



Uploading to IU Indianapolis ScholarWorks

What is IU Indianapolis ScholarWorks?

IU Indianapolis ScholarWorks is our institutional repository with over 28,000 items and counting (with almost 12,000 being from IUSM). You can learn more here:

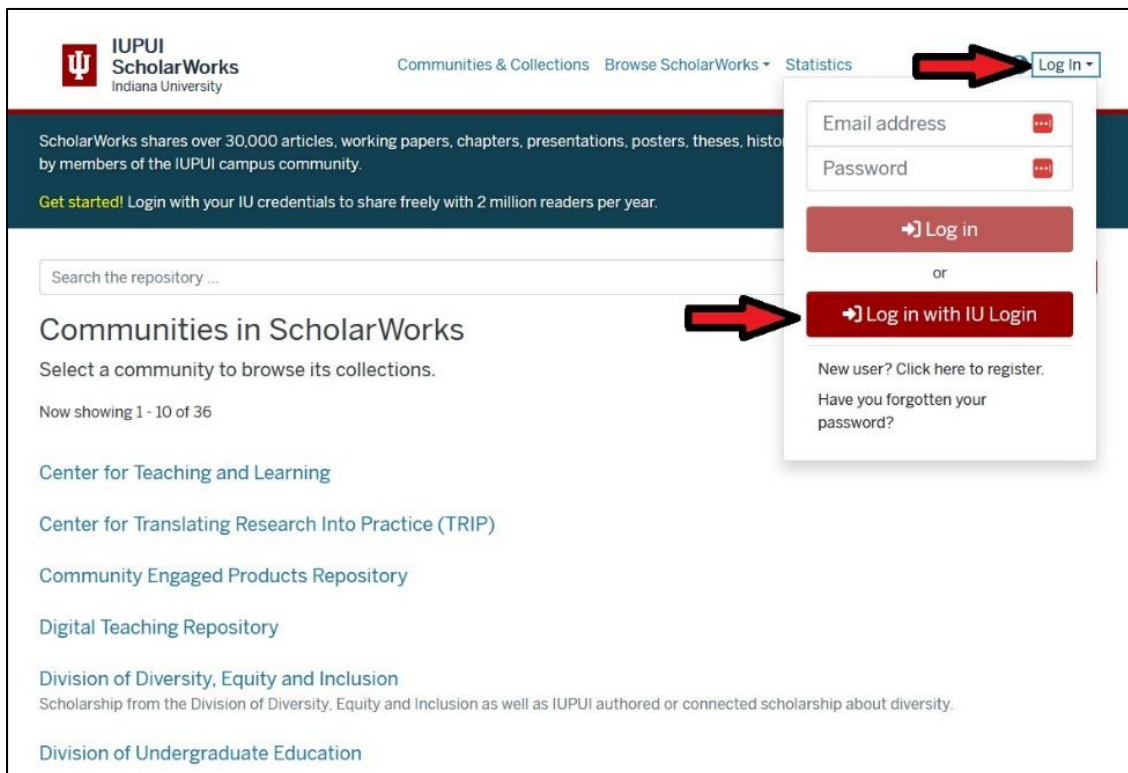
<https://iu.libguides.com/sw>

Before you begin

Log into IU Indianapolis ScholarWorks using your IU credentials:

