Detailed Steps for UNAM IR self submission

Registration

1. Go to the UNAM IR: https://repository.unam.edu.na
2. Click on register under My Account
3. Enter your email address and click register
4. A link with further instructions will be send to your email address.
5. Click link and fill in required information
6. Click on complete registration

Logging In

1. Go to UNAM IR link: https://repository.unam.edu.na
2. Click on login under My Account
3. Log in using your credentials created during registration
4. If you have forgotte your password, click login under My account, ender email address and click on forgot your password

Submitting Materials

1. Esure that you are logged in before attempting to submit

2. On the home page, select the relevant community (Faculty)

3. Select the relevant sub-community (department)

4. Select the type of collection you wish to upload (e.g. article, book chapter, Masters degree etc.)

5. Click on submit a new item to this collection

6. Enter metadata in the fields provided

7. Upload PDF file

8. Click grant license to complete submision

Editing Your Submission

1. Log in to UNAM IR

2. Click "submissions under MY Account

3. Select the item you want to edit.

4. Click context, then click on edit this item

5. Click item metadata

6. Once done editing, click on update

7. Edit the metadata for the item and re-submit.

Describe your item

Guidelines for description

Use the following guidelines to describe your item:

Items marked with a star are MANDATORY and should be completed!

TITLE*	Mandatory. No full stops at the end of titles. Use sentence case.
Other Titles	For example, translated title, alternative title.
AUTHOR*	Mandatory. Full names. No spaces between initials. Full stop after each initial. No full stop after a full name. If there is more than one author, then click on Add More
Advisor, Editor, Illustrator, Other Contributors	Complete if applicable.
Publisher	Name of publisher, e.g. UNAM Press.
DATE OF PUBLICATION*	Mandatory. Date of publication or distribution (year only).
Citation	Enter citation to describe the item. E.g. Samupwa, A.N., Abiatal, L., & Kanguti, R.N. (2021). The description of repositories self-submission guidelines at the University of Namibia. Journal of Information Studies, 5(2), 33-45. Use APA referencing style or one recommended by your faculty or department
Series/Report No.	For example, the DVD or CD number, file name, etc
Identifier	Identification numbers or codes associated with item. In case you submitted a post-print, add link to the published document
Type*	Select the type of content you are submitting. Hold CTRL down to select more than one type if necessary.
LANGUAGE*	Mandatory. Language of the main content (file) of the item.
SUBJECTS AND KEYWORDS*	Mandatory. Use relevant thesaurus in your field or free language terms
Abstract	Synopsis of item in the same language as the text of the item, as well as in English if original text is in a language not internationally used.
Sponsors	Names of individuals/organizations that sponsored the research.
Rights*	Acknowledge other sources. If unknown, put "Unknown" or "No rights apply".
Description	Include more information about the item that is not provided for elsewhere.