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## Publish, share, and measure the impact of your research

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### What is the repository?

The repository is an open access space for users to upload any sort of publication. These publications can be freely downloaded. Some types of files, such as PDF, CSV, and MP4 files can be previewed on the site. 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:*

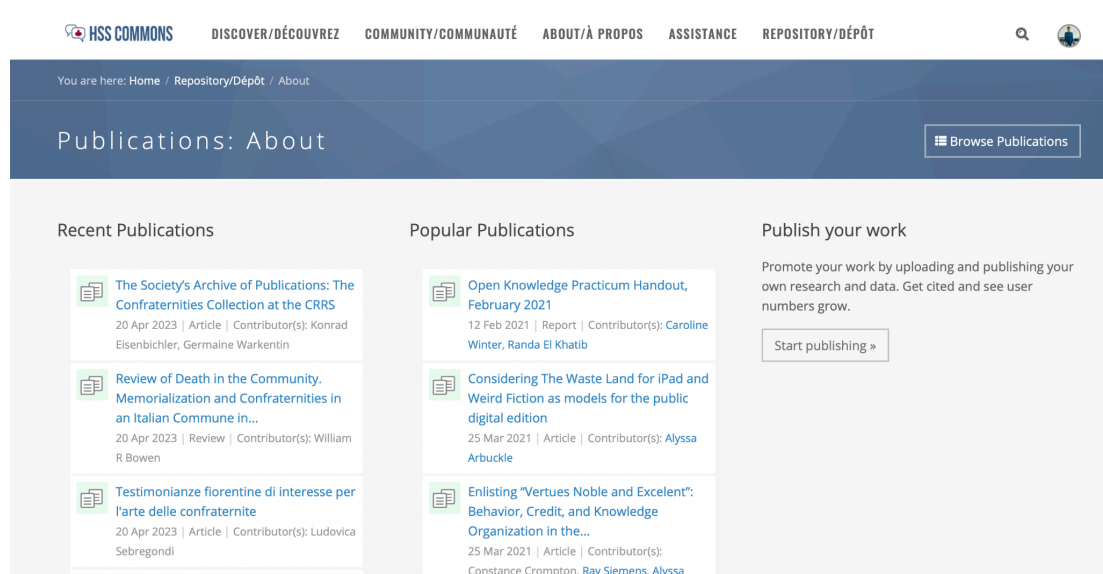
- **Database:** [Database of Unconventional Dissertation \[CSV\] -- Companion to Amell 2023](#)
- **Video essay:** [Digital Knowledge Commons: A Brief Introduction](#)
- **Article:** [Dispersed/Networked Open Social Discovery Research Applications for Humanistic Machine Learning & Topic Modelling](#)

# 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 [Start Publishing >>](#), 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 [Start publishing >>](#), and in the top right, you'll find a button to [Browse Publications](#).

HSS COMMONS DISCOVER/DÉCOUVREZ COMMUNITY/COMMUNAUTÉ ABOUT/À PROPOS ASSISTANCE REPOSITORY/DÉPÔT

You are here: Home / Repository/Dépôt / About

## Publications: About

[Browse Publications](#)

### What is the Repository?

The repository is an open access, not-for-profit space where you can freely share, access, re-purpose, and develop publications, educational resources, data, and other scholarly materials. You can also choose whether to make repository items public or private, assign them a [DOI](#), view usage statistics for your publications, and more!

#### Recent Publications

**Open, Digital Scholarship: Issues, Initiatives, and Research Commons in the Humanities and Social...**  
17 Nov 2023 | Presentation | Contributor(s): Ray Siemens, Alyssa Arbuckle, Kathleen Fitzpatrick, Gabriel Miller, Susan Haigh, Chad Gaffield

**Priorities in Open Scholarship: Researchers (Featured Panel)**  
17 Nov 2023 | Presentation | Contributor(s): Tully Barnett, Susan Brown, Constance Crompton, Inba Kehoe, Amanda Lawrence, Deb

#### Popular Publications

**Digital Knowledge Commons: A Brief Introduction**  
11 May 2022 | Video essay | Contributor(s): Graham Jensen

**Annotated Bibliography Assignment – 300-level English Course**  
25 Mar 2021 | Syllabus | Contributor(s): Caroline Winter

**Review of Netlytic**  
30 Mar 2021 | Review | Contributor(s): Luis Meneses

#### Publish your work

Promote your work by uploading and publishing your own research and data. Get cited and see user numbers grow.

