Are you Registered?

- You need to be registered to deposit papers. To register contact: eprints@usq.edu.au
- At least one of the authors must be USQ staff or USQ research student.

Login

- Select **Login** from the USQ ePrints home page. Enter your **UConnect** username and password. You will now be in your Home page. Then click on **Manage Deposits.**

itor Format Type

| Manage deposits |

- In this area, you can easily see what papers you have deposited in your User Workarea, Under Review (i.e. deposited, not yet checked), or Live in USQ ePrints by checking or unchecking the boxes.

Deposit a Paper

Select New Item

- Work through each page, and move to any page by clicking onto Next >, or any of the other buttons.

- If a field is not relevant, leave it blank. Compulsory fields are marked with a red star.

Upload a Document

The **Authors' final manuscript** (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 ERA and other reporting purposes.

Don't worry if you do not know your publisher's copyright policy. Deposit the paper anyway. The Library will check the publisher's policy and set a suitable access level before the paper is moved to the public site.

- Browse to find a copy of the manuscript version of your paper, then click on **Upload.**
- You can deposit your document in Word or other format. The file will be converted to PDF if necessary by ePrints staff.

Enter Bibliographic Information, Abstract and Keywords, Fields of Research (FOR2008), Notes

About this field or ? to display more information.

< Previous Save for Later Next >

Previous: To move back to a previous screen. Do NOT use the browser Back button.
Save for Later: To leave the record and save the data, so you can complete it later.
Next: To move to the next screen.

Complete the Deposit

When the record is accurate and complete, select Deposit.

Your ePrint record will be checked by ePrints staff and will be made publicly available.

Return to **Manage Deposits**. Select the Under Review box to find the item you just deposited.

Print Commonwealth Reporting Coversheet

This is the form that you will need to sign and send with paperwork to your Faculty Research Coordinator.

YOU CAN PRINT THIS FORM AT ANY TIME.

Need Help or Advice?

Check Help at:
http://www.usq.edu.au/eprints/

Or Contact the USQ ePrints Editor
eprints@usq.edu.au

USQ ePrints QUICK GUIDE for Depositors

Log in here

Search by keyword, or browse by year, name etc

Create an RSS feed

Manage your deposits

Add a new paper or article

Print a Commonwealth Reporting coversheet

Check or uncheck boxes to view paper