



Social Economy and Sustainability Research Network
Partenariat sur l'économie sociale et la durabilité
Bridging, Bonding, and Building / Renforcement des liens et des capacités

SUBMISSION INSTRUCTIONS FOR SOCIAL ECONOMY SPACE (SE SPACE)

Ce guide est aussi disponible en français. Contact: seproject@msvu.ca

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SE Space (English): <http://dc.msvu.ca:8080/xmlui/handle/10587/9>

SE Space (French): <http://dc.msvu.ca:8080/fr/handle/10587/9>



Social Sciences and Humanities
Research Council of Canada

Conseil de recherches en
sciences humaines du Canada

Canada



Table of Contents:

- SE Space-What is it? p. 3
- Register your Account: p. 4
- Choose an E-mail address to register with: p. 4
- Create a profile: p. 5
 - Part A: Subnode Coordinators
 - Part B: Individuals
- Submitting to SE Space: p. 6
 - Step 1: Preliminary Questions p. 7
 - Step 2: Describe your submission (pt 1) p. 8
 - Step 3: Describe your submission (pt 2) and adding keywords p. 9
 - Step 4: Uploading a file (documents in French can be uploaded here) p. 10
 - Step 5: Review your submission p. 11
 - Step 6: Assign a creative commons license (optional) p. 12
 - Step 7: Agree to the MSVU non-exclusive license and complete submission p. 13
- What happens after you submit p. 13
- Contact Information p. 13

SE Space-What is it?

As described here: <http://dc.msvu.ca:8080/xmlui/handle/10587/9> the Social Economy Space exists to promote the widest possible dissemination of intellectual output on the social economy. SE-Space allows high visibility and accessibility for the academics and practitioners who want their research outputs and reports to be widely accessible to a broad public, whether from the community, government, or the academy. An added advantage is that the SE-Space format allows you to retain your rights as an author, ensures preservation and copyright protection, and it is safe and easy to use.

For those seeking information on the social economy, the beauty of the site is that you will find the electronic material you are looking for in its entirety, as opposed to finding references that necessitate further searching.

The SE-Space site is focused on work by persons involved in researching and writing about the social economy. At present, the main focus is on materials produced by, or relevant to, Atlantic Canadians. Much of the work you will find here was produced by the members of the Social Economy and Sustainability Research Network <http://www.msvu.ca/socialeconomyatlantic>, many of whose members continue to submit even though the Social Sciences and Humanities Research grant that financed the network has ended.

Researchers (including practitioners from SE organizations) can submit materials. The submission process is electronic and is easily mastered. This guide will provide you with the tools you need in order to make submissions. From beginning to end, the submission process takes an average of 3 to 6 minutes. Please e-mail seproject@msvu.ca if you would like more information.


Register your Account:

Go to the Social Economy Space Site:

<http://dc.msvu.ca:8080/xmlui/handle/10587/9>

Click “Register” on the right hand menu:

Once you have registered, you will receive two e-mails: one confirming that your account has been created, and another informing you that you have been assigned the appropriate permissions to be able to submit to SE space.

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Bridging, Bonding, and Building/Renforcement des liens et des capacités

Social Economy Space (SE space)/ l'Espace économie sociale (Espace-ÉS)

The purpose of the Social Economy Space is to promote the widest possible dissemination by collecting and preserving intellectual output written by both academics and practitioners, and ensuring that it has high visibility and accessibility. This site collects digital documents or links directly to such materials. Here you will find a full document and not just a reference to it. If you are interested in a reference and resource guide on Social Economy click [here](#).

You can navigate the website by using the browse and search menus found to your right

The SE-Space site is focused on the works, publications and research by persons involved in researching and writing about matters pertaining to the Social Economy. The main focus is on work authored by or relevant to Atlantic Canadians, though we will gradually expand our coverage of Canadian and international works. We also include links to the other Canadian Social Economy Research Partnerships.

Your work matters.

The SE-Space site collects and disseminates materials written by both academics and practitioners. If you want your research output to be widely accessible to the community in a format that retains your rights as an author, ensures preservation and copyright protection and is safe and easy to use, the SE-Space site will meet your needs.

