



Publish, share, and measure the impact of your research

Skip to:

[What is the repository?](#)

[How-To: Using the Repository](#)

1. [Accessing the repository](#)
2. [Adding your own publications](#)
3. [What happens when I submit a resource to the repository?](#)
4. [What's the difference between the repository and contributions links in my dashboard?](#)
5. [Do I give up my copyright if I offer my publications under a Creative Commons license?](#)
6. [What is a DOI, and can I delete it from a publication?](#)

[What are questions?](#)

What is the repository?

The repository is an open access space for users to upload any sort of publication. It is possible to set an embargo period on publications, if a publisher has requested one. Users will also be prompted to select a Creative Commons license for their work. Uploaded publications will be stored on Canadian servers.

Some examples of different kinds of publications uploaded to the Canadian HSS Commons:

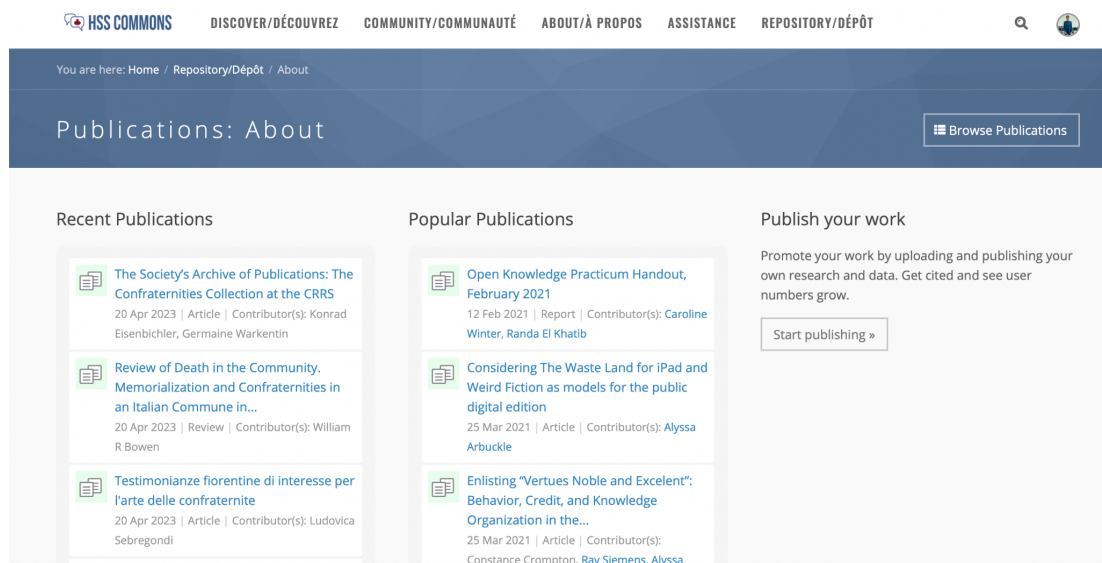
- Database: [Database of Unconventional Dissertation \[CSV\] -- Companion to Amell 2023](#)
- Video essay: [Digital Knowledge Commons: A Brief Introduction](#)
- Article: [Dispersed/Networked Open Social Discovery Research Applications for Humanistic Machine Learning & Topic Modelling](#)

How-To: Using the Repository

Looking for an easy way to create or read open access publications? The repository is a great way to access or add publications and other resources shared with the Canadian HSS Commons community.

Accessing the repository

1. Click the [Repository](#) tab in the top menu bar on any Canadian HSS Commons page.
2. You'll see **Recent Publications**, **Popular Publications**, an option for you to submit your own publications with [Upload publication >>](#), and in the top right, you'll also find a button to [Browse Publications](#).



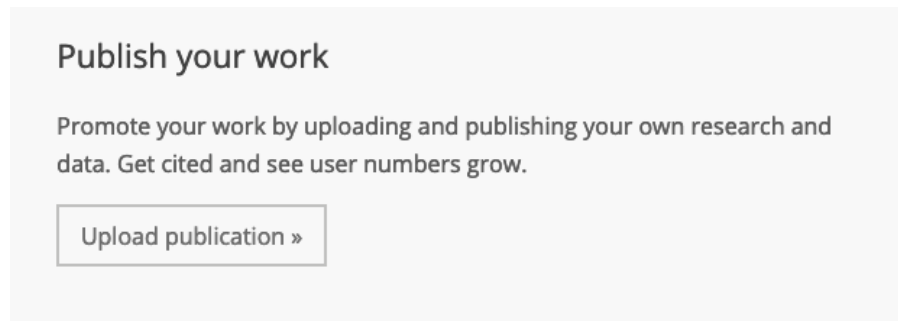
3. The [Browse Publications](#) feature is the best way to find what you are looking for. Simply search the repository using keywords, filter results by publication type, and sort results by ranking, date published, or alphabetically.