<https://scholarworks.indianapolis.iu.edu>

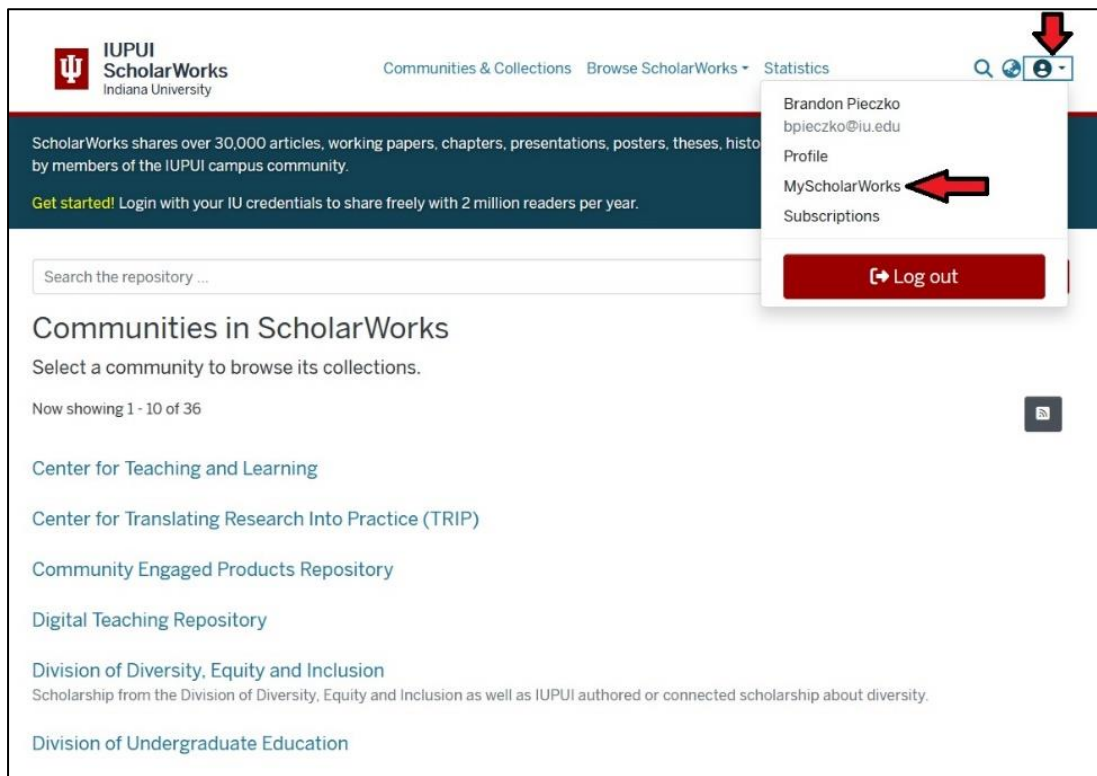
Click “Log In” and then “Log in with IU Login” to login.



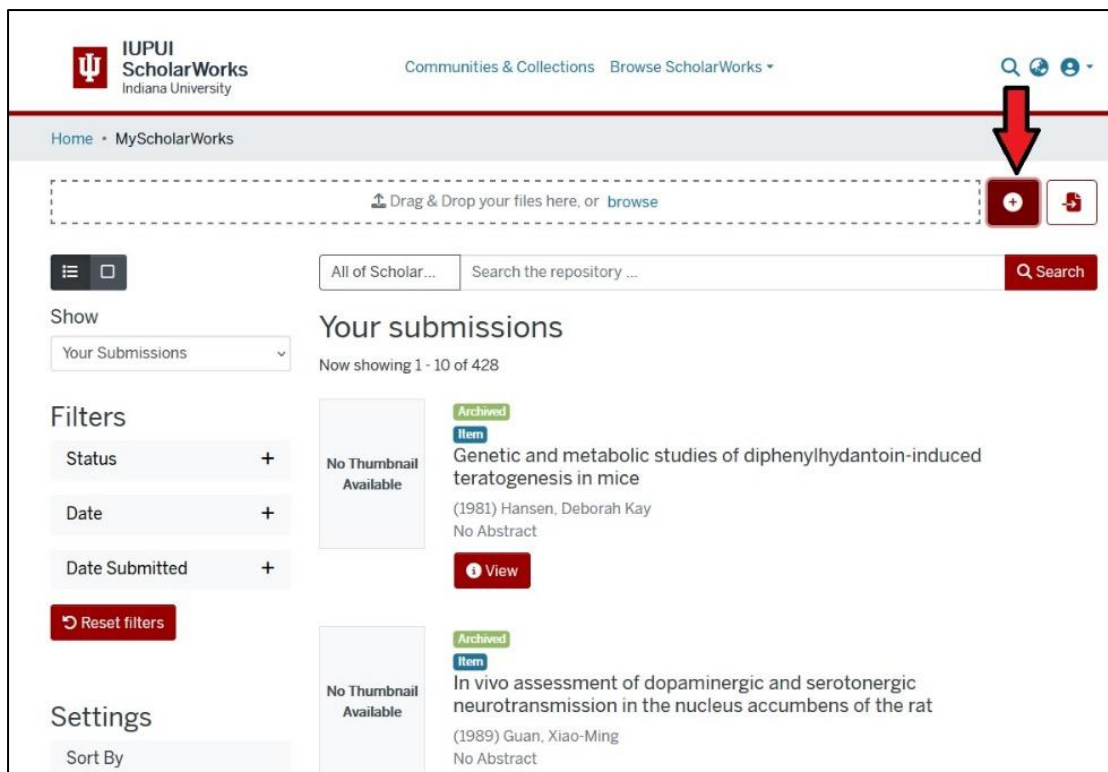
Search IU Indianapolis ScholarWorks for your poster/presentation title first to see if one of your co-authors has already uploaded it. If no corresponding work appears, proceed with uploading your file(s) and complete the descriptive fields as described below.

