ScholarBank@NUS
User Guide for Publication Submission

GETTING STARTED

1. Go to ScholarBank@NUS and click on “Deposit”. Use your NUSNET credentials to log in.

2. Read the “Declaration” and “Important information about submitting your work” carefully before you proceed

3. Select “Staff > Staff Publications” under “Select collections” and click on “Manual submission”
DESCRIBE YOUR PUBLICATION

1. Enter the names of the author/s. You are recommended to do a search from our researcher profiles registry. Use the “+ Add More” button to add more authors.

- Use the Author Lookup tool (magnifier icon) to search for NUS authors. Names of non-NUS authors can be typed in.
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- You can search by name, RP Number, NUSNET ID, and Department. (combined search is allowed)
- Select the correct name from search results.
- Click on “Accept”

2. Do a search and select the departments of the author/s. Apply “Ctrl + Click” or “Command + Click” to select more than one department.
3. Provide a title for your publication (for e.g. article title, conference paper title, etc.)

4. Enter the source title that your publication is found in (for e.g. Journal of Neuroscience)

5. Enter the date of publication.

6. Enter the Grant ID and Funding Agency of your study/project (if applicable).

7. Enter the series name and report number in the respective boxes, if applicable (for e.g. Technical Report Series, 993)

8. Enter the DOI of your publication (if applicable).
9. Enter the most appropriate subjects for your publication by using the autosuggest feature. Use the “+ Add More” button to assign more than one subject.

10. Enter the WBS Code associated with your study/project (if applicable). This information is for internal use only.

11. Enter DOI/URI of related datasets to link the record of your publication to the associated dataset (if applicable). Use the “+ Add More” button to add more identifiers of the datasets.

4. To enhance the record of your deposit, you are welcome to add more relevant descriptions to your dataset. Select the appropriate tags from the drop-down list and enter the descriptions. Use the “+ Add More” button to add more than one type of description.
SELECT A LICENSE FOR YOUR PUBLICATION

1. You may add a Creative Commons License to your submission to dictate how your work may be reused. Please do refer to any relevant publisher’s contract when making this selection, if applicable.

2. Please contact us via ScholarBank@nus.edu.sg for further assistance if you have questions about this issue.

UPLOAD YOUR DATA FILES

1. Click “Select a file or drag & drop files ...” to select data files to upload. For files larger than 1GB, please contact us via ScholarBank@nus.edu.sg for further assistance.
2. Make sure all your files are successfully uploaded with shown and proceed to next step.

![Files To Upload Table]

3. Click on “Next”

4. **Add Another File** allows you to add another file(s).

**DESCRIBE YOUR FILES/BITSTREAMS**

1. Make sure the appropriate license (named as “License.rtf”) you selected is attached.

![Submit: File Uploaded Successfully]

2. Enter description(s) for your file(s)/bitstream(s)
   
i. Click on “Insert description”

![Insert description Button]

ii. Click on “Ok” to save your description(s)
iii. Click on “Change” if you want to make changes to your description(s)

3. Select appropriate online viewer(s) based on the format of your file(s)/bitstream(s)

   i. Select the appropriate viewer for your file based on instructions. For a file in a format not listed in the drop-down list, e.g. .pdf, .txt, please keep it as “Default viewer”.

4. The default access setting for data files submitted to ScholarBank@NUS is “OPEN”.

   If you are not ready to open your files at the time of submission, please apply an embargo setting. Your files will not be open to the public until the embargo date you set.

      i. Check the box of “embargo date (available on)” and select the date you wish to open your files.
ii. Click on “Ok” to save access setting for the particular file/bitstream, or click on “Apply to all files” to apply the specified access setting to all files/bitstreams.

COMPLETE YOUR SUBMISSION

1. Click on “Complete” after verifying your submission details
2. You will see the following confirmation message after your submission.

Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My OSpace page.

3. Our staff will review and process your submitted publication and metadata information within 15 working days after your submission is received.
4. You will receive an email notification with a URI generated for your publication if your submission is approved.
5. You will receive an email notification with the reason for rejection if your submission is not approved by our staff. You may contact us via ScholarBank@nus.edu.sg for further assistance.