

Quick Start Guide –The Seahawk DOCKS Submission Form in 2 Quick Steps

1. Create a Seahawk DOCKS Submission Form Account

- Go to [Seahawk DOCKS Submission Form](http://randall3.uncw.edu/extras/ir_submission) at http://randall3.uncw.edu/extras/ir_submission and click **create an account**
- Complete the online form (See [Figure A](#).) *RED ASTERISK = REQUIRED field.

Figure A

The screenshot shows the account creation page for the University of North Carolina Wilmington's Randall Library. At the top, there is the UNCW logo and the text "UNIVERSITY OF NORTH CAROLINA WILMINGTON" and "Randall Library". Below this are navigation links: Home, Research, Services, Collections, About, and Ask a Librarian. The main heading is "User account" with sub-links for "Create new account", "Log in", and "Request new password". The "Create new account" link is selected. The form is divided into two main sections: "Account information" and "Personal Information".

Account information

Username: * [text input] Spaces are allowed; punctuation is not allowed except for periods, hyphens, and underscores.

E-mail address: * [text input] A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Confirm e-mail address: * [text input] Please re-type your e-mail address to confirm it is accurate.

Password: * [text input]

Confirm password: * [text input]

Provide a password for the new account in both fields.

Word verification: *

[Image of CAPTCHA characters: 2-z-0-5-4] (play audio CAPTCHA)

[text input] Type the characters you see in the picture above; if you can't read them, submit the form and a new image will be generated.

Personal Information

Prefix: -- [dropdown menu]

First Name: * [text input]

Last Name: * [text input]

Suffix: -- [dropdown menu]

[Create new account button]

2. Create Seahawk DOCKS Submission

- Log in at http://randall3.uncw.edu/extras/ir_submission if you are not already logged in. Click **Submit Your Publication**.
- Complete the form (See [Figure B](#)).
- Scroll down and **Save** your work as a draft while completing the form. Changes are not made unless you **Save**. If you attach a file, make sure to **Save**.
- Click on "[My Submissions](#)." Here is where you may edit and delete saved drafts.
- When you finish your submission, change the Submission Status to "Complete: Submit to Randall Library," and **Save**. You will receive a confirmation email from UNCW. You **cannot** edit/delete a submission after the status has been changed to **Complete**.

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Figure B

Title: *

Authors
Please enter authors' names, last name first, one author per box. Click "Add another item" to add additional authors.

Author name:

+

+

Source

Journal/Publication title:

Volume #:

Issue #: I.e., "Fall", "2"

Page numbers:

Publisher:

Year: * YYYY

Copyright status
Please tell us what you know about the copyright status of this publication. Feel free to use the File Attachment feature (below) to upload copyright addendums or other copyright documentation.

Copyright status: *

Copyright status comments:

Please give us any additional information about what you know about the copyright status of this publication.

URL to publication: If your publication is available online, please provide a url here.

File attachments
Changes made to the attachments are not permanent until you save.

Attach new file: The maximum upload size is 10 MB. Only files with the following extensions may be uploaded: .jpg .jpeg .gif .png .txt .doc .xls .pdf .ppt .pps .odt .ods .odp .docx .xlsx .pptx.

Submission Status

Save as Draft

Complete: Submit to Randall Library

Select one. Options include "Publisher owns copyright," "Copyright owned by author"

Upload your publication here. Click Browse to locate the file on your computer, then click attach.

Click here if you would like to save as a draft and finish editing later. You can click on "My submissions" on the left-hand side navigation to find your drafts.

Click here if your submission is complete and you are ready to submit it to Randall Library for review.

Click Save. This step is required to either save as a draft or to send to Randall Library. Don't forget to SAVE!