

## Quick Guide: Submitting Creative Works

### Researcher guidance for creating a record in Creative Works

- The researcher completes an online form (the submission form) located on Creative Works, under their 'My Data' page.
- GRO librarian reviews and confirms adequate files and metadata have been included for the nominated Creative Works reviewer to clear the record as 'major research'.
- Deputy Director of Research reviews record and either approves or declines.
- Record is created in Symplectic Elements via automatic harvest.

**Library help:** request support through the [Library request form](#) under Staff and selecting 'Research repositories support', and a team member will respond to your query.

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1. **Getting started:** Access Creative Works <https://griffith.edu.au/creative-works>
2. Log in to your account at the top right using SSO
3. Click on **'Upload'** or the **'My data'** link. Drag files to begin uploading or click on **'Create a new item'**. A metadata form will appear.
4. **Files:** Records must have files attached – metadata-only records are not published on Creative Works. **You can prevent files from being downloaded if you want to prevent others from reproducing or distributing your files.** Drag and drop or browse to the files you wish to add. You can click on 'Manage files' to reorder, download or remove files. When you are finished, click 'Done editing' to return to the metadata form. File names are visible, so it is preferred that file names contain basic metadata such as name\_title\_year at minimum (do not include staff ID numbers). There are no captions on images so you may wish to provide information such as medium, size, and location as well. **It is essential you have copyright permission for each file you include – either you own the copyright or have been given written permission by the copyright owner for you to reproduce the file on Creative Works.**

Add Files  Link to external files  Set as metadata record

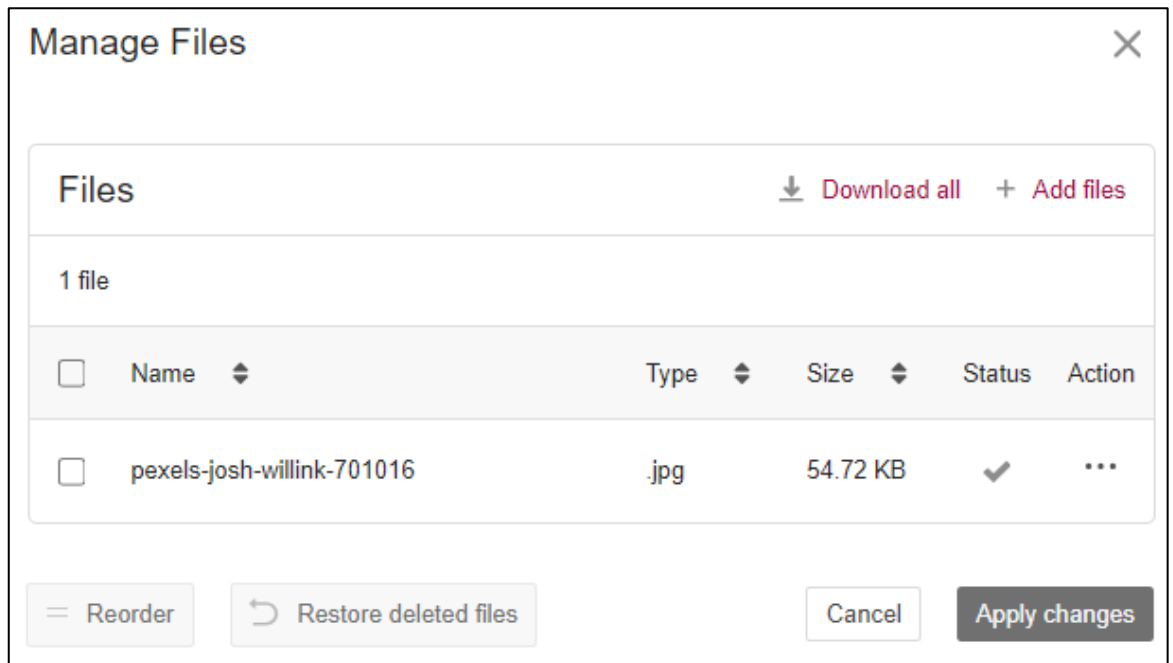
Drag and drop files to upload or

[Browse for files](#)

