

## Quick Guide for Depositors

### Before you can deposit papers, you need to register

If you haven't already registered, contact the ePrints team ([eprints@usq.edu.au](mailto:eprints@usq.edu.au)) to register to deposit papers. At least one of the authors must be USQ staff or USQ research student.

Once you have registered, you can log in to add papers to ePrints. Select **Login for Depositors** from the [USQ ePrints home page](#) and use your uConnect username and password.

**Begin the process to deposit a paper** – Once you log in, you will be in your workspace and can easily see what papers you have deposited in your User Workarea, Under Review (ie. Deposited, not yet checked), Live in USQ ePrints or Retired by checking or unchecking the boxes.

Select **New Item** and indicate the item type (ie book chapter, article, etc) to begin your record. Use the **Next >** or **< Previous** buttons to navigate through the tabs for the record – do not use the browser Back button.

### Upload a document

The **Author's final manuscript** (ie the final version as accepted for publication following peer review) is preferred for deposit, but please also deposit the **published version** if you have it, and any verification material you can supply, as this is required for Excellence in Research for Australia (ERA) and other reporting purposes. Please also include your **submitted version** as this is the version that can usually be made accessible.

Click on **Browse...** to locate your document, and then upload your document (pdf format preferred). Don't worry if you do not know your publisher's copyright policy. Deposit the paper and the Library will check the publisher's policy. A suitable access level will then be set which will determine if the paper is available open access.

### Information to add about your document

Enter the information about your document providing as much detail as possible on the **Bibliographic Information, Abstract and Keywords, and FoR** tabs. If a field is not relevant, leave it blank (compulsory fields are marked with a star ★). For more information about a field, click on the question mark ? located at the right-hand side of each field.

### Complete the deposit

When the record is accurate and complete, select **Deposit Item Now**. Your ePrints record will be checked by the ePrints team and will be made publicly available. ePrints staff will process your paper as soon as possible, but there may be delays in processing your paper in peak times. You can locate the item you just deposited by returning to **Manage Deposits** and selecting the **Under Review** box.

### Need help or advice?

The ePrints team can help you – go to <http://www.usq.edu.au/eprints> for FAQs or contact the USQ ePrints Editor at [library.eprints@usq.edu.au](mailto:library.eprints@usq.edu.au)

### Tips to speed up processing of your paper in ePrints:

- Attach submitted version, accepted version and published version of your paper
- Submit pdf versions of the papers
- Complete as much bibliographic detail as possible
- Fill in the Keywords, abstract and FoR (Field of Research) code

UNIVERSITY OF SOUTHERN QUEENSLAND **USQ ePrints**

Home About Browse

[Login for Depositors](#)

Welcome to USQ ePrints

Search by keyword or use the Advance search option

DEPOSIT INFORMATION HELP RESOURCES

USQ research to the world: Open access to the scholarly and research output of USQ

**New item:**

UNIVERSITY OF SOUTHERN QUEENSLAND **USQ ePrints**

Home About Browse

Click here to see all records you have submitted to ePrints or have in draft

Manage deposits | Saved searches | Logout

Search USQ ePrints archive

Edit item: **Article (Commonwealth Reporting Category C) #30058**

Type → Upload → **Bibliographic Information** → Abstract and Keywords → FoR → Notes → Deposit

< Previous Save and Return Cancel Next >

Complete relevant fields with as much detail as possible.

Fields with this star are compulsory fields.

Provide details such as bibliographic information, abstract, keywords, and Field of Research (FoR). Click on "Deposit Item Now" button to complete the deposit process.

Click on the question marks for more details about each field.

Faculty / Department / School: No Faculty

Centre Name: UNSPECIFIED

Funding Details: UNSPECIFIED