Search SE space

© This Community

[Advanced Search](#)

Browse

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

My Exports

- [My Exports](#)
- [Login](#)
- [Register](#)

Note: You will then be redirected to a new screen: the MSVU Digital Commons. This is the Social Economy space's parent site, where you will be asked to enter your e-mail address.

Choosing an email address to register with:

The e-mail address you choose to use will be very important. Every time this e-mail address is used to make a submission, an e-mail confirmation will be sent to that address. If you want to submit using a project e-mail address rather than your personal e-mail, contact roger.gillis@msvu.ca

Cautionary intellectual property: if you are submitting an item not authored by yourself, ensure that you have permission to do so.

Creating a Profile

Part A: Subnode Coordinators:

Once you've requested an account, you will receive an e-mail with a link to complete the remainder of the registration process.

In order to complete your account registration you need to create a profile. When creating your profile, it is important to remember to fill in the fields with the name of your subnode. For example see screen shot below.

Part B: Individuals:

Individuals follow a similar process, but use their own name rather than a subnode designation.

MSVU DC Home → New user registration

Create Profile

Verify Email → Create Profile → Finished

Identify

Email Address:
social.economy.sn1@gmail.com

First Name:
Social Economy

Last Name:
Subnode 2

Contact Telephone:
(902) 457-6401

Security

Please enter a password in the box below, and confirm it by typing it again into the second box. It should be at least six characters long.

Password:
●●●●●●●●

Retype to confirm:
●●●●●●●●

Complete Registration

Search MSVU DC

Go

Advanced Search

Browse

All of MSVU DC

- > Communities & Collections
- > By Issue Date
- > Authors
- > Titles
- > Subjects

My Exports

Login

Register

Submitting to SE Space

Once you have received your confirmation e-mails, you are ready to submit to SE space. In order to submit you must login using the account you just created. Go to SE-Space at <http://dc.msvu.ca:8080/xmlui/handle/10587/9> . The “login” option is located on the right-hand menu, in the “My Account” section.

When you login, you will be redirected to the MSVU Digital Commons site. From here, navigate back to the Social Economy space. You do this by clicking on “Communities & Collections”, under the “Browse” menu on the right of your digital commons screen. Scroll down the list of communities until you reach “Social Economy Space (SE space) / Espace économie sociale (Espace-ÉS)”. Click on that name. This will take you back to SE Space.

Once at SE space, scroll down to “Collections in this Community”, select the collection that best suits the item that you are submitting – click on it. In the new screen (example below) click on “submit a new item to this collection.”


All of the collections are listed near the bottom of the SE space home page. The collections reflect the organization of the SES research clusters. In total, there are 8 collections to choose from:

1. About Community University Research Partnerships
2. Communications
3. Community Mobilization and the Social Economy
4. Government Publications
5. Mapping and Portraying
6. Measuring and Financing
7. Policy
8. Other

There are **7 easy steps** to the submission process.

The screenshot shows the 'Measuring and Financing' collection page. At the top, the title 'Measuring and Financing' is displayed in orange. Below it is a search bar with the text 'Search within this collection:' and a 'Go' button. Underneath the search bar is a link for 'Advanced Search'. To the left of the search bar is a 'Browse by' section with a list of links: 'Titles', 'Authors', and 'Dates'. At the bottom left, there is a link that says 'Submit a new item to this collection', which is highlighted by a red arrow. On the right side of the page, there is a 'Search SE space' section with a search box and a 'Go' button. Below this is a 'Browse' section with a list of links: 'By Issue Date', 'Authors', 'Titles', 'Subjects', 'My Exports', 'Logout', 'Profile', and 'Submissions'.

STEP1:PRELIMINARY QUESTIONS

Social Economy and Sustainability Research Network  Partenariat sur l'économie Sociale et la durabilité

Bridging, Bonding, and Building/Renforcement des liens et des capacités

Item submission

Initial Questions → Describe → Describe → Upload → Review → License → Complete

Initial Questions

Multiple titles:
The item has more than one title, e.g. a translated title

Published:
The item has been published or publicly distributed before

Save & Exit Next >

Search SE space

This Collection
[Advanced Search](#)


Browse

- [By Issue Date](#)
- [Authors](#)
- [Titles](#)
- [Subjects](#)

• [My Exports](#)
• [Logout](#)
• [Profile](#)
• [Submissions](#)

In this first step, you can indicate whether or not the material that you are submitting has multiple titles, such as a translated title, and if it has been previously published. If these criteria do not apply to the material that you are submitting, simply proceed to the next step.