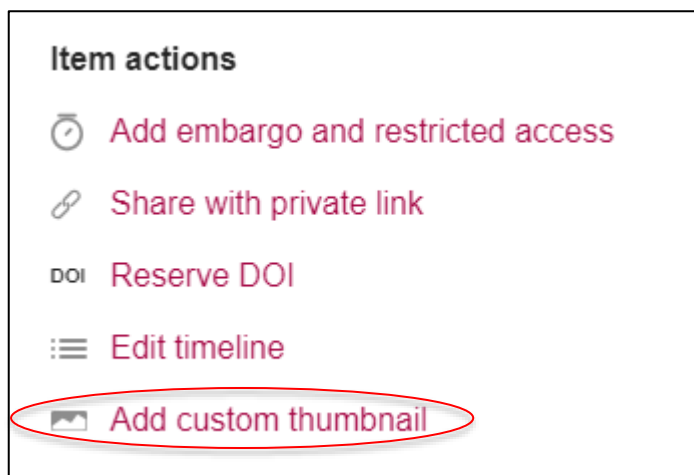
1 file [Manage files](#)

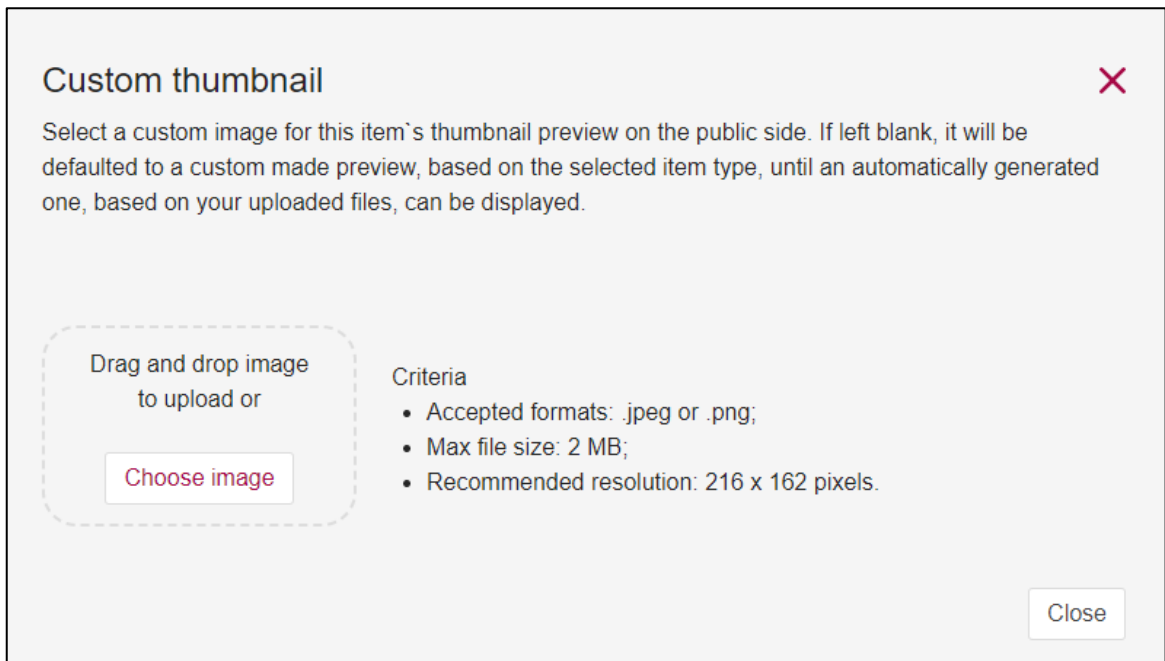
pexels-josh-willink-701016  
.jpg 54.72 KB