Adding your own publications

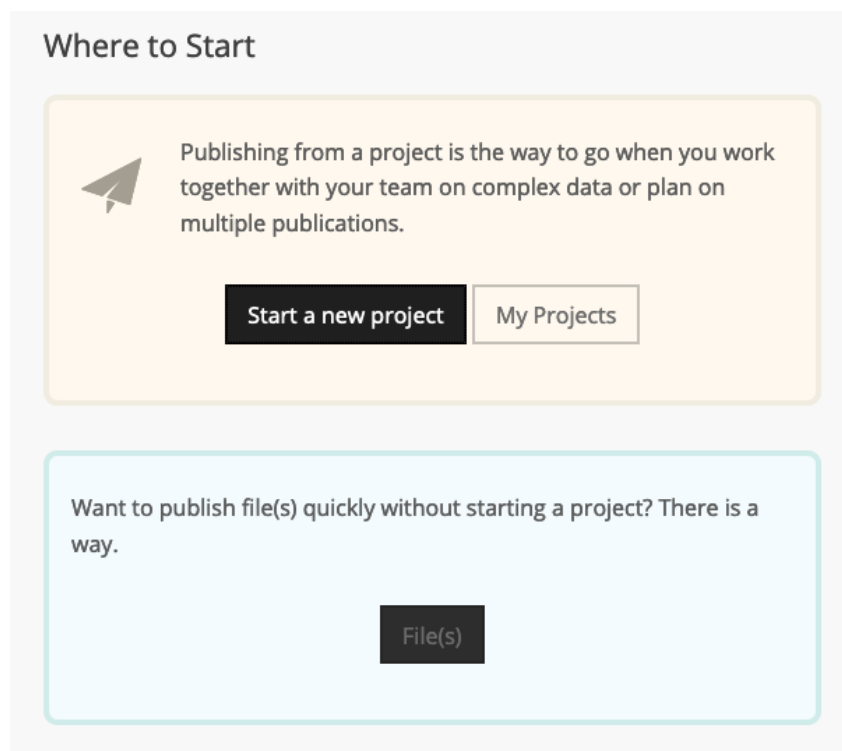
1. Before uploading a new publication to the repository, please ensure that:
 - The publication has a creative commons license, and that sharing is not prohibited by the publisher.
 - All authors are okay with the content being posted.
2. Download the publication in .pdf form from the available source if needed.
3. Click the [Repository](#) tab in the top menu bar on any Canadian HSS Commons page.



4. You'll see Recent Publications, Popular Publications, an option for you to submit your own publications with [Upload publication >>](#), and in the top right, you'll find a button to [Browse Publications](#).



5. Click [Upload publication >>](#).
6. On the left side of the screen, you can choose to upload a publication as part of a new or existing project or upload an individual publication separately. A project is used for collaboration with other users on the Canadian HSS Commons. To simply upload a publication, select [Files](#) in the light blue box.



7. Click **Add a file**.

My publications » "Untitled Draft (1)"

Versions » **Version 1.0 (draft)**

Content » Description Citations Authors Extras License Tags Notes

Let's work on publication content
Here is what's required:

☐ Primary File(s) REQUIRED

[+ Add a file](#)

Attach a file or a number of files to be bundled together

[Next](#)

[View publication page](#)

8. In the light blue box, click **Browse...**

Select Files for Publication

[save selection](#) [Cancel](#)

Select **one or more files** of any type:

Files selected from secondary connections will be copied to the master repository for publication.

pub-l6wy86pilo Master Repository

Need to add file(s)? **Quick Upload:**

[Browse...](#) No files selected. Put in [home directory](#) [Upload](#)

9. Select the file you wish to upload
10. On the right side of the light blue box, select **Upload**. The file name will appear in the middle with the file size.
11. Click the name of the file and make sure it is highlighted light blue and a green checkmark appears to the right.

Select Files for Publication

save selection Cancel

Select **one or more files** of any type:

Files selected from secondary connections will be copied to the master repository for publication.

pub-l6wy86pilo Master Repository

File name here 50 KB ✓

Need to add file(s)? **Quick Upload:**

Browse... No files selected. Put in home directory ✓ Upload

12. To add another file, simply select **Browse...** again and choose the file you wish to add. Select **Upload**, and once the second file appears, click the file name so that the green checkmark appears.
13. Once all files are uploaded and selected, click the green button that says **Save selection** at the top.
14. Press next to proceed to the **Description** tab
15. Add the publication title, subjects, and a description of the publication. This could be the abstract or a short summary.

