.



MONTCLAIR STATE UNIVERSITY **Montclair State University Digital Commons**


HOME ABOUT FAQ MY ACCOUNT

Search
Enter search terms:

in this repository ▾
Advanced Search
Notify me via email or [RSS](#)

Browse by

- [College, School, Department, or Center](#)
- [Books and Media](#)
- [Journals](#)
- [Theses, Dissertations and Culminating Projects](#)
- [Sprague Library Archives](#)
- [University Publications and Documents](#)
- [Conferences, Symposia and Events](#)
- [Author Profiles \(Selected Works\)](#)
- [Research Data](#)



Author Corner
Author FAQ
Submit Research

Links
Guidelines
Copyright Info
Sprague Library
Contact Us

Montclair State University Digital Commons is an institutional repository designed to preserve, showcase and archive the creative and scholarly achievements of the Montclair State University community. The repository is a service of the Harry A. Sprague Library.

At a Glance

Top 10 Downloads
All time

Recent Additions
20 most recent additions
Activity by year

Paper of the Day

Lambda Chi Delta Mascots
Elton V. Robertson

Next, click the 'Submit Research' link on the left navigation bar:

The screenshot shows the Montclair State University Digital Commons homepage. The header includes the university logo and the text "Montclair State University Digital Commons". Below the header is a navigation bar with links for HOME, ABOUT, FAQ, and MY ACCOUNT. On the left side, there is a search bar and a navigation menu. The "Author Corner" section is highlighted with a blue circle, and the "Submit Research" link is pointed to by a blue arrow. The main content area displays "RESEARCH DATA" and "Submissions from 2018" with a list of items, including "Montclair Map Task Corpus" by Jennifer S. Pardo.

Finally, fill out the Research Data Submission form and upload or link to your datasets:

The screenshot shows the Research Data Submission form. The form is titled "RESEARCH DATA" and includes several sections: "REQUIRED Title", "REQUIRED Authors", and "REQUIRED College/School". The "Title" section has a text input field and a note: "Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*". The "Authors" section has a search bar and a list of authors, including "Denise I. O'Shea, Montclair State University". The "College/School" section has a dropdown menu with "College of the Arts" selected.

Uploading Your Files

Upload file: Select from one of the three options, and follow instructions or the selected option. *We recommend the upload of files when possible.*

Additional Files: If you have additional files to be uploaded, please check the box. You will have an opportunity to upload those files on the next screen.

Submit: Upon completion and review of the form, select “Submit”.

For larger files, it may take a while for the files to upload into the system.

Upon completed submission you will see a screen similar to the one on the right.

Please review the “Submission Metadata” for accuracy and completeness.

You will be able to make revisions until the time the item is posted to the MSU Institutional Repository. After the material is posted, to make revisions, please contact the administrator at digitalcommons@montclair.edu.

REQUIRED Upload File

Full text of submission:

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

Additional Files

Please check this if you'd like to add additional files

This may take a while. **Please only click once.**

SPRAGUE LIBRARY SCHOLARSHIP AND CREATIVE WORKS

You have successfully revised:
[Library Leadership in a Digital Age: A Report from the 2018 Harvard Program](#)

Submission Metadata

Metadata Field	Value
Title	Library Leadership in a Digital Age: A Report from the 2018 Harvard Program
Authors	Denise I. O'Shea, <i>Montclair State University</i>
Document Type	Article
Publication Date	3-26-2016
Keywords	libraries, leadership, machine learning, automation
Disciplines	Library and Information Science
Abstract	
Comments	- empty -
DOI	- empty -
MSU Digital Commons Citation	- empty -
Published Citation	- empty -
Upload File	Download
Update Submission	Revision

Following the submission of your data, the administrators of the MSU Institutional Repository will review for completeness and will post the Repository as soon as possible, usually within 2-3 days (excluding weekends and University holidays).

If you have questions about submitting data to the MSU Institutional Repository, please do not hesitate to contact your liaison librarian or the Repository administrators (digitalcommons@montclair.edu).