Uploading your PDFs to IU Indianapolis ScholarWorks

1. Click the dropdown arrow next to the user profile icon in the upper right corner of the screen and click “My ScholarWorks”



2. Click the + button in the red box to upload a new item to a collection.



3. Search for “IUSM Education Day” and the current year in the pop-up window and click on the corresponding collection name (e.g., “IUSM Education Day 2025”).

The screenshot shows a 'New item' pop-up window with a close button (X) in the top right corner. The window contains the following text:

If you are a new ScholarWorks user, a librarian must give your account submitting privileges for a collection in your school or department. Please contact digschol@iupui.edu for help.

If you are trying to upload a graduate student thesis or dissertation, your submission must first be approved by the Graduate School (or Schools of Engineering, Dentistry, or Informatics when applicable). You will not be able to upload your thesis until contacted with instructions from the IUPUI University Library.

Create a new item in

IUSM Education Day 2024 ←

IUSM Education Day
2020 IUSM Education Day

IUSM Education Day
2021 IUSM Education Day

IUSM Education Day
2022 IUSM Education Day

IUSM Education Day
2023 IUSM Education Day

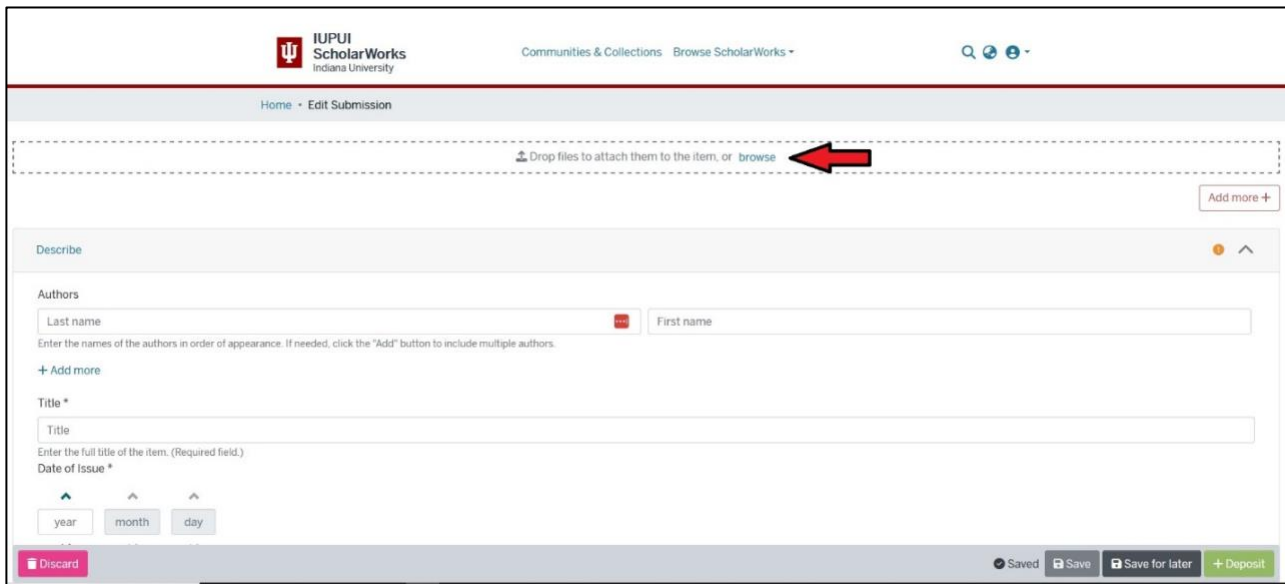
IUSM Education Day
2024 IUSM Education Day ←

The search input field at the top contains 'IUSM Education Day 2024' and is highlighted with a red box and a red arrow pointing left. The search results list five options, with the '2024 IUSM Education Day' option at the bottom highlighted with a red box and a red arrow pointing left.

If you do not see the collection for the current year as an option, email medlref@iu.edu and request to be added as a submitter to this collection.

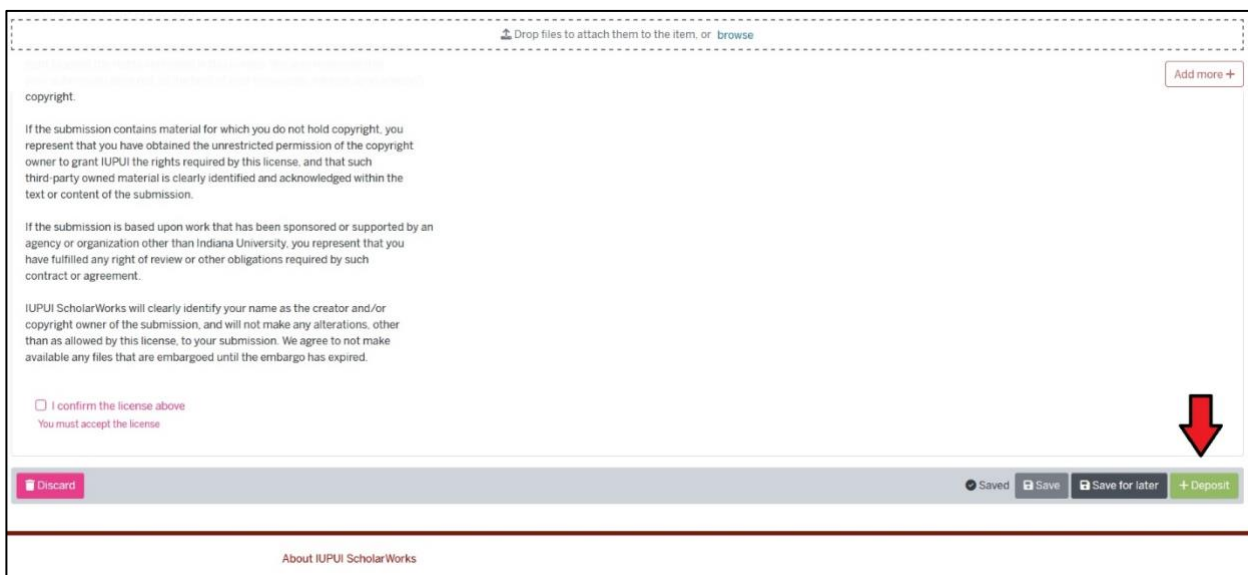
4. To upload your file(s)* to ScholarWorks, click “browse” or drag and drop the file(s) you want to upload onto the browser window.

