BEFORE SUBMITTING YOUR WORK

1. Discuss with your faculty mentor the level of access appropriate for your project. Be sure to sign off on the paper access form with your mentor. This form also includes a **project description**, which will be **visible to the public** regardless of the access level chosen. Your mentor must sign off on the content of the project description. DO NOT submit this form electronically in the body of your project.

2. The body of your project should have a title page and abstract.

3. Your paper should contain citations for any work that is not your own (photos, charts, etc.). Properly acknowledge the source of all data presented and used in your project. For example, "the data presented in this table (or document) was generated in Dr. Rebecca Kohn's lab at Ursinus College, Spring 2015." Any data generated by a faculty member remains the possession of the faculty member and cannot be used again without permission.

SUBMITTING YOUR PROJECT TO DIGITAL COMMONS @ URSINUS

Step 1: Create an account in Digital Commons @ Ursinus
      a. First, go to http://digitalcommons.ursinus.edu/
      b. Next, click on **My Account** near the top of the page.

c. Create an account by using the **Sign Up** button, or log in to an existing account.

Fill out all of the fields and use your Ursinus email address. Make a password that you'll remember!

d. After you click "Sign Up," this page will appear directing you to check your email for confirmation of your new account.
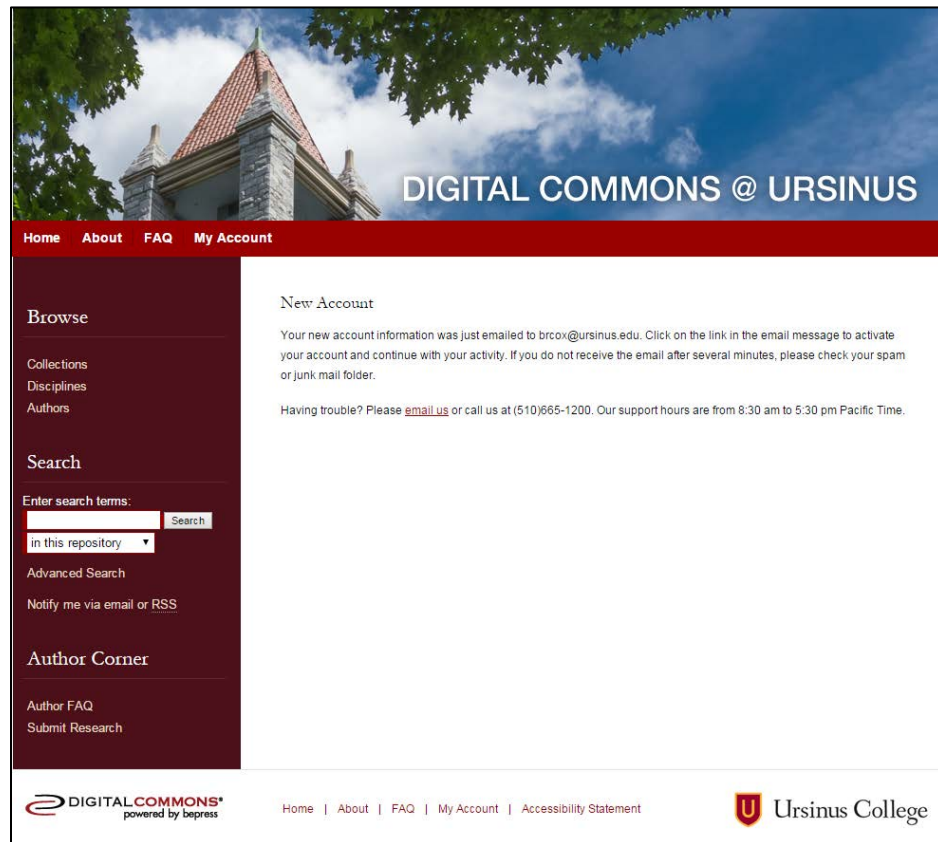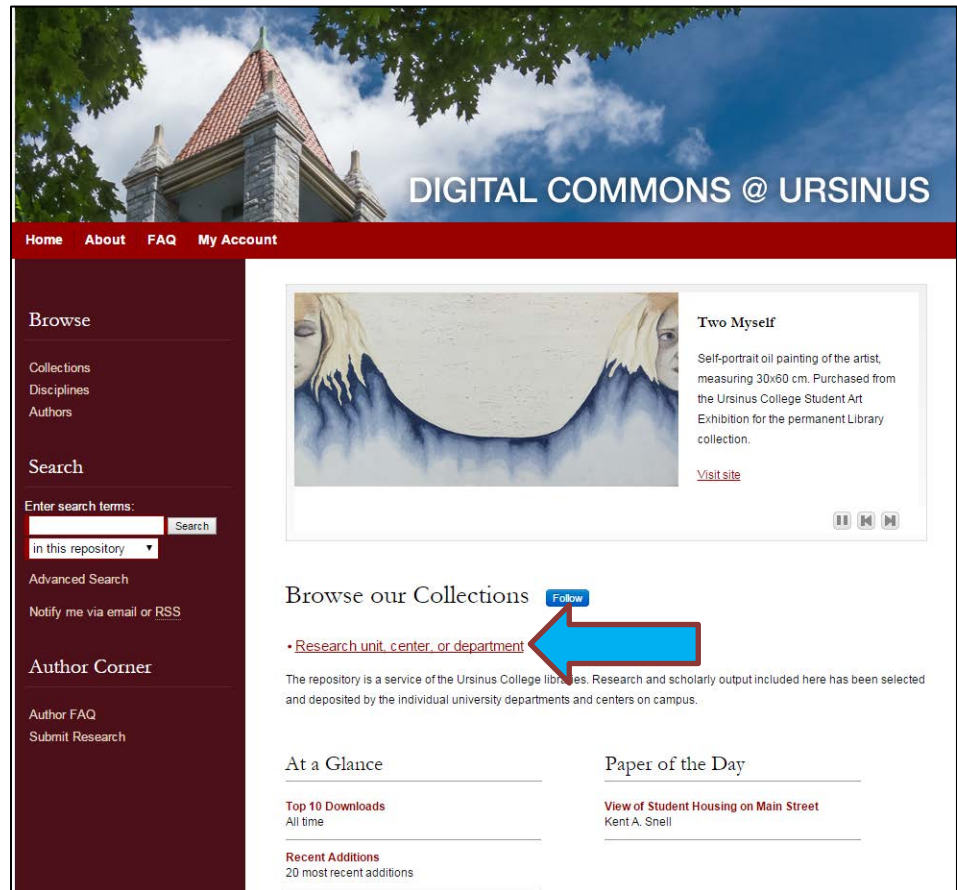

