

## How to submit your research report or paper to the Research Library – a guide for authors

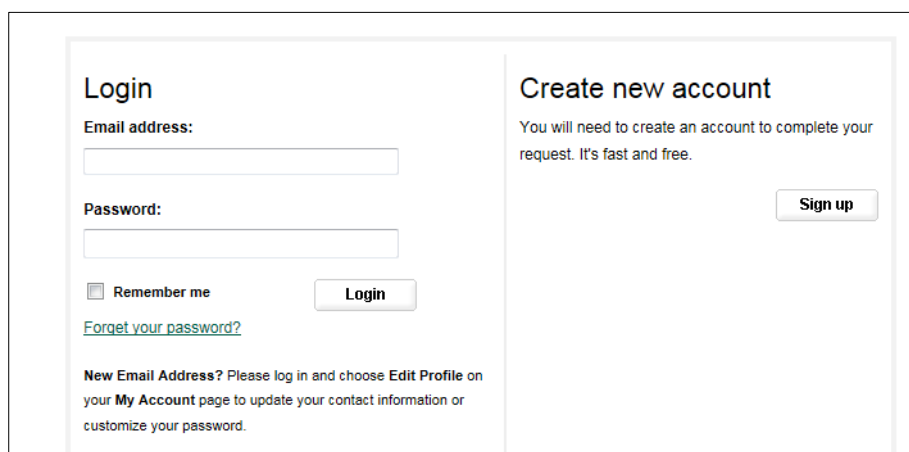
The Research Library repository has been established to hold research reports and papers published during 2010 and prior in PDF format. Any Word documents submitted will be converted by the system to PDF. Any document produced post-2010 is not to be submitted to the repository but is required to be converted to HTML and put into the DAFWA public website.

Go to the Research Library home page <http://researchlibrary.agric.wa.gov.au/> and click on “Submit research” from the Author Corner section on the right-hand sidebar.



The screenshot shows the Research Library website interface. On the left, there is a 'Browse research' section with a 'Follow' button and a link to 'Publication by series'. The main content area describes the Research Library as a public repository of research produced by the staff of the Department of Agriculture and Food, Western Australia (DAFWA). It also mentions that final reports submitted to the State Natural Resource Management (NRM) Office as a result of its community grants program are included. On the right-hand sidebar, there is an 'Authors' section with a sub-section 'Author Corner'. Within 'Author Corner', the 'Submit research' link is circled in red. Below 'Author Corner' are links for 'Author FAQ' and 'Links'.

The first time you try to make a submission, you will be prompted to create a new account:



The screenshot shows a login and account creation form. On the left, the 'Login' section includes fields for 'Email address:' and 'Password:', a 'Remember me' checkbox, and a 'Login' button. Below these fields is a link for 'Forget your password?'. At the bottom of the login section, there is a note: 'New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.' On the right, the 'Create new account' section includes the text 'You will need to create an account to complete your request. It's fast and free.' and a 'Sign up' button.

If you have already created an account, then log in and tick the “Remember me” box if you wish to avoid having to log in each time you wish to submit a document.

On the “Submit Your Research” page, select the series into which you wish to upload your document. If you are in any doubt as to where your document should reside, please contact the repository Administrator for guidance. Failure to submit to the correct series may require you to resubmit your document.



Each series has its own unique submission form which has to be completed. Required fields are highlighted in red and are marked as such. Keywords, abstract and disciplines (subject areas) are optional. Completing these fields, however, will enhance the discovery and retrieval of your document.



### Authors and their email addresses

Your name will default as the first author in the Author’s input box along with your email address. You can add additional authors by clicking on the green plus sign in this field:

## REQUIRED Authors


Search For An Author Using: Last Name, First Name, Email, or Institution

1 (vicki.mackay@agric.wa.gov.au) Vicki Mackay  

2  

Email	First	Middle	Last	Suffix	Institution
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search..."/>

Corporate



Only first and last name are required. Adding an author's email address will ensure that they are notified automatically when submissions are loaded and available, and also that they will also receive monthly notifications of the number of downloads of their document(s). If an author is corporate (eg. an institution, university, government department, etc), please tick the appropriate box. Continue to use the "Add Author" button until all authors are listed.

### Title

The title should be entered in sentence case, i.e. please only capitalise the first letter of the first word of the title and proper nouns.

### Date

Use the date of the publication (or submission date if the date is not apparent on the publication). Only the year is a required field.

### Keywords

Add as many as you feel appropriate, separated by commas.

### Abstract

This can be copied and pasted from the PDF. Abstracts are also known as summaries.

### File

Download the file onto your hard drive and select the appropriate upload option from the list on the submission form. The main document will be uploaded first (and will appear under the "Download Complete Report/Bulletin/Article" button, depending on the series into which you're uploading). If your document is also available in multiple parts, please tick the "Individual Parts" box and you will be prompted to upload another file at the next screen. These additional files will appear at the end of the document under the heading "Download Individual parts".

**REQUIRED** Upload File

---

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

---

### Individual Parts

Please check this if you'd like to add individual parts

---

#### **Publisher information** (if applicable)

This information is required if the document has been published in a peer-reviewed journal and will only appear on the journal article submission form.

#### **Final steps**

When you have completed all the fields and provided the file location on your computer's hard drive, click **once** on the "Submit" button at the bottom of the screen. A preview box will appear, and there may be an opportunity to load additional files (if you have ticked the appropriate box) or to make another submission. You may use the **Submit another document** link if you have more than one document to upload.