*PDF is the preferred file format for items uploaded to ScholarWorks.



The screenshot shows the top portion of the IUPUI ScholarWorks submission form. At the top, there is a navigation bar with the IUPUI ScholarWorks logo, the text "Communities & Collections Browse ScholarWorks", and search and user icons. Below this is a breadcrumb trail: "Home · Edit Submission". A dashed-line box contains the instruction "Drop files to attach them to the item, or browse" with a red arrow pointing to the "browse" link. To the right of this box is an "Add more +" button. Below the dashed box is a "Describe" section with a "Last name" and "First name" input field, a "Title" input field, and a "Date of Issue" field with "year", "month", and "day" dropdown menus. At the bottom of the form, there are buttons for "Discard", "Saved", "Save", "Save for later", and "+ Deposit".

5. Complete the descriptive fields (explained below) and upload the item to ScholarWorks by clicking the green “Deposit” button at the bottom of the submission form.



The screenshot shows the bottom portion of the IUPUI ScholarWorks submission form. It features a large text area with a copyright notice: "copyright. If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant IUPUI the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission. If the submission is based upon work that has been sponsored or supported by an agency or organization other than Indiana University, you represent that you have fulfilled any right of review or other obligations required by such contract or agreement. IUPUI ScholarWorks will clearly identify your name as the creator and/or copyright owner of the submission, and will not make any alterations, other than as allowed by this license, to your submission. We agree to not make available any files that are embargoed until the embargo has expired." Below this text is a checkbox labeled "I confirm the license above" with the subtext "You must accept the license". A red arrow points to the "+ Deposit" button at the bottom right of the form. The bottom of the page includes a "Discard" button and a "About IUPUI ScholarWorks" link.

Your upload (metadata and file) will be verified and either accepted or rejected by a librarian:

- If it is accepted, you will receive an email with a link to your item.
- If it is rejected, you will receive an email with comments explaining what needs to be corrected. After resubmission, the librarian will approve your deposit and you will receive an email with a link to your item.

IU Indianapolis ScholarWorks Descriptive Fields:

1. Describe (Box 1)

- a. Authors
 - i. Order is important. Follow the author order as listed on your poster/presentation slides.
 - ii. Do not include M.D. or other credentials.
 - iii. Suffixes like Jr. or Sr. should follow the last name (e.g., Gutierrez, Jr.)
- b. Title
 - i. Copy the title from your poster/presentation slides.
- c. Date of Issue
 - i. Date you presented at IUSM Medical Education Day
- d. Citation
 - i. Enter the AMA/Vancouver citation for your work:
 1. Author names. Title. Poster presented at: Conference Name; Date of conference; City, State.
 2. Example:

Ramirez Rojas M, Nguyen AT, Herbert BS, Whipple EC.
Predictors of publication rate from 2018 and 2019 IMPRS abstracts: An exploratory analysis. Poster presented at:
Indiana University School of Medicine Education Day; April 28, 2022; Indianapolis, IN.
 3. AMA Manual of Style available here:
<https://iucat.iu.edu/iupui/18148579>
- e. Publisher
 - i. Leave blank
- f. DOI
 - i. Leave blank
- g. Type
 - i. Select “Poster” or “Presentation” from the drop-down list.
 - ii. You can click “+ Add more” if you plan to upload both your poster and presentation slides.
 1. If your slides include animations that will not be fully captured in a PDF document, upload both the PDF and PowerPoint (or another original format) versions. Your notes will be visible when the PowerPoint file is downloaded.
 2. If your slides are minimal and you want your notes to be visible, save two PDF versions of your slides (one with notes, and one without notes). Example: <https://hdl.handle.net/1805/26020>
- h. Language
 - i. Select “English (United States)”

2. Describe (Box 2)

- a. Subject Keywords
 - i. If you want to add keywords you must enter them one at a time and click “+ Add more” between each one.
- b. Abstract
 - i. Copy and paste your abstract here.
- c. Sponsors
 - i. Leave blank unless your work was funded by a federal grant.

