

# OASIS Tutorial Transcript

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**00:00–00:08** Welcome to this tutorial on uploading a summary to the OASIS database at [www.oasis-database.org](http://www.oasis-database.org)

**00:09–00:15** The submission process allows you to create and upload a summary directly to the database.

**00:15–00:26** This means that the process is quick, taking only 10–15 minutes, and efficient, allowing you to enter all of the metadata tags to ensure the visibility of your summary.

**00:27–00:35** If you are unfamiliar with the OASIS database, you may wish to watch our video Introduction to the OASIS database website first.

**00:38–00:51** Before writing an OASIS summary, it is important that you visit the guidance page, which contains everything you need to know about OASIS summaries and includes templates and examples to support your writing.

**00:52–00:55** When you are ready, click the Upload Summary tab.

**00:56–00:57** It will ask you to log in.

**00:59–01:01** Logging into OASIS.

**01:03–01:13** If you have registered for an account with OASIS or IRIS before but cannot remember the password, please use the Forgot Your Password link.

**01:14–01:19** If you are registering for the first time, click the link to the registration page.

**01:20–01:25** If you need further help with logging in, please visit our dedicated support page.

**01:27–01:34** When you log in, you will see all of the summaries that you have on the database, either in draft or published.

**01:39–01:43** Before we begin the upload process, there are some key points to note.

**01:44-02:04** You can upload a summary of any article that (A) is about any language-related topic, and (B) has been published in a peer-reviewed journal listed on one or more of the Social Science Citation Index, the Arts and Humanities Citation Index, or the Science Citation Index Expanded.

**02:05-02:16** Please note OASIS does not accept summaries of book reviews, book chapters, or conference proceedings unless they are on the citation indices just mentioned.

**02:18-02:37** If you are an author of a recently accepted article in Foreign Language Annals, Language Learning, TESOL Quarterly or the Modern Language Journal, please use a summary template to write your summary and send it to your journal, following the journal's instructions.

**02:38-02:48** We recommend that writers of summaries always show their draft summary to all authors of the original article to approve and perhaps edit before submission.

**02:55-02:58** The first step requires the details of the summary.

**03:00-03:04** The writer of the summary may be available in the drop-down list.

**03:05-03:09** If not, you can add a new writer by entering the first name.

**03:10-03:16** Add the second name here and click Add New Author.

**03:18-03:24** The title of the summary is usually a simpler version of the title of the original article.

**03:28-03:35** Notice the title has been written in sentence case, with an uppercase letter only on the first word.

**03:36-03:40** Next, click the language the summary is written in.

**03:40-03:49** If the summary is a translation of another summary already available on OASIS, you can add the URL of that other summary here.

**03:57-04:00** Uploading an OASIS Summary: Step 2.

**04:05-04:16** Here you can add the authors of the publication in the same way that we added the writers of the summary, either via the drop-down list or by adding a new author.

**04:20–04:30** Enter the title of the publication in sentence case, then the year of publication and the journal title.

**04:35–04:42** If you already know the volume, issue, page numbers, and DOI of the publication, you can enter those here.

**04:48–04:53** The next two sections are very important for the searchability of your summary.

**04:53–04:59** Here we select the participant type and next the area of research.

**05:00–05:04** You can select as many areas as apply to the publication.

**05:04–05:07** This will increase the findability of your study.

**05:13–05:22** If you have your materials for the publication on IRIS, you can enter the IRIS URL here, or an external URL below.

**05:24–05:29** Please then indicate whether the original publication is open access.

**05:30–05:32** Uploading a Summary: Step 3.

**05:34–05:37** This is for all summaries.

**05:37–05:49** Only summaries in Arabic, Hebrew, or Sindhi (right-to-left scripts) or videos of signed summaries will be uploaded in Step 4.

**05:53–06:00** On this step, you will need to put the content of your summary into the boxes, starting with the title.

**06:02–06:08** You can either type the text into the box or copy and paste it from another document.

**06:10–06:20** What this research was about and why it is important, what the researchers did, what the researchers found, and things to consider.

**06:22–06:28** Summaries should give a clear outline of the research and be formatted as one paragraph of text.

**06:31–06:34** Use bullet points for each relevant piece of information.

**06:35–06:39** Note that bullet points cannot be pasted from another document.

**06:39–06:45** They must be added using the bullet list icon once the text has been pasted into the box.

**06:55–07:01** However, you can make some sections longer than others so that the format suits your article style.

**07:02–07:09** For example, OASIS hosts many excellent summaries of review articles or conceptual pieces.

**07:10–07:14** You can use the preview button to check that it fits on one page.

**07:14–07:21** The system will not allow you to upload a summary that is longer than one page, so you might need to cut it down slightly.

**07:29–07:33** Step 4 is for videos of signed summaries or summaries in Arabic, Sindhi, or other right-to-left scripts.

**07:38–07:41** No other documents should be uploaded on this page.

**07:45–07:49** Step 5 allows you to add more details about the study.

**07:50–07:57** These fields are optional, but they will help your summary to be more searchable.

**07:58–08:04** Please use the features in the drop-down list rather than adding new terms.

**08:07–08:19** In Step 6, confirm the licence for your OASIS summary, accept the terms and conditions, and you have the opportunity to provide feedback about the submission process.

**08:25–08:29** Click the next step and your summary will have been submitted.

**08:32–08:36** You will receive an email confirming that the upload of the summary was successful.

**08:37–08:40** The email contains a link to the summary record.

**08:40–08:43** This takes you to the public view of the record.

**08:44–08:55** The Edit Summary button in the Admin panel allows you to add or change metadata, for example, to add a DOI or volume and issue numbers.

**08:58–09:10** If you experience any problems with uploading a summary, please contact OASIS at [oasis-database.org](http://oasis-database.org) with details about the issue and any screenshots.