My publications » "Untitled Draft (1)"

Versions » Version 1.0 (draft)

Content Description Citations Authors Extras License Tags Notes

Name and describe your publication
Here is what's required:

☐ Publication Title required
Untitled Draft (1)

☒ Publication Subjects [\[edit\]](#)

☐ Publication Description [\[edit\]](#)

✓ Apply changes → Next

Pick a descriptive yet concise publication title that will quickly tell users about its content.

[View publication page](#)

16. To add an author, click **Select author(s)**.

My publications » "Example"

Versions » Version 1.0 (draft)

Content Description Citations **Authors** Extras License Tags Notes

Who are the authors?
Build the author list

☐ Publication Authors REQUIRED

+ Select author(s)

Submitter*: XXXXXXXXXX

* Submitter info is shown on publication page, separately from author list

[< Back](#) [Next >](#)

[View publication page](#)

17. In the new window that appears, you can either look up an author by using their name or email or add them manually. In both cases, you will be required to fill out the author's institution before saving.

✕

Add a new author

Add a new author

Look up author by name (optional):

Enter name

First name*:

Last name*:

Institution*:

*Name and organization fields are required

add author

18. Repeat steps until all authors are added. Then, click **Next** to proceed to the **Extras** tab.

My publications » "Example"

Versions » Version 1.0 (draft)

Content Description Citations Authors **Extras** License Tags Notes

Let's jazz up the publication page
Add images/supporting docs:

☐ Image Gallery optional
 Attach image file(s) for publication gallery

☐ Supporting Docs optional
 Attach a file or a number of files

[< Back](#) [Next >](#)

19. Add all supporting images or documents by clicking Add a file. A similar window will appear as the one for uploading a publication.
20. In the light blue box, click **Browse...**

Select Files for Publication [save selection](#) [Cancel](#)

Select **one or more files** of any type:

Files selected from secondary connections will be copied to the master repository for publication.

pub-l6wy86pilo Master Repository

Need to add file(s)? **Quick Upload:**

[Browse...](#) No files selected. Put in [home directory](#) [Upload](#)

21. Select the file you wish to upload
22. On the right side of the light blue box, select **Upload**. The file name will appear in the middle with the file size.
23. Click the name of the file and make sure it is highlighted light blue and a green checkmark appears to the right.
24. On the right side of the light blue box, select **Upload**. The file name will appear in the middle with the file size.
25. Click the name of the file and make sure it is highlighted light blue and a green checkmark appears to the right.
26. Once all files are uploaded and selected, click the green button that says **Save selection** at the top.
27. Click **Next** to proceed to the **License** tab.

My publications » "Example"

Versions » Version 1.0 (draft)

Content Description Citations Authors Extras **License** Tags Notes

Choose License
Define copyright and terms of use:

☐ Publication License REQUIRED


[← Back](#) [✓ Apply changes](#) [→ Next](#)

[View publication page](#)


28. Click **Choose License**. A window will appear with various creative commons license options. For more information on creative commons licenses, see [How can I manage my intellectual property while still sharing with the Canadian HSS Commons community?](#)


Select a license [save selection](#) [Cancel](#)

Click on license name for more information.

 **CC0 - Creative Commons** ✓

CC0 enables scientists, educators, artists and other creators and owners of copyright- or database-protected content to waive those interests in their works and thereby place them as completely as possible in the public domain, so that others may freely build upon, enhance and reuse the works for any purposes without restriction under copyright or database law. [Read license terms >](#)

 **Creative Commons BY 4.0**

 **Creative Commons BY-NC 4.0**

29. Select the appropriate creative commons license and click **Save selection**.
30. Click **Next** to proceed to the **Tags** tab.

Versions » Version 1.0 (draft)

Content Description Citations Authors Extras License Tags Notes

Add tags
Make your publication more discoverable:

☐ **Publication Tags** REQUIRED
Enter tags

☒ **Publication Type**

- ☐ **Abstract**
A short description of a publication.
- ☐ **Article**
A research publication, most usually found in a journal, newspaper, or online publication.
- ☐ **Bibliography**
A collection of bibliographic citations on a specific topic or research area.
- ☐ **Book**
A long-form publication.
- ☐ **Book chapter**
A chapter in a larger book collection.

31. Type or copy and paste all of the appropriate tags for the publication, separating each tag with a comma.
32. Select the type of publication.
33. Click **Next** to proceed to the **Notes** tab.