3. Manage Files (Selected Optional Embargo) (Box 3)

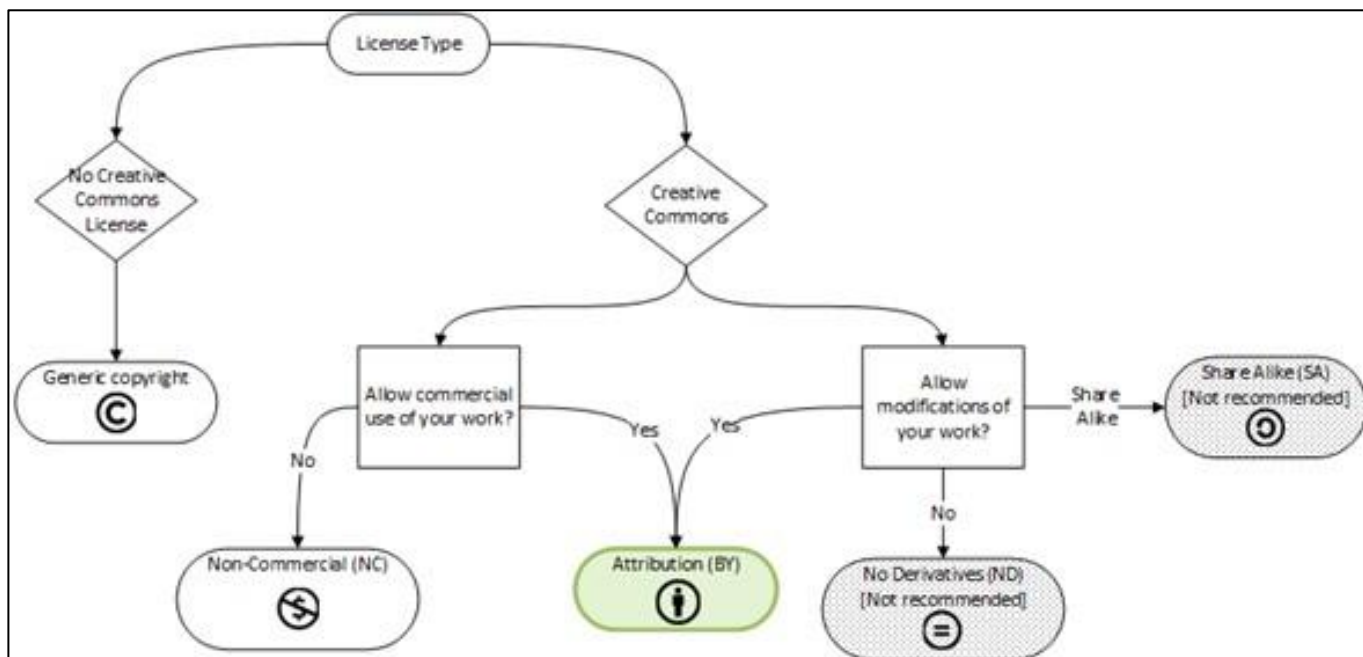
- a. Click the download button to verify you uploaded the correct file(s).
- b. Embargo/Describe File
 - i. Do not choose an optional embargo.

4. CC License (Box 4)

- a. License Type:
 - i. If you do not want to choose a Creative Commons license, skip this step and you will retain copyright to your work. Proceed to step 5.
 - ii. If you want to govern what people who read your work may do with it **in addition to retaining copyright**, select “Creative Commons.”