[Start publishing >](#)

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 [File\(s\)](#) in the light blue box.

## Where to Start



Publishing from a project is the way to go when you work together with your team on complex data or plan on multiple publications.

Start a new project

My Projects

Want to publish file(s) quickly without starting a project? There is a way.

File(s)

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 **Choose Files**.

Select Files for Publication

save selectionCancel

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

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

pub-3tay7o9qzg Master Repository

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

Choose Files

no files selected

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 selectionCancel

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.

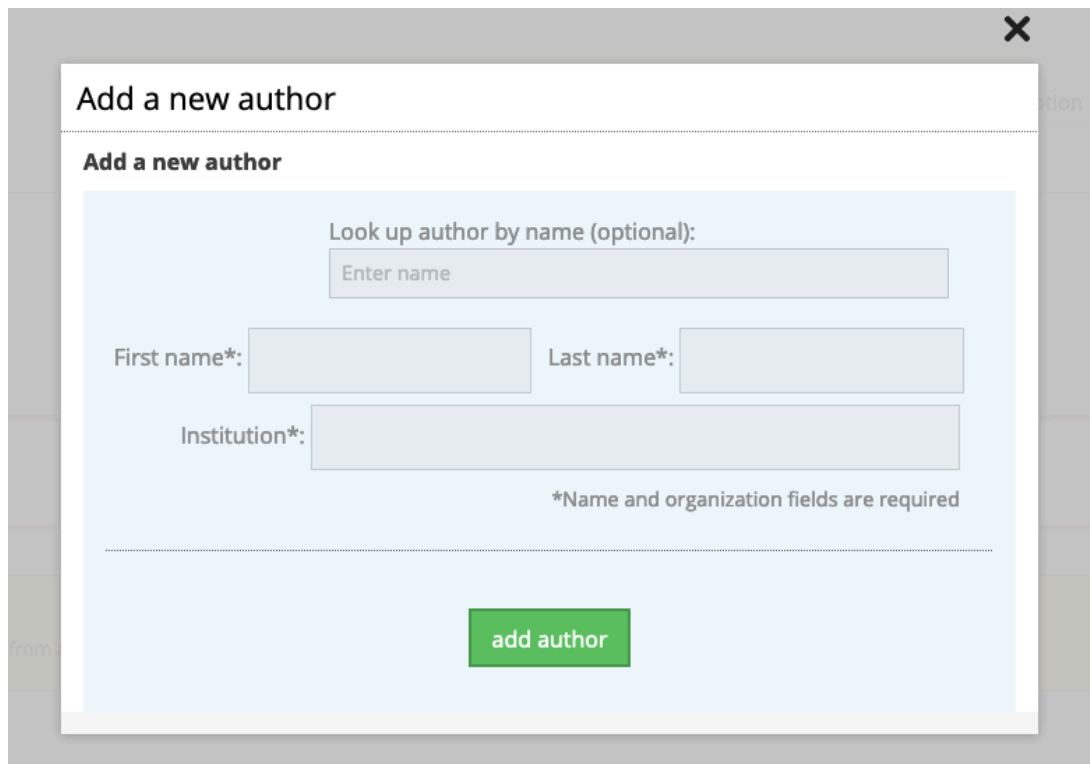
13. Once all files are uploaded and selected, click the green button that says **Save selection** at the top.
14. Press next to proceed to the **Description** tab
15. Add the publication title, subjects, and a description of the publication. This could be the abstract or a short summary. Once you have filled out all fields, click **Next**.

