

## Encyclopedia of Seventh-day Adventists Submission Guide

## Step 1: Create an account in Research Online @ Avondale

- a. First, go to <https://research.avondale.edu.au/esda/>
- b. Next, click on **My Account** under Avondale logo on the left side of the page:



HOME ABOUT FAQ **MY ACCOUNT**

- c. Create an account by using the **Sign up** button using your Avondale email, or log in to an existing account (Skip the rest of this step if you log in to an existing account)

<h3>Login</h3> <p>Email address:</p> <input type="text"/>  <p>Password:</p> <input type="password"/>  <input type="checkbox"/> Remember me <input type="button" value="Login"/> <a href="#">Forget your password?</a>  <p>New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.</p>	<h3>Create new account</h3> <p>You will need to create an account to complete your request. It's fast and free.</p> <input type="button" value="Sign up"/>
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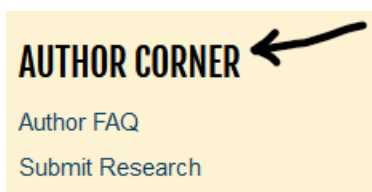
Please use your full, legal name when you create your account.

- d. Next, check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue:

To confirm your account and resume your activity, please click [here](#).

## Step 2: Submitting your entry to the Encyclopedia of Seventh-day Adventists

- a. After creating your account, return to the Encyclopedia of Seventh-day Adventists repository home page at:  
<https://research.avondale.edu.au/esda/>
- b. Next, click **Submit Research** on the left side of the page:



- c. You will then be directed to the online **Submission Instructions and Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click **Continue**.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

**NOTE:** It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

Continue

d. You will be taken to the main entry submission page. Some of the fields on the form are required:

### **REQUIRED** TITLE

Enter the Entry Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").

### **REQUIRED** AUTHOR

This is the name and email address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.

### **AUTHOR FACULTY (DISCIPLINE)**

Choose your School from the drop-down menu

### **REQUIRED** DOCUMENT TYPE

Choose Encyclopedia Entry from the drop-down menu (automatically defaults to Article)

### **REQUIRED** PUBLICATION DATE

Year is required but all other fields are optional. i.e. 2020

### **ENCYCLOPEDIA TITLE**

Type in text box Encyclopedia of Seventh-day Adventists

### **ISSN**

Type ISSN in text box i.e. 2690-8514

### **KEYWORDS**

Type in text box keywords and keyword phrases and separate with commas (choose words that summarize the concept and content)

### **ABSTRACT**

Type the text of your abstract into the text box.

### **DISCIPLINES**

Religion is preselected, you can add additional categories by clicking in the left sidebar and double click Select.

### **ANZSRC / FOR CODE**

Use the plus icons to navigate the two, four, and six digit FOR codes. Double click to select the appropriate codes

## **REPORTABLE ITEMS**

Use the drop-down menu to choose the B1 option

## **FIELD OF EDUCATION (FOE)**

Choose Society and Culture from the drop-down menu

## **STAFF CLASSIFICATION**

Choose appropriately from the drop-down menu whether you are permanent Avondale Staff, Contract staff, Conjoint or Adjunct lecturer.

## **PEER REVIEW**

Choose appropriately from the drop-down menu whether peer-review (refereeing) occurred before publication, after publication, or it was non-refereed.

## **AVONDALE RESEARCH CENTRE**

Use the drop-down menu to choose the Scripture, Spirituality and Society Research Centre (per Rob McIver request)

## **COMMENTS**

Leave this field blank (To be completed by Electronic Services Librarian)

## **RECOMMENDED CITATION**

Avondale uses APA citation style. As such, citations are created at the time of submission by the Electronic Services Librarian to override the DigitalCommons default citation. Do not complete this field as it will be completed by the Electronic Services Librarian prior to being live on the repository.

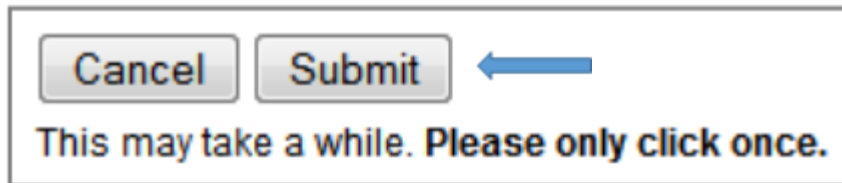
## **COVER IMAGE**

If you have an image you would like to include with your submission (as allowed under copyright) then choose Upload a cover image and select your image

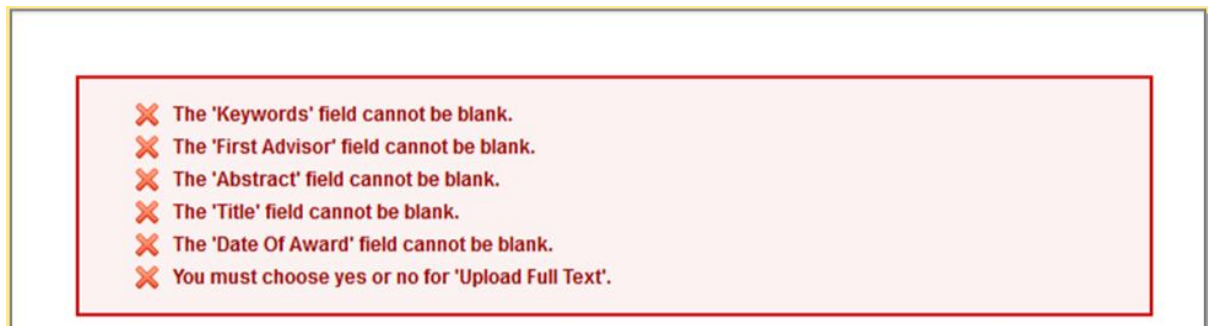
## **UPLOAD FILE**

Choose [Link out to file on remote site](#) and add the url link from the online version of Encyclopedia of Seventh-day Adventists for **your entry** to the box.

**Click to submit your entry to Research Online @ Avondale.**



Uploading your entry may take a few minutes. If clicking on Submit does not take you to a new page after a while, scroll to the top and check for error messages:



e. If your upload was successful, you will be taken to a page that resembles the following:

## ENCYCLOPEDIA OF SEVENTH-DAY ADVENTISTS

You have successfully uploaded:  
An entry



### Submission Metadata

Metadata Field	Value
Title	An entry
Author	Alicia Renee Starr, Avondale College of Higher Education
Author Faculty (Discipline)	Education
Document Type	Encyclopedia Entry
Encyclopedia Title	- empty -

**Congratulations, you have successfully uploaded your entry!**

You may revise the submission if necessary, or to return to your account page and logout, click on the **My Account** button at the top of the screen.

**On the My Account page you can:**

Log out, manage your account settings, look at your Dashboard Tools or View the status of your submissions

At this point, the system will notify the Electronic Services Librarian of your submission, and when they approve it, you will receive notification.

Additionally, you will also receive monthly emails after your entry is posted; alerting you to the number of downloads your entry has received.

If you have any questions regarding the process, please contact:

Alicia Starr

Electronic Services Librarian

Lake Macquarie Campus Library

Avondale University College

(02) 4980 2282

[alicia.starr@avondale.edu.au](mailto:alicia.starr@avondale.edu.au)