Creative Commons (CC) licenses make it easier for readers to understand how they can cite, share, and use your copyrighted work. Read more from the Creative Commons website: <https://creativecommons.org/about/cclenses/>

There are several combinations of licenses. Here is a flowchart to help you decide which license you are comfortable with. All CC licenses begin with CC-BY (Attribution). Anything else is an additional restriction.



See the chart below to help you answer the following questions.

Recommended: CC-BY (Attribution) or CC-BY-NC (Attribution-Non-commercial).



- iii. Allow commercial uses of your work?
 1. Select “Yes” or “No”
- iv. Allow modifications of your work?
 1. Select “Yes”, “ShareAlike”, or “No”
- v. Jurisdiction of your license
 1. Leave as “International”
- vi. Click the check box next to “I grant the license above” beneath the Creative Commons license you selected.

5. Deposit License (Box 5)

- a. Read through the Non-exclusive Distribution License terms.
- b. Click the check box next to “I confirm the license above” and then the green “+ Deposit” button to complete your submission.

Congratulations!

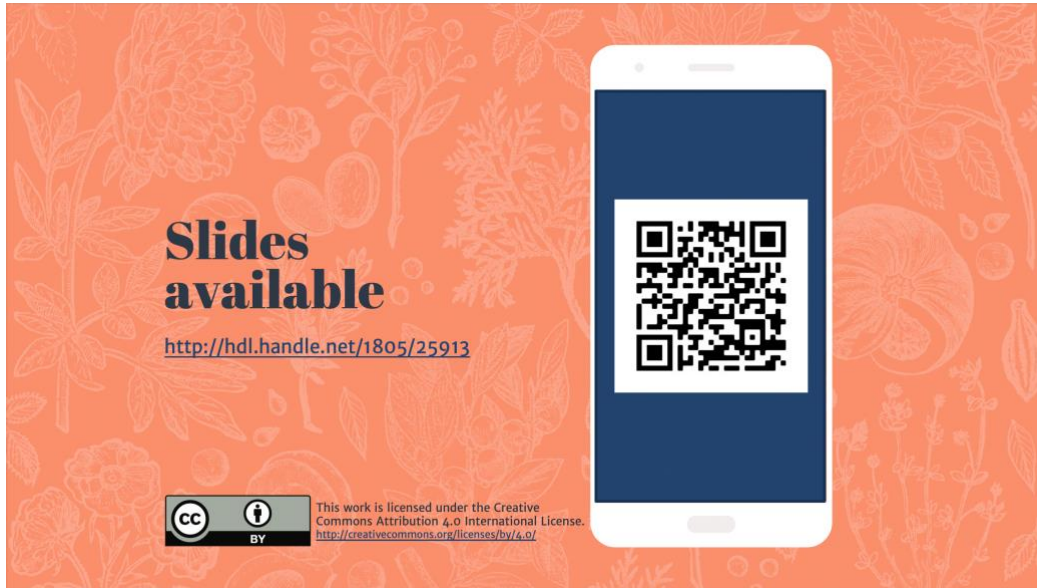
You now have a persistent URL (handle) for your item. The citation for your item will look something like this:

Asdell S, Bennet R, Cordon S, Zhao Q, Peipert J. Long-Acting Reversible Contraception (LARC) Knowledge and Intent to Use among IUPUI Students. Poster presented at: Indiana University Medical Student Program for Research and Scholarship (IMPRS) Research Symposium; August 1-2, 2019; Indianapolis, IN. <https://hdl.handle.net/1805/26508>

Create a QR code for day of the conference (Optional)

If you want conference attendees to quickly access your item in IU Indianapolis ScholarWorks, you can use your persistent handle to create a QR code for attendees to scan with their smartphone camera. After creating the QR code, you can add it to your presentation for the conference or print it out to display with your poster.

Here is an example of an added slide with a QR code:



You can utilize IU's QR code and URL shortener here: <https://go.iu.edu/>