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SelectedWorks Guide for Authors

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Selected Works
bepress

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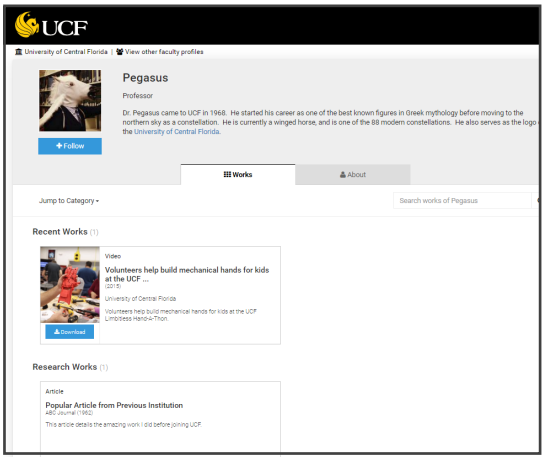
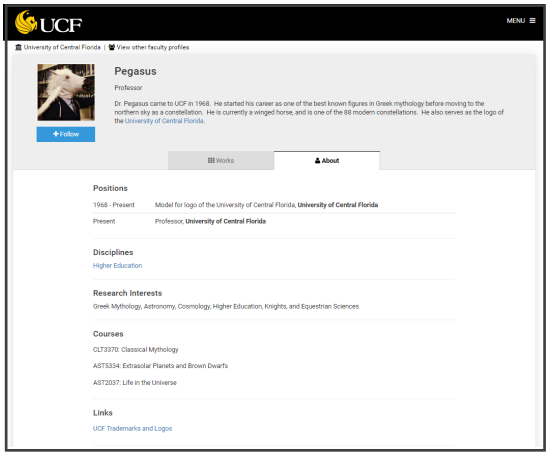
SELECTEDWORKS™

SelectedWorks Guide for Authors

Welcome to the New SelectedWorks! Rebuilt from the ground up, SelectedWorks offers clear navigation and a responsive layout to engage visitors with the full range of your scholarship, from teaching materials to streaming video and audio.





Streamlined functionality delivers an intuitive set of tools to build and manage your author profile. Simple editorial icons provide inline editing throughout, allowing you to easily access each section to quickly add, modify, or remove content.

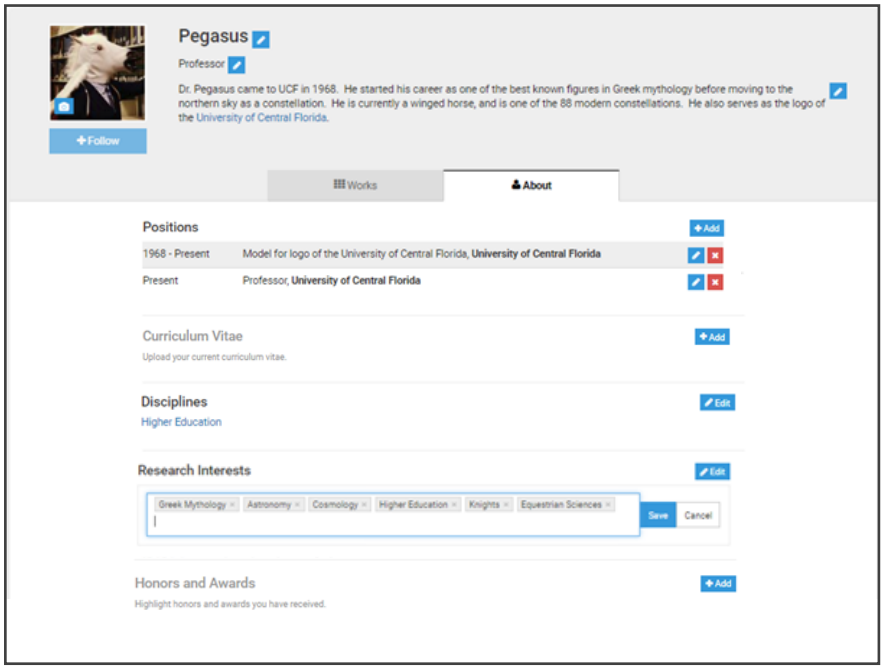
Build Your SelectedWorks Profile: Three Easy Steps

1. **Create an account**
   a. Go to http://works.bepress.com, click on the ***Menu*** link
   b. Click ***Sign Up*** (or ***Login*** if you already have an account)
   c. Complete the form and click ***Create Account***
   d. Click the ***Confirm Account*** button in the confirmation email
2. **Choose a URL** (note—it cannot be revised afterward)
3. **Enter your institution, position, title, and up to three research disciplines**

Congratulations, you now have a profile! Next, see steps on **Customizing Your Profile** (p.2), **Adding and Managing Works** (p.3), **Managing Account and Access Settings** (p.5), and using your **Reporting Tools** (p.7).