e. Check the email account used to create your Digital Commons @ Ursinus account to confirm your registration. You will need to click on the attached link to verify and continue. The email should appear similar to this:
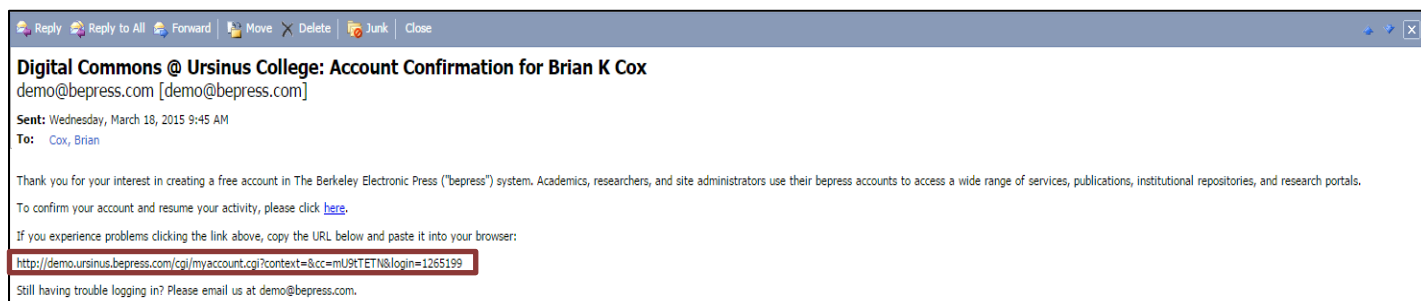
Step 2: Submitting your Project

    a. After creating your account, click **"Research unit, center, or department"** on the home page under "Browse our Collections" as shown:

b. Press the **"Expand All"** button to locate the Student Research section of your department.

c. Click the location appropriate for your project. **For example**, "American Studies Summer Fellows" as pictured above. Note: If your project is sponsored by more than one department, just choose the primary one. During the submission process you can indicate the additional department so your project will be archived in both places.

d. Next, click **Submit Research** under "Author Corner" on the bottom left side of the page.

e. You will be directed to the **Submission Agreement** page. Read the Agreement carefully, check the box at the bottom of the page (indicating that you agree with the conditions) and click **Continue**.

f.   After agreeing, you will be taken to the main submission page with fillable fields (some fields are optional):

Fill out all required fields, or the submission will not be accepted!!