My publications » "Example"

Versions » Version 1.0 (draft) - OK to submit

Content Description Citations Authors Extras License Tags Notes

Add version release notes
Has this item been published elsewhere, or would you like to add any other information about it?

☐ **Release Notes** OPTIONAL

Version release notes can include citations and/or URLs for previously published versions, statements about version limitations and differences, or any information that couldn't fit elsewhere.

Apply changes Next

[View publication page](#)

34. In the Release Notes text box, it is helpful to include some useful information about the publication, such as the original publication information. To include original publication info, you can use the following format:

Originally published in (name of publisher)

Date: mm/dd/yyyy

DOI: https://doi.org/example

License: (CC BY 4.0)

Original citation:

Full citation in bibliography format. We recommend using APA or Chicago.

Last name, First name. Title. Publisher, Edition, Volume, Number, Year, DOI/URL, pages.

My publications » "Example"

Versions » Version 1.0 (draft) - OK to submit

Content Description Citations Authors Extras License Tags Notes

Add version release notes
Has this item been published elsewhere, or would you like to add any other information about it?

☒ Release Notes OPTIONAL

Source **B** **I** **I** **U** **S**

Original publication information:
Originally published in KULA Vol. 3
Date: February 27, 2019
DOI: <https://doi.org/10.5334/kula.49>
License: (CC BY 4.0)
Original citation:
Seatter, Lindsey. "Towards Open Annotation: Examples and Experiments." Beyond Open: Implementing Social Scholarship, special collection of KULA: knowledge creation, dissemination, and preservation studies, vol. 3, no. 1, 2019, <http://doi.org/10.5334/kula.49>, 17pp.

Version release notes can include citations and/or URLs for previously published versions, statements about version limitations and differences, or any information that couldn't fit elsewhere.

☒ Apply changes

35. Click **Next** to review the publication submission.
36. Review the publication details.
37. Choose the publication settings, including the date the publication will become available on the Canadian HSS Commons and whether you would like to just submit a draft for now. Keep in mind that publishing will assign your submission a DOI and make it a permanent item in the Canadian HSS Commons repository, so make sure your submission is completely ready before publishing.
 - It is a good idea to keep the publication as a draft if you anticipate making changes. If you publish an item and need to make changes to the metadata for the item, get in touch with our team. Making edits to the content of your item will require submitting a new version. For more information, see [What happens when I submit a resource to the repository?](#)
38. Add any comments.
39. Review the [hsscommons Terms of Deposit](#) and check the box to agree to them.
40. Click the green Publish or **Submit draft** button.
41. A new page will appear showing a summary of the publication and some details about what you can do next.

Publications: Submit Did you know you can extend this publication and make it a project? [Learn more](#)

My publications » "Example"

Versions » Version 1.0 (draft) - OK to submit

Content Description Citations Authors Extras License Tags Notes

Example
Version 1.0 (draft)

Title: Example
Version label: 1.0 (default)
Version number: 1 [\[all versions\]](#)
Created: 29 Jun 2021 (1 hr ago)
Created by:
Primary Content: File(s)
Status: draft
URL: <https://hsscommons.ca/publications/178/1>
Click on version label to edit.

What's Next?

☒ Publish your work for the world to see!

☒ Changed your mind? You can [cancel](#) and [delete](#) this draft version.

My publications » "Example"

Versions » Version 1.0 (published)

Content Description Citations Authors Extras License Tags Notes

Example
Version 1.0 (published)

Title:	Example
Version label:	1.0 (default)
Version number:	1 [all versions]
Created:	29 Jun 2021 (1 hr ago)
Created by:	[REDACTED]
Primary Content:	File(s)
Status:	published
Submitted:	29 Jun 2021
Accepted:	29 Jun 2021 (less than a minute ago)
Public release date:	29 Jun 2021
URL:	https://hsscommons.ca/publications/178/1

Your options

- Watch usage statistics and follow user feedback. [View recent usage »](#)
- Add citations to integral or companion resources. [Add citations »](#)
- Changes required to content or main publication information? [start a new version.](#)

What happens when I submit a resource to the repository?

The repository is an open-access space for Canadian HSS Commons members to upload any sort of publication or resource. Submitting publications to the repository makes them digitally accessible through the Canadian HSS Commons. All submitted publications are assigned a digital object identifier (DOI) and are stored on Canadian servers. Once publications are assigned a DOI, they cannot be changed or deleted by the submitter. Please contact hsscommons@uvic.ca if you need to make changes to the metadata or if you would like a publication deleted.

If you need to update the core content of a publication, you can create a new version. To do this, navigate to the repository tab from your dashboard, select the publication you wish to update, and click **Create New Version**. Note that the new version will be assigned a new DOI and the previous versions will still be available.