Customizing Your Profile

Acquaint visitors to your site by adding a descriptive summary of you and your research.



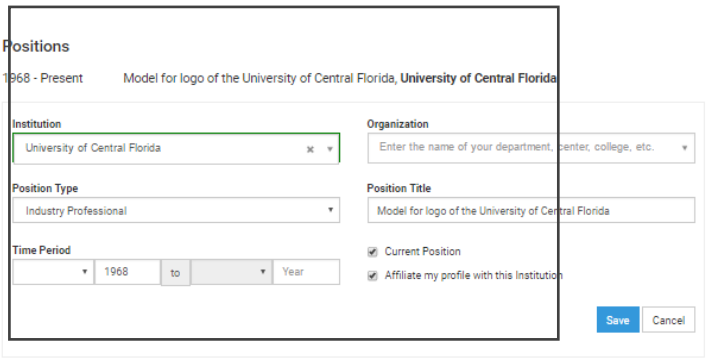
To customize your biographical information:

1. Click on the ***About*** tab
2. Hover your cursor above a section to reveal icons to help you edit your profile
3. Enter information as you would like it displayed—no coding skills required

While all sections appear to you while logged into your account, only the completed sections will display publicly.

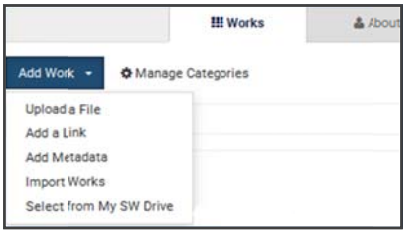
***Tip* on Positions:**

Some authors have multiple positions. To affiliate your profile with your primary position, check the box ***Affiliate my profile with this Institution***. If your institution has a SelectedWorks account, affiliating your profile will also enable institutional colors and logo onto your site.



Adding and Managing Works

Adding Works



1. Click on the ***Works*** tab
2. Click ***Add Works*** and follow the prompts (see below)
3. Use ***Manage Categories*** to adjust appearance and order and add a description

Upload a File

To add a file that is on your computer or accessible online, including Dropbox, Flickr, Google+, and Picasa, choose ***Upload a File***. Follow the prompts to select a ***Type of Work*** that matches your file, complete the fields on the ***Details*** page, and click ***Add to Profile.***

Tips: SelectedWorks automatically generates a thumbnail of each work from the first page of your file. You may upload your own thumbnail, if preferred.

No need to create cover pages. Automatically created for all PDFs, cover pages include author information and links to your profile to help increase traffic. And, if you upload an MS Word file, we convert it to PDF for you.

Display Categories help organize your ***Works*** tab. You must choose at least one per work. If more than one category is chosen, the work will appear under each category you selected. Display Categories and their descriptions are indexed within Google and other major search engines along with the profile and works. By creating Display Categories and descriptions that are unique to the profile and faculty's discipline, faculty can increase their discoverability and drive more traffic to their profile and works.

Add a Link and Add Metadata

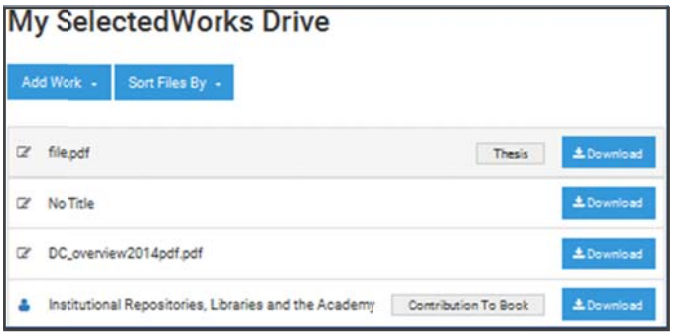
When uploading a link to your work, click ***Add a Link*** from the ***Add Work*** menu, and provide the full URL address (e.g., *http://www.website.com*). Use ***Add Metadata*** to upload your content details only (i.e., title, abstract, etc.). Whether you upload a link or metadata only, you will be prompted to select a ***Type of Work*** and complete the ***Details*** page.

Import Works

Select ***Import Works*** to retrieve all works in the bepress system associated with your name and email address, and automatically bring them into your profile. You may repeat this periodically to gather works posted in the future. If you have multiple email addresses or name aliases, see "Account Settings" (p.5) to help ensure your works appear when using this feature.

My SW Drive

Not ready to post your work to your profile yet?



Save drafts of your upload by clicking ***Save Draft to My SW Drive***. Access ***My SW Drive*** via the ***Profile Menu*** link (located at top right of page) to modify, manage, and post. You can also add additional files or update posted works.