FIELDS LISTED:

1. **Title** (capitalize all nouns, pronouns, verbs, and all words of four or more letters)
2. **Author** (This will already be completed for you; you may make changes if needed)
3. **Submission Date** (Enter today's date)
4. **Department(s)** (From the drop-down menu, select the primary department that sponsored your project. Add an additional department if needed in the field below)
5. **Mentor(s)** (Enter the name(s) of your faculty mentor(s))
6. **Student Contributor** (Enter the name(s) of students who collaborated with you on your project)
7. **Keywords** (Up to six words, to help make your paper more discoverable via search engines)
8. **Subject Categories** (Choose the academic discipline(s) that represent your work. You may pick additional categories than those already selected)
9. **Project Description** (You may be able to copy and paste the abstract from your paper. Check with your mentor. Match exactly as on the signature page)
10. **Comments** (This can be used for reporting any other required information about your research, such as a source of grant funding)

g. **Upload full text** of your document (use the browse button to find the paper on your computer). Be sure the title page and abstract are included in the body of the paper.

h. **Attach any additional files** (slides, audio, video, data sets) if needed, by checking the box

i. **Press Submit** to upload your document and any additional files (this could take a few minutes depending on the file size)
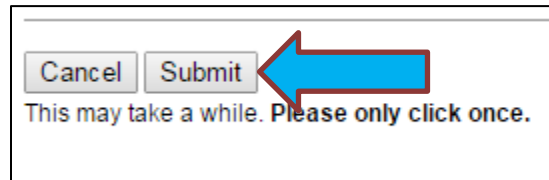
j. **You will see a new page confirming your successful upload**
k. You may revise your submission if needed or click **My Account** to log off.
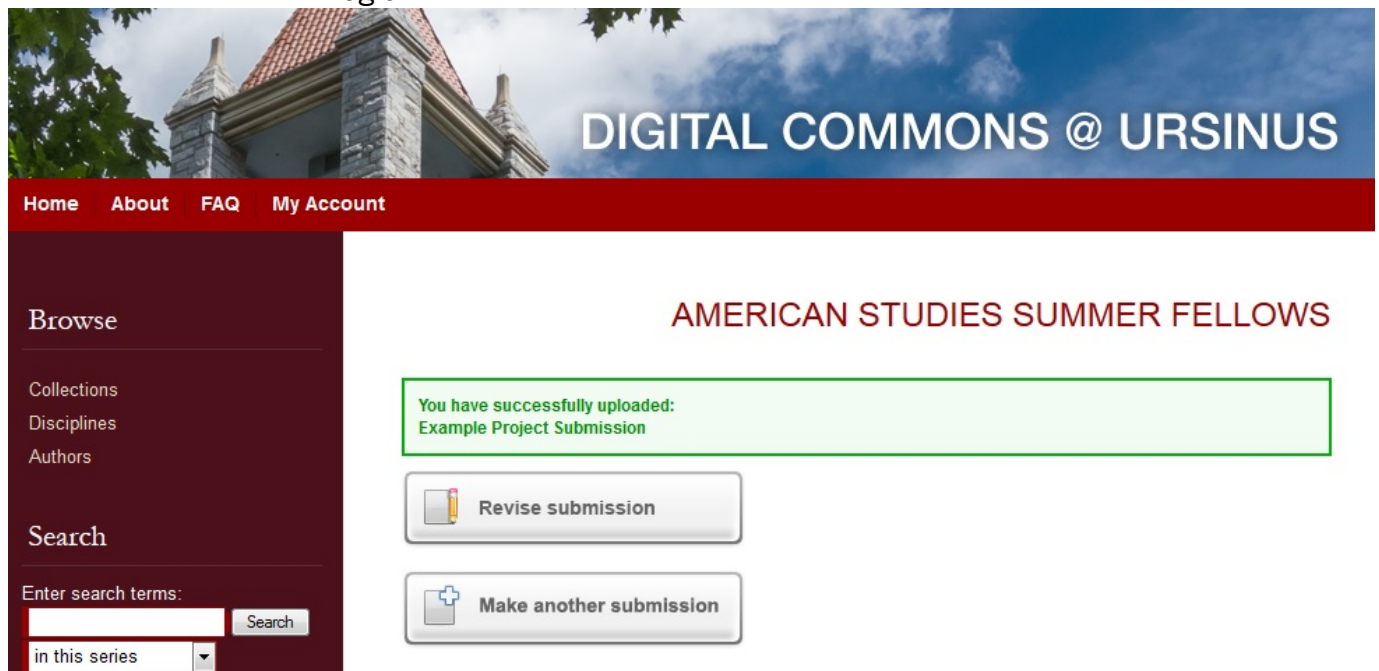
l. You will receive notification via email when your submission is approved.

If you have any questions regarding this process, please contact:

Andy Prock, Scholarly Communications & Metadata Librarian at aprock@ursinus.edu