QUT ePrints Deposit Guide for Creative Works

Is the item eligible?

At least one of the creators/authors must be a current QUT staff member or QUT postgraduate student when the item is deposited (not necessarily when it was created) and the item must be an output of research.

- A brief description of the *research component* must be provided in the abstract field to provide context.
- A more detailed 'research statement' (for assessment purposes) may be uploaded as a second file. This file can be made public or it can be restricted to administrators.
- A representation of the creative work must be uploaded or a link to a publicly accessible online source must be provided.

Deposit process

Go to QUT ePrints (http://eprints.qut.edu.au) and click on 'Deposit Research Now'. Use your normal QUT username and password to login.

1. Click on the 'New Item' button.

2. **Type** Select the option that best describes the type item you are depositing then move to Details screen.

3. **Details** Add a contact email address for one of the QUT creators and identify all the QUT authors on the paper by clicking the 'Yes' option below the family names. Add at least one QUT faculty and school affiliation (if all creators belong to same area, just the affiliation for one). Add information to all relevant fields. If any are inapplicable, leave them blank. Mandatory fields are 'starred'.

4. **Subjects & Keywords** Adding subjects and keywords is optional but recommended.

5. **Upload** Find and upload a file which is a representation of the Creative Work research output then expand the section (by clicking on the + symbol) to add information about *this* particular file.

   Content: What is it? Select relevant descriptor from the drop-down menu or select 'Other' and then use the 'Content Description' box to provide your own description.

   Format: Select format from drop down menu or select 'Other' and add format to the 'Description' box.

   Visible to: Indicate the desired access level. Who is allowed to download it? Anyone, or just administrators?

   Licence: By applying a Creative Common Licence to an uploaded file, you can tell end-users what they can, and cannot do with the document. For example, if you wish to preclude commercial re-use, select CC-BY-NC. For a details explanation of the licences see: http://creativecommons.org/about/licenses/

6. If you have additional files (for this same work), use the file upload process a second time. Remember to add content, format, access and licence for the file. If there are no more files to upload, move to the Deposit stage.

   Deposit

Notes: To change or edit after depositing contact eprints@qut.edu.au. Large video files should be uploaded to QUT Media Warehouse https://mediawarehouse.qut.edu.au/QMW/ Add a link to the video as an 'Additional URL'. Files being uploaded for ERA must be no larger than 30MB. Your Liaison Librarian can also provide help and advice.

Last updated 26 April 2017