Managing Works

Revising and Removing Works

Easily revise your works by clicking on the ***Edit*** icon or by accessing your ***My SW Drive***. On your drive, click on the article title to bring up the work ***Details*** page to make your update(s).

Removing your work is quickly accomplished by clicking on the red ***Trash*** icon. A prompt to confirm the action will appear, asking if you are sure you want to remove from your profile. Click ***Continue*** to complete removal. Although removed from your profile, your work will still be available on ***My SW Drive*** as withdrawn (with a gray icon). Also, a placeholder page will remain, noting simply "*This work is no longer available*."

Tip: Are you unable to revise a work? It may have been imported from another site in the bepress system. If so, follow the prompt to send an email to the site's administrator to request your revision.

Restoring Withdrawn Content

To restore withdrawn content to your profile, access ***My SW Drive***, click on the appropriate title and click ***Add to Profile***. Restored content will reuse the original URL address, even if newer works were posted to your site after withdrawal.

To remove an uploaded file only, access the article ***Details*** page, locate the file at the bottom of the form, and click on the red ***Remove*** trash icon. If simply replacing a file, you will be asked if you wish to replace the previous thumbnail. Click ***Replace Thumbnail*** to view the new image or upload a new one, or ***No*** to keep the existing image.

Managing Account and Access Settings

Account Settings

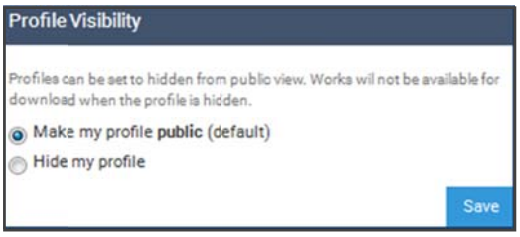
Click on the ***Account Settings*** link on your ***Profile Menu*** to update your picture or change your email address and/or password. Your name, as it appears under the ***Personal Information*** section, will be reflected on your account only. To change your site profile name, e.g., "SelectedWorks of Jane Doe", click the ***My SelectedWorks*** link on your ***Profile Menu*** and use the inline editing option.

Author Information

Ensure that all of your work can be collected to your profile by adding any other name aliases or email addresses used for your published works. Click ***Set as Preferred*** for the profile you want applied automatically to all new uploads.

Privacy Options (Profile Display)

By default your SelectedWorks site is available for public viewing as soon as you complete the building steps (see "Build Your SelectedWorks," p.1).

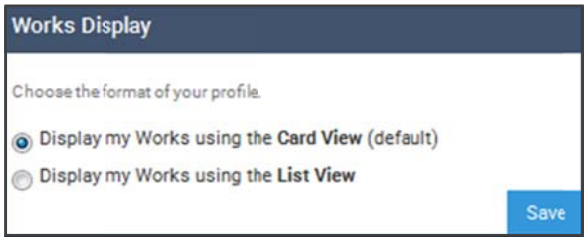


However, if you are just getting started and want to get your site populated with content before sharing, or if you simply wish to hide your site temporarily from public view, click the radio button next to ***Hide my profile*** and click ***Save***.

Note: If you choose the ***Hide my profile*** option, your entire site will be hidden from public view, and your works will not be available for download.

Works Display

Two profile format options are available: the default ***Card View***, which provides a thumbnail preview of your works; and the traditional ***List View***. Whatever your preference, your content is organized by your ***Display Categories***.



Email Notifications

The ***"reminders about unread email notification"*** option automatically generates an email reminder after 24 hours for any unread profile notifications (see "Notification Center" below for more information).

Your ***monthly hit reports*** provide key feedback including the number of downloads for the past month. Complete download data and additional information is available for viewing via your **Author Dashboard** (see "Reporting Tools" on p.7 for more information).

Access Management

Provide faculty assistants and/or library staff access to your profile to upload and manage it by adding them as ***Delegates*** to your account. Once added, an ***Account Confirmation*** email is generated. ***Delegates*** are provided full access to your profile, including your **Author Dashboard**.

Notification Center

All actions related to your site are tracked and listed in chronological order via your ***Notification Center***. Click on the bell icon next to the ***Profile Menu*** to access. The number of all unread notifications is noted on the icon. After reviewing, you can click ***Clear All*** to remove.

Reporting Tools

Author Dashboard

Interested in how many downloads your work is generating? Want to know who is viewing your work and from where? The Author Dashboard is a personalized reporting tool that provides insight for authors into the readership of their work. Click on the ***Author Dashboard*** link in the ***Profile Menu*** to access.

The Author Dashboard features a unique interactive ***Readership Distribution Map***, complete with navigation controls to survey downloads in a general area or view specific readership details—including the title of the article(s) downloaded at that location and the institution, if available.

Contact Us

If you have questions or would like to learn more, please contact us at **STARS@ucf.edu**