



Video Transcript: Manually Uploading Back Content in a Digital Commons Journal

Video Duration: 5 minutes, 57 seconds

[Opening title card]

Hello and welcome to the Manually Uploading Back Content in a Digital Commons Journal training video. This video will show journal editors how to upload previously published articles into their Digital Commons journal.

[Editor's My Account page]

After you've logged in and reached the My Account page, you can scroll down to where your journal is listed, and click on the "Upload" link. This link will take you to the "Upload Submission" form.

[Upload submission form first screen – Add Authors]

First, we'll need to add an author. Now normally, if we were submitting an article as an author, we would be taken to a Submission Agreement form, but since we're logged in as an editor, we've skipped over the Submission Instructions and Submission Agreement form.

Instead, we'll just include our author's email address here and then click "Add Author." If we add an author who already has a bepress account, then our list will be prepopulated with the information already associated with that account, including name and institutional affiliation, if they have one. However, if we add an author who does not have a bepress account, we'll have to add in that information manually.

[Author detail screen]

Once we click "Add Author," we'll be taken to the "Author Detail" page, where you can add in the First Name, Last Name, and Institutional Affiliation. Once you've input that information, you can click "Add to list of authors" to add this author as a co-author.

[Back to upload submission form first screen – Add Authors]

Now we have two author's here, and we can also change the order in which they appear, or we can delete one of the authors if we need to, or edit their information by clicking one of these two buttons. Let's go ahead and proceed by clicking the "Continue" button.

[Upload submission form main screen]

Now we've reached the Upload submission form. This is where you'll enter metadata for the article, including the article Title and the Short Title, if necessary. Keep in mind that most back-content will already have pre-formatted headers and footers. The Short Title should only be used if you're using bepress-generated headers and footers, so let us know if that's true or not.

The next field is the Publication Date field. This is especially important for back-content to make sure that it's displayed correctly. Enter the date that the article was originally published. There's no need to worry if you don't have the exact date; only the year is required in this field.

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The next field is the Document Type field. This field can be used to create headings for your journal issue's table of contents and can be customized to fit your journal's needs.

Next, we have the Keywords field. You can input any terms or phrases to describe the content of your article, separated by commas. These are generally things that one might search for in a search engine.

Next we'll choose some Disciplines from the Digital Commons Disciplines Taxonomy. We have a few disciplines pre-selected here, and we can add or remove them as fits the article. Please note that this is a controlled-vocabulary list, so unlike other metadata fields on the upload submission form, it cannot be customized.

The next field is the Abstract, where we'll input our abstract for the article. What I like about this field is that you can edit the text using a Rich Text Editor, making it bold, italic, or even adding HTML. This is especially helpful for mathematical papers that may use special notations in their abstract.

Here we can enter a Footnote or an Acknowledgement to appear on the Cover Page of the published article. Since you'll be uploading back-content on behalf of authors, this field may not be necessary and we can always remove it for you, if you'd like.

Finally, we'll upload the full-text of the article either directly from our computer or from a remote site, if we already have the document hosted on another server. Let's go ahead and upload the file from our computer. Note that our system can accept Word document, RTF, or PDF files and will automatically convert them to a PDF file that includes the bepress-generated cover page.

Now that we finished filling out the submission form, let's click "Submit." Please note that if you would like to add or remove metadata fields, make them required or not, or change the way that any fields appear on your journal's submission form, you can contact us at Consulting Services.

[Submission confirmation screen]

Now the system will upload our document and take us to the confirmation page, where we see an overview of the metadata that we've just submitted. We have a number of options here. We can revise the submission, if needed. We can upload additional files, such as sound files or image files, datasets. We can also log out or we can return to the My Account page so we can easily access our editorial tools.

[My Account page]

The article we've just uploaded is now waiting in Manage Submissions, where we can review the metadata and full-text, make revisions if needed, and finally assign it to an issue and publish it.

[Manage Submissions screen]

On the default Manage Submissions screen, we see submissions in the journal that have not yet been published, and are either assigned to us or are not assigned to any editor at all. We can change what shows up on this page simply by changing the "State" or the Assigned Editor. We can also search for a particular article using these two drop-down menus below, in the third row of the screen. The default is search by "Last Name," but we can also change this to "Title," for example.

Once we've found the article we're looking for, we can go ahead and click on its title to be taken to the "Submission Details" page.

[Submission Details page]

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Here we can see the metadata we entered for the article and check the full-text document by clicking on the "Download" link below.

Now we can see our freshly uploaded article with its new cover page.

[Clicks "Download" link to briefly view cover page, then returns to Submissions Details page]

If we need to make changes at this point, we can use the "Revise Submission" link in the sidebar.

This concludes the individual article upload tutorial for back content in a Digital Commons journal.

[Closing title card showing contact information for Consulting Services: dc-support@bepress.com; 510-665-1200, option 2]

For the final publication steps, please see either the "Author Approval and Publishing Incrementally" video or the "Publishing by Closing Issue" video.

As always, please contact Consulting Services with any questions or requests. We look forward to hearing from you. Have a great day.