The screenshot shows the 'Description' tab of a publication management interface. At the top, there are tabs for 'Content', 'Description' (active), 'Authors', 'Extras', 'License', 'Tags', and 'Notes'. Below the tabs, the main heading is 'Name and describe your publication' with a subtext 'Here is what's required:'. There are three main input sections: 1. 'Publication Title' (REQUIRED) with a text box containing 'Example title' and a help text: 'Pick a descriptive yet concise publication title that will quickly tell users about its content.' 2. 'Publication Subjects' (OPTIONAL) with a text box containing 'example topic 1, example topic 2' and a help text: 'Provide the subjects for your publication separating by comma.' 3. 'Publication Description' (OPTIONAL) with a rich text editor containing 'This is the description for my publication' and a help text: 'Describe your publication in detail'. At the bottom, there are three buttons: 'Back', 'Apply changes' (highlighted with a red box), and 'Next' (highlighted with a red box). A 'Cancel draft' link is in the top right corner. A 'View publication page' link is at the bottom right.

16. To add an author, click **Select author(s)**. For the publication to appear in your profile, you need to add yourself as an author too.

The screenshot shows the 'Authors' tab of a publication management interface. At the top, there are tabs for 'Content', 'Description', 'Citations', 'Authors' (active), 'Extras', 'License', 'Tags', and 'Notes'. Below the tabs, the main heading is 'Who are the authors?' with a subtext 'Build the author list'. There is a 'Publication Authors' section with a text box containing a green plus icon and the text 'Select author(s)'. Below this is a 'Submitter\*' section with a text box containing a redacted name and a note: '\* Submitter info is shown on publication page, separately from author list'. At the bottom, there are 'Back' and 'Next' buttons. A 'View publication page' link is at the bottom right.

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.

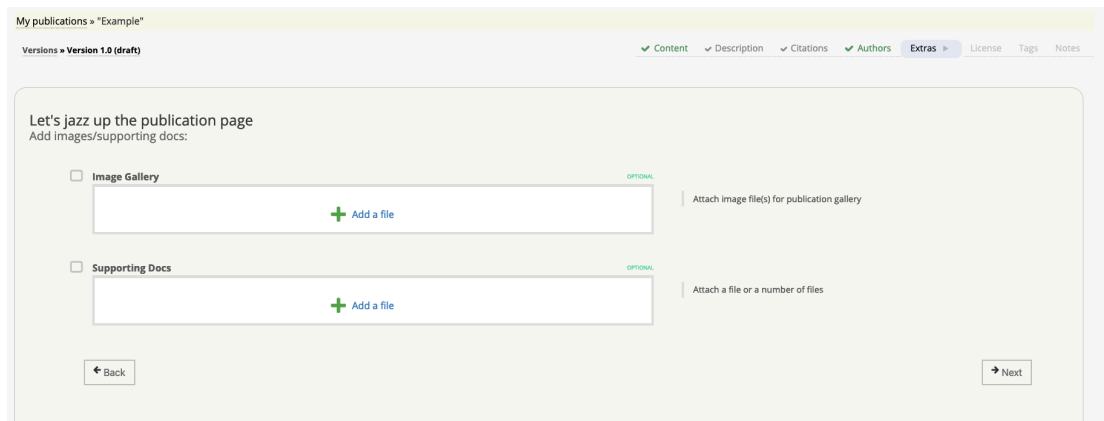


A modal window titled "Add a new author" with a close button (X) in the top right corner. The form is titled "Add a new author" and contains the following fields:

- "Look up author by name (optional):" with a text input field labeled "Enter name".
- "First name\*:" with a text input field.
- "Last name\*:" with a text input field.
- "Institution\*:" with a text input field.

Below the fields, a note states: "\*Name and organization fields are required". At the bottom of the form is a green button labeled "add author".

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



The "Extras" tab in the publication editor. The page title is "My publications » 'Example'". The breadcrumb trail shows: Versions » Version 1.0 (draft) » Content » Description » Citations » Authors » Extras » License » Tags » Notes. The "Extras" tab is active.

The main content area is titled "Let's jazz up the publication page" and "Add images/supporting docs:". It contains two sections:

- Image Gallery** (optional): A text input field with a green "+ Add a file" button. To the right, it says "Attach image file(s) for publication gallery".
- Supporting Docs** (optional): A text input field with a green "+ Add a file" button. To the right, it says "Attach a file or a number of files".

At the bottom, there are "Back" and "Next" buttons.

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...**

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. Once all files are uploaded and selected, click the green button that says **Save selection** at the top.
25. Click **Next** to proceed to the **License** tab.

26. Click **Choose License**. A window will appear with various license options. For more information on licensing, 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.