Also keep in mind that **you can exit a submission at anytime** by clicking on the “Save and Exit” option (see bottom of screen above). By clicking “submissions” under the “Admin” menu (see screen below), you can add more information at a later date. It takes an average of 3-6 minutes to complete all of the steps.

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You can navigate the website by using the browse and search menus found to your right.

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Your work matters.

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Search SE space

This Community
[Advanced Search](#)

Browse

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- [Titles](#)
- [Subjects](#)

Admin

- [Logout](#)
- [Profile](#)
- [Submissions](#)

STEP 2: DESCRIBE YOUR SUBMISSION (Part 1)

Item submission

Initial Questions → Describe → Describe → Upload → Review → License → Complete

Describe Item

Authors/Auteur(s):
Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*
 S'il y a plusieurs auteurs, cliquer "Ajouter" pour entrer leurs noms

Title/Titre:
Entrer le titre principal du document

Identifiers: ISSN

Type:
Sélectionner le type de contenu du document. Pour sélectionner plus d'un type, appuyer sur la touche "CTRL" ou "Shift"

Language/Langue: N/A

< Previous Save & Exit Next >

First, you fill out the author's name. If the author is an organization, you can put the name of the organization in either the last name or first name fields. You also have the ability to add more than one author if the item you are submitting has more than one author.

You then add the title of the item that you are submitting. The title is one of the only mandatory fields in the submission process. The next few fields are optional. If there is an identifier associated with your item such as an ISSN, ISBN, URL, or DOI, select the identifier from the drop down list and then enter it into the adjacent field. The type of item such as; article, presentation, thesis, etc. can also be selected.

After you complete the fields in this step, click "Next" to proceed.

Please note: if you checked either one of the two boxes in the optional fields (multiple titles, previously published) you may see some additional fields, such as publisher, date of issue, or alternate title.

STEP 3: DESCRIBE YOUR SUBMISSION (Part 2)

In this next step you have the ability to add subject keywords and an abstract or description to your submission to give those accessing the item a better idea of what the resource is about. The more clearly you are able to describe the item that you are submitting, the greater the chance that researchers will be able to locate your submission. The description or abstract is displayed alongside the item to give those viewing the item an idea of its contents.

Adding keywords:

Keywords are one or two words that capture the essence of the material that you are submitting. Keywords will enable people to find your work better on SE space if people are searching for works on a particular topic. For example, if the item that you are submitting is about Cooperatives in New Brunswick, you can add “New Brunswick” and “Cooperatives” as keywords. Someone who would search the site for “New Brunswick” would then see your article in the search results. You can add as many keywords as you like, but 3 or 4 are recommended. Do not use abbreviations, and please use proper place names when referring to people, places, or organizations. Also, please use the plural version of the word, e.g. “Cooperatives” rather than “Cooperative, when entering keywords. For a list of Social Economy-related keywords, please see here: <http://libguides.msvu.ca/content.php?pid=1830&sid=8767>. Keywords may be added or amended by administrators to aid in the indexing of the item being submitted.

If the abstract, description, or keyword fields do not apply to the item that you are submitting, this step is optional so you can just proceed to the next step.

STEP 4: UPLOADING A FILE (documents in French can be uploaded here)

For the next step, you will upload a file of the item that you are submitting. Most file formats are accepted. You also have the ability to upload multiple files. For example, if you have a number of images to go along with an article, you can add those as well.

There is an option to further describe the file that you are uploading, if you wish to distinguish it from the other files that you are submitting.

The screenshot displays the 'Item submission' process. At the top, a progress bar shows the following steps: Initial Questions, Describe, Describe, Upload (highlighted in green), Review, License, and Complete. Below this, the 'Upload File(s)' section contains a 'File:' field with the path 'N:\Archives\Atlantic Reg' and a 'Browse...' button. A note below the field reads: 'Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.' The 'File Description:' field contains the text 'Main article'. A note below it reads: 'Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".' At the bottom of the form, there are three buttons: '< Previous', 'Save & Exit', and 'Next >'. A large 'Upload file & add another' button is also present.

