



# DIRECT DEPOSIT

## Why Deposit Your Work in Research Showcase?

Research Showcase is Carnegie Mellon University's open access repository for faculty and graduate student research and selected undergraduate student work. The repository contains journal articles, books chapters, conference papers and presentations, technical reports, dissertations, and theses. See the FAQ on Research Showcase for more information.

Carnegie Mellon strongly encourages researchers to make their work available open access because open access increases discovery, use, and citations. Content in Research Showcase is indexed regularly by Google and other Internet search engines, preserved for posterity by the University Libraries, and provided with a permanent URL that will not break.

Research Showcase provides authors who deposit their work with a monthly report of download statistics. They have ongoing access to their usage statistics from the Author Dashboard.

## Research Showcase Direct Deposit

Current Carnegie Mellon faculty and graduate students are authorized to deposit their work directly into Research Showcase. Undergraduate student work is mediated by the University Libraries. Alternatively you can have your work deposited for you.

Before you deposit your work in Research Showcase, make sure it is in the correct format. Text documents should be .pdf or .doc files. If the work has been published, check the SHERPA/RoMEO database of publisher policies at <http://www.sherpa.ac.uk/romeo/> to confirm the publisher allows repository deposits. Many publishers allow deposits of author manuscripts, but not the publisher's PDF.

## Instructions

1. Go to the Research Showcase homepage at <http://repository.cmu.edu/>
2. Click Submit Research in the left navigation under the Author Corner heading, or go directly to [http://repository.cmu.edu/submit\\_research.html](http://repository.cmu.edu/submit_research.html).
3. Choose your primary department from the list provided.
4. Read the Submission Agreement, check the box if you agree to the terms, then click Continue.
5. Log in:
  - If you have a bepress (Research Showcase) account, log in with your bepress email address and password.

- If you don't have a bepress account:
  - Click Sign Up, enter your name, the email address to which you want usage reports to be sent, and your institutional affiliation.
  - Provide a **username and password for use in Research Showcase. Do not use your Andrew ID and password in Research Showcase.**
  - You will be sent a confirmation email to activate and log into your account before you can deposit any material in Research Showcase.

6. Complete the Submission Form. Required fields are noted in red:

- **Authors** – Your name will be automatically entered as an author. You can search for additional CMU authors, add additional authors, and reorder author names as needed.
- **Title** – Enter the title of the work you want to deposit. Use headline format, e.g., The Scholarly Communications Crisis.
- **Keywords** – Provide optional descriptors separated by commas.
- **Date of Original Version** – Enter at least the year the work was created. If no date is entered, the default is today's date.
- **Type** – Select the work type from the menu, e.g., article, conference proceeding, etc.
- **Format** – Select the format from the menu and enter the file extension in the box below the menu. For example, select Text and enter .pdf or .doc. Choose the appropriate file extension for a non-text submission.
- **Language** – English is the default. Other languages can be selected from the menu.
- **Publisher** – Enter the publisher's name, if applicable.
- **Published in** – Enter the complete citation of published work.
- **Abstract or Table of Contents** – Enter an abstract or table of contents for the work.
- **Streaming Media** – If submitting a digital video or audio file, enter a URL to the media. Research Showcase will link to the file, e.g., on YouTube, Vimeo, or another server. Select the appropriate file format from the menu.
- **Upload file** – Choose the appropriate option for what you want to do.
  - To upload a file from your computer, select Upload file, then browse and attach.
  - To upload a file from a website, select Import file, then enter the link to the document.
  - To link to a website, rather than upload a file into Research Showcase, select Link out, then enter the link.
- **Comments** – Enter any additional text you want displayed, e.g. Presented at the 125<sup>th</sup> Annual Meeting of the American Historical Association.
- **Publication Status** – If your paper has been published, click Yes.

7. Click Submit at the bottom of the Submission Form to enter the record into the Research Showcase system. If the submission meets repository requirements, it will be approved by the repository administrator and made available in Research Showcase.

After a paper is submitted, you cannot edit the metadata. To change the metadata, ask questions about the submission process, have your work deposited for you, or provide feedback, contact Katie Behrman, Research Showcase Outreach Coordinator, [kbehrman@andrew.cmu.edu](mailto:kbehrman@andrew.cmu.edu), 412-268-2536.