HSS Commons perpetual, non-exclusive international license 1.0



All rights are reserved by the author(s) or owner(s), but the HSS Commons is granted perpetual, non-exclusive license to reproduce, distribute, publicly display, and/or change the medium or format of the submission. By choosing this license, you affirm that you have read and agree to the license terms. [Read license terms >](#)



CC0 - Creative Commons

27. Select the appropriate Creative Commons license and click **Save selection**.

28. 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.

29. Type or copy and paste all of the appropriate tags for the publication, separating each tag with a comma.

30. Select the type of publication.

31. 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

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 »

32. 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

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.

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.

Apply changes Next

33. Click **Next** to review the publication submission.
34. Review the publication details.
35. 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?](#)

*To keep your publication as a draft so that you can edit it later, you can either close the tab or open a different page on the Canadian HSS Commons. Your changes will be saved and you will be able to access your draft through the Repository tab in the top menu bar and clicking on Start Publishing, as in [Step 4](#) of this section.*

36. Add any comments.
37. Review the [hsscommons Terms of Deposit](#) and check the box to agree to them.
38. Click the green **Publish draft** button.
39. A new page will appear showing a summary of the publication and some details about what you can do next.

The image displays two screenshots of the 'Publications: Submit' interface on the HSS Commons platform.

**Top Screenshot (Draft State):**

- Header:** 'Publications: Submit' with a link to 'Did you know you can extend this publication and make it a project? Learn more >'.
- My publications > "Example":** Shows 'Versions > Version 1.0 (draft) - OK to submit'.
- Metadata Table:**

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:	draft
URL:	<a href="https://hsscommons.ca/publications/178/1">https://hsscommons.ca/publications/178/1</a>
- What's Next?**
  - ✓ Publish your work for the world to see! [Review & submit to be published]
  - ⚙️ Changed your mind? You can cancel and delete this draft version.

**Bottom Screenshot (Published State):**

- Header:** Same as the top screenshot.
- My publications > "Example":** Shows 'Versions > Version 1.0 (published)'.
- Metadata Table:**

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:	<a href="https://hsscommons.ca/publications/178/1">https://hsscommons.ca/publications/178/1</a>
- 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

stored on Canadian servers and you can opt in to assign them a digital object identifier (DOI). A DOI is a stable, persistent identifier that can be assigned to digital objects. This means that if you give your publication a DOI, it will be easier for other people to find, identify, and cite your work.

Once published, contributions cannot be changed or deleted by the submitter. Please contact [hsscommons@uvic.ca](mailto: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 **Start a 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 <a href="#">[all versions]</a>
Created:	05 Apr 2023 (3 weeks ago)
Created by:	Alan Colin-Arce (alancolin)
Primary Content:	File(s)
Status:	published
DOI:	10.25547/N37D-5E54 <a href="#">[↔]</a>
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.

You are here: Home / Questions & Answers / Where can I learn more?

### Questions and Answers

[All Questions](#)

**Anonymous** • 1:24 pm • 11 May 2022

**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

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 (1-5 OF 5)

What was this publication originally for

Asked by Anonymous @ 3:01 pm on 03 Nov 2023 • CLOSED • 1

1

0

What is your book about?

Asked by Natalie Hutchinson @ 2:56 pm on 03 Nov 2023 • CLOSED • 1

1

0

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

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

0

0

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

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

1

0

Where can I learn more?

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

1

0

Start 1 End

Display 20

Results 1 - 5 of 5

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**.

# Questions and Answers: Ask a Question

Please keep comments polite. Any comments deemed inappropriate may be removed.

YOUR QUESTION

☐ Post a question anonymously

Tags: REQUIRED

Short question (one-liner): REQUIRED

Long question (details):  

Fuente HTML | 🔍 🗑️ ↺ ⚙️ 📎 🖨️  
Formato - B I U S X \* ☰ ➦ ➤ ⌂ Add Macro

SaveCancel

You and other members of the commons can vote on the responses you receive. You will receive email notifications and message notifications when you receive a response, and you can keep up with responses in your **My Questions** module on your dashboard. When you are

ready to close the question, choose the best answer and select **Accept answer** from the bottom right of the response box.