STEP 5: REVIEW YOUR SUBMISSION

For this step you review what you entered in the previous steps. At any time, you can go back and correct the information that you have entered by clicking “Correct one of these”. If you do go back and correct any of the information that you entered, you will be taken backwards in the submission process. Just click “Next” to proceed through all of the submission steps until you return to the “Review” step. Once you have completed your review, move on to the next step, Licence.

Item submission

Initial Questions →
 Describe →
 Describe →
 Upload →
 Review →
 License →

License →
 Complete

Review Submission

Initial Questions

Multiple titles: No

Published: No

Describe Item

Authors: Hicks, Elizabeth

Authors: Brown, Leslie

Title: Measuring what counts in the Social Economy Roundtable: What aspects of the social are captured by measures currently in use and to what effect?

Identifiers: -

Type: Presentation

Language: English

STEP 6: ASSIGN A CREATIVE COMMONS LICENSE (Optional)

You have the option to assign a Creative Commons license to your submission if you wish.

Note: you must have the proper permissions to do so, or you must be the copyright holder of the item that you are submitting.

There is a link in the paragraph of text to the Creative Commons website if you wish to learn more about Creative Commons licenses. If you do not wish to assign a Creative Commons license to the item you are submitting, you can skip this step.

Item submission

Initial Questions → Describe → Describe → Upload → Review → License →
License → Complete

Creative Commons License

If you wish, you may add a [Creative Commons License](#) to your item. **Creative Commons licenses govern what people who read your work may then do with it.** If you wish to select a Creative Commons license click the button below. You will be taken to the Creative Commons website, where you will be presented with several licensing options. After selecting a license, you will be returned to this page.

Proceed to Creative Commons website to select a license

License: *no creative commons license selected*

< Previous Save & Exit Next >

STEP 7: AGREE TO THE MSVU NON-EXCLUSIVE LICENSE: COMPLETING YOUR SUBMISSION

This is the final step in the submission process and it is mandatory. Read over the license if you wish. You must check the “I Grant the License” checkbox in order to complete your submission. Then click “Complete submission” and you are done!

Distribution License

There is one last step: In order for the MSVU Digital Commons to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

MSVU NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license, you (the author(s) or copyright owner) grant to Mount Saint Vincent University (MSVU) the non-exclusive right to store, convert, and make accessible your submission as defined below.

You agree that MSVU may, without changing the content, convert the submission to any medium or format for the purpose of preservation.

You also agree that MSVU may keep more than one copy of this submission for purposes of security, back-up and preservation.

You represent that the submission is your original work, and that you have the right to grant the rights contained in this license. You also represent that your submission does not, to the best of your knowledge, infringe upon anyone's copyright.

If the submission contains material for which you do not hold copyright, you represent that you have obtained the unrestricted permission of the copyright owner to grant MSVU the rights required by this license, and that such third-party owned material is clearly identified and acknowledged within the text or content of the submission.

IF THE SUBMISSION IS BASED UPON WORK THAT HAS BEEN SPONSORED OR SUPPORTED BY AN AGENCY OR ORGANIZATION OTHER THAN MSVU, YOU REPRESENT THAT YOU HAVE FULFILLED ANY RIGHT OF REVIEW OR OTHER OBLIGATIONS REQUIRED BY SUCH CONTRACT OR AGREEMENT.

MSVU will clearly identify your name(s) as the author(s) or owner(s) of the submission, and will not make any alteration, other than as allowed by this license, to your submission.

If you have questions regarding this license please contact the system administrators.

**Distribution
license:**

I Grant the License

< Previous

Save & Exit

Complete submission

What happens after you submit?

Once your submission is approved, you will receive an e-mail from the administrator with a link to your submission on the Social Economy Space.

Questions

Any questions or concerns can be directed to:

Roger Gillis – roger.gillis@msvu.ca (902) 457-6401 or

Stan Orlov - stan.orlov@msvu.ca (902) 457-6212