Publications: Submit

Did you know you can extend this publication and make it a project? [Learn more »](#)

My publications » "Lack of Information Literacy as a Barrier to Open Access among..."

Versions » Version 1.0 (published)

Content Description Authors Extras License Tags Notes

Lack of Information Literacy as a Barrier to Open Access among Students and Scholars
Version 1.0 (published)

Title:	Lack of Information Literacy as a Barrier to Open Access among Students and Scholars
Version label:	1.0 (default)
Version number:	1 [all versions]
Created:	05 Apr 2023 (3 weeks ago)
Created by:	Alan Colin-Arce (alancolin)
Primary Content:	File(s)
Status:	published
DOI:	10.25547/N37D-5E54 [↔]
Submitted:	05 Apr 2023
Accepted:	05 Apr 2023 (3 weeks ago)

Your options

- Watch usage statistics and follow user feedback. [View recent usage »](#)
- Add citations to integral or companion resources. [Add citations »](#)
- Changes required to content or main publication information? [start a new version.](#)

What's the difference between the repository and contributions links in my dashboard?

If you click on My **Repository**, you'll see a complete list of all the items you have published in the repository, plus any unpublished drafts you've started working on. Essentially, the repository is a working space that keeps track of all your current publishing activities. Titles appear in the left-hand column, followed by the date each item was created, the version number, and the publication status.

By contrast, if you go to **Contributions**, you will see only the items from your personal repository that have been published and can be viewed by others; you won't see any drafts still in progress. If you click on the title of one of your contributions, it'll take you to the landing page for that publication in the Commons' general [repository](#).

When you look at the profile pages for [other members of the Canadian HSS Commons](#), you can click on their Contributions page and see what they've published or co-published.

Note: After you've clicked on someone's name to view their profile, you'll see a Contributions link in the menu on the left, but not a My Repository link (since that includes private drafts and is, therefore, something you can access only for your own account).

Do I give up my copyright if I offer my publications under a Creative Commons license?

You do not give up your copyright when you assign a Creative Commons license to your work. Rather, a Creative Commons license dictates how your work can be viewed, shared, and repurposed (or not). For more information about Creative Commons licensing, please visit [What is Creative Commons?](#) and [How Can I Manage My Intellectual Property while still Sharing with the Canadian HSS Commons Community?](#)

What are questions?

The Q&A is a great way to engage with and learn from the Canadian HSS Commons community. To respond to questions navigate to the [Questions and Answers](#) page found under the [Community](#) tab. You'll see a list of questions asked by members of the commons that you can respond to and vote on.

To answer a question, click on it, and select **Answer this question** from the box on the right side of the page if answers are still being accepted. Write your response, choose whether or not you would like to post anonymously, and click **Save**. Other members will be able to reply and vote on your response.

Questions and Answers

All Questions

Anonymous

1:24 pm

11 May 2022

1

0

Where can I learn more?

I'd like to learn more about digital research commons. Could you point me to some relevant resources?

1 Responses

Graham Jensen

3:56 pm

11 May 2022

0

0

Thanks for your interest, and thanks for this question! If you're interested in learning more about digital research commons, I'd recommend taking a look at some of the articles and videos collected here: <https://hsscommons.ca/blog/2021/07/further-reading>. I hope that helps!

Reply

Report abuse

ACCEPTING ANSWERS

Answer this question

To post your own question, click **New Question** from the [Questions and Answers](#) page or from the **My Questions** module on your dashboard.

You are here: [Home](#) / [Questions & Answers](#)

Questions and Answers

New Question

Enter keyword or phrase

Search

Everything

Questions I asked

Related to my contributions

Tagged with my interests

All

Open

Closed

Recent

Popular

ALL (1-3 OF 3)

When is the last time you experienced serendipity? (tell us about it... if you're willing!)

0

0

Asked by Kim Martin @ 6:27 am on 09 Jun 2022 • OPEN • 0

How does the HSS Commons address some of the challenges identified in this video essay?

1

0

Asked by Maggie MyLove Sardino @ 2:29 pm on 11 May 2022 • OPEN • 1

Where can I learn more?

1

0

Asked by Anonymous @ 1:24 pm on 11 May 2022 • OPEN • 1

Start 1 End

Display # 20 Results 1 - 3 of 3

NEED AN ANSWER?

Can't find an answer in our [Knowledge Base](#) or by Search? Ask your fellow Canadian HSS Commons members!

GET STARTED

[Learn more](#) about how to ask, answer, and discover questions.

Choose whether or not you would like to post anonymously, add relevant tags, give your question a title, add relevant details, and then click **Save**.