Make files unavailable for downloading

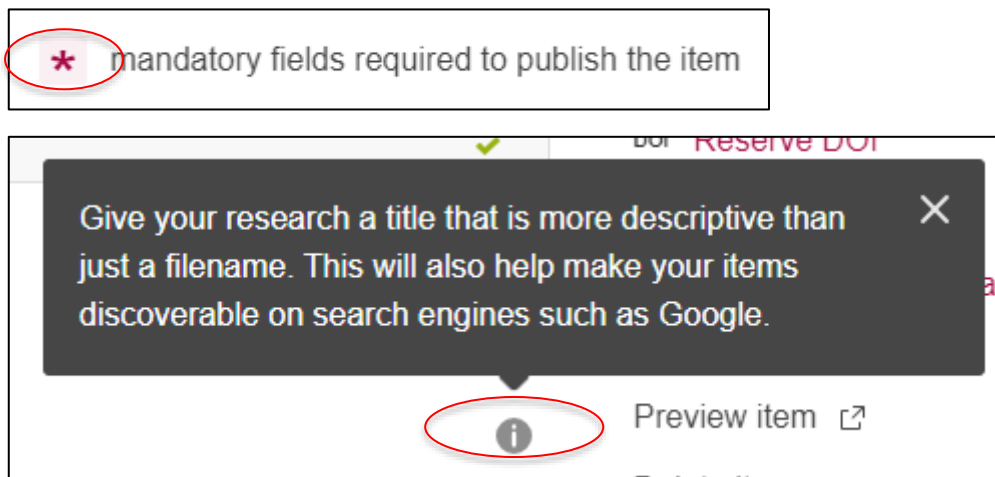


5. **Custom thumbnail:** You can upload a custom image to use as a thumbnail. All items in Creative Works must have an image for the main browse page—if you are uploading images as part of your research output, you can select one of these as your custom thumbnails. If your research output has no associated image files, please upload a related image, such as a self-portrait, a stock image (with appropriate permissions), or a still image. Please contact the library if you are unsure.



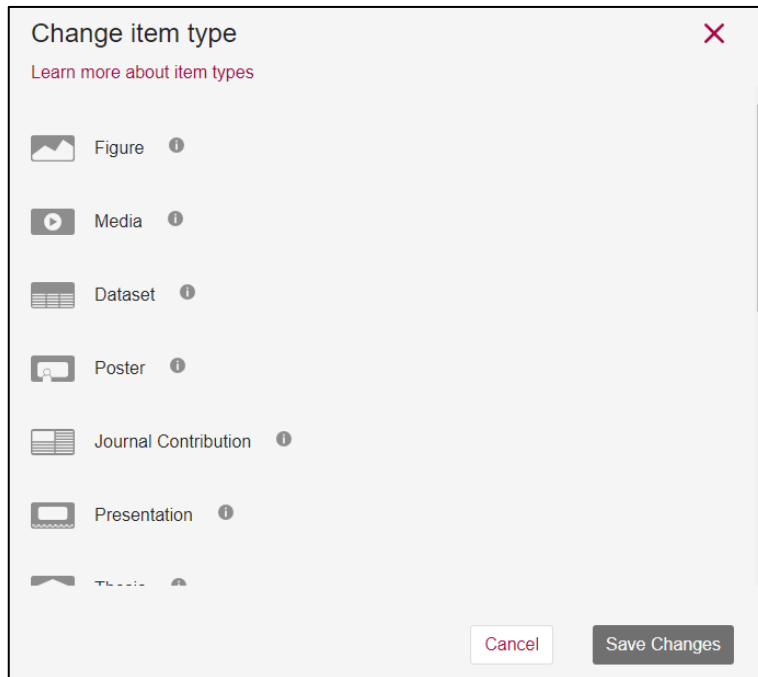


6. **Tips and mandatory fields:** The red asterisk beside a field indicates a mandatory field. Other fields are optional, and some will not be relevant to your item type. Complete as many optional fields as you feel best describe the extent and significance of your work. Clicking on the ⓘ at the top right of the field will display a tip that gives you extra information about the contents of that field.

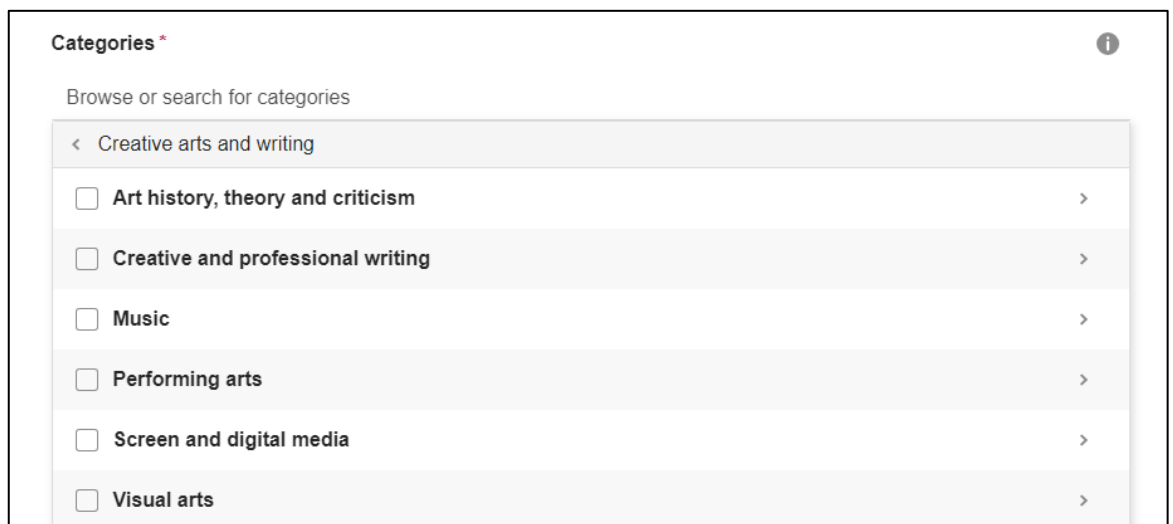


7. **Item title:** The title of the creative research output. This needs to be at least 3 characters. Some basic formatting can be applied.

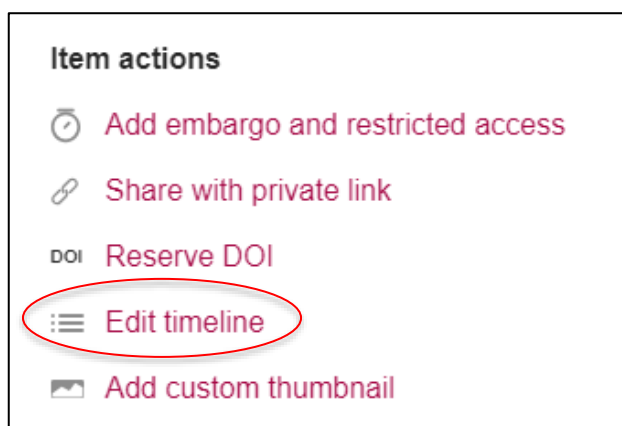
8. **Item type** is a mandatory platform field that we cannot remove. Select whichever element of the controlled list suits. You can use figure for images, media for most audio/video creative objects, composition for scores, and performance for performances.



9. **Authors:** If there are other authors, add them in this field. Creative Works will suggest authors from their author database.
10. **Categories:** These are taken from the Australian Fields of Research 2020 classification system. You can choose more than one and either select from the drop-down menu or search for your subject area.



11. **Keywords** should be specific and help others find your research. Add as many keywords as you want - just hit enter after each keyword. Creative Works remembers keywords entered previously and will make suggestions.
12. **Description:** This is your opportunity to provide a wider audience with rich context about the work – what information is needed for your audience to understand your work? You can apply formatting and embed hyperlinks in the Description field, so you can link out to YouTube, Vimeo, Soundcloud or external websites as required. Description may also be thought of as an abstract.
13. **Publication date:** Add a publication date by clicking 'Edit timeline' on the right hand side of the form. Creative Works cannot currently handle partial dates so a specific date will be required.



## Edit timeline ✕

Edit the publication timeline (or history) that appears on the public record of your item. These dates will be displayed in chronological order. [Find out more about timeline](#)

**Dates applicable to the latest version**

View the dates applicable for the last public version. These are system-generated dates and cannot be changed.

**Posted date**      generated when creating a public version      ▼

**Dates applicable to all versions**

View and edit dates applicable to all public versions.

**Online publication date**      equal with initial posted date      [Set date](#)      ▼

**Publication date**      no date added yet      [Set date](#)      ▼

**Note:** By default, these dates will be displayed on the timeline of your public page in chronological order. This order may be changed by your admin where applicable.

Cancel and go back
Save changes

14. **Funding:** search by grant name, number or funding body and Creative Works will search for a match to link to their Dimensions database profile page. To add funding information that doesn't appear in Dimensions, just type the funder information into the field and don't select anything from the drop-down menu.
15. **Related materials:** If there are publications or other materials with an identifier related to the creative output, you can link the works using the 'Related Materials' section. Click on 'Manage materials'. Add the Identifier (mandatory), Title, Identifier type (mandatory) and Relation type (mandatory).

**Related Materials** i

Manage materials

1. DOI - Is part of [JythonMusic: An environment for teaching algorithmic music composition, dynamic coding and musical performativity](#)

### Related Materials ✕

Add a new related material

**Related material identifier \***

Identifier \*

Title (optional) ⓘ

**Identifier type \***

Select type... ▼

**Relation type \***

Select type... ▼

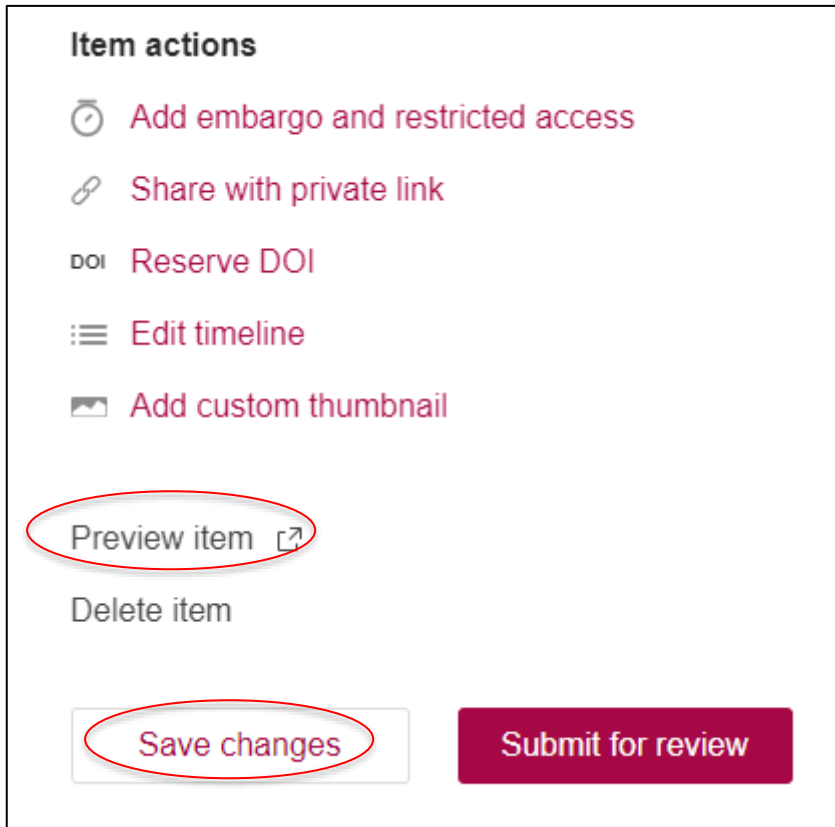
Show in linkout area

Clear
Add material

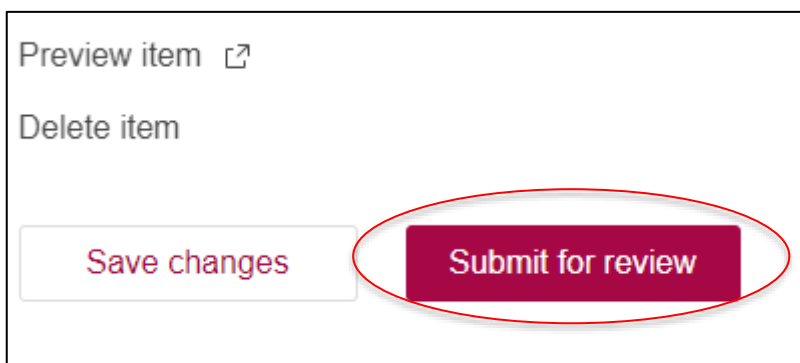
16. **Licence:** You have the option of applying a re-use licence on your work. This does not remove your copyright (except for CC0), it only specifies how others may re-use your work. If your work has been previously published under a CC licence, uses CC-licensed content, or you or others have no commercial interest in the work then you can apply a CC licence. Select In Copyright if you do not wish to allow re-use. Please contact the [Information Policy Officer](#) if you need more advice about licencing.
17. **ERA Category:** Select the most appropriate option from the drop-down menu.
18. **Eligible major research output?** At this time, only major research is accepted for Creative Works. Please indicate whether this is major research or not.
19. **Research statement:** The research statement is required for the reviewers to assess your work as major or minor. Please provide background, contribution and significance. [Guides have been created](#) by the Office for Research to assist with your research statement.
20. The other fields are optional, however completing relevant fields will assist the reviewer in determining the major research status of your work. Contact the [Library](#) if you need any assistance with these fields.



21. At any point you can preview your submission by clicking “**Preview item** (private)” on the right hand side of the form (make sure you save your changes first).



22. Use the **comments** field to communicate with Reviewers or Library staff. This field is public so please indicate if you wish the comment to be deleted before publication. There are currently no private notes fields.
23. **Ignore** Reference number, Curation step, Share with private link and Reserve DOI.
24. **Finalising submissions:** Once the form is complete, submit the item using 'Submit for review' after selecting any necessary embargoes for your files under the 'Apply embargo & restricted access' options. You can also save at any time and return later.



- 25. Note: if you have submitted an item and its status is showing as ‘under review’, changes made to the item cannot be saved without resubmitting for review.**
26. Submissions will be reviewed by the Library for copyright and metadata completeness and passed to your discipline’s Deputy Director for Research or Head of School for confirmation as ‘Major Research’ ahead of being made live in Creative Works. Published items will appear automatically in Symplectic Elements and your Griffith Experts profile—please allow at least a day for this to occur.