Posters Submission Guidelines for Discovery@URI in DigitalCommons@URI

Go to: http://digitalcommons.uri.edu/discovery/ **if you are not already there.**

- Click on the "Submit Poster" link on the right hand menu
- If you already have an account in DigitalCommons, please login there. If not, click "Sign up" button where it says "Create new account" and create a free account for you.
- **For creating a new account:** 1. Complete the form (the required fields are marked with a red asterisk and they include simply: your email address, first name, last name, and a password that you make up yourself); 2. Click "Sign up"; 3. A confirmation email will send to you and you can activate your account from there.

Uploading your poster

- **Please read the Submission Agreement**
    - o Your manuscript will be submitted to DigitalCommons@URI for inclusion in the Discovery@URI.
    - o You must accept the terms of granting Digital Commons the right to distribute your poster by checking off the box that says **"**Please check this if you agree to the above terms."
- **Click on the "Continue button"**
- **The next step will be to enter information about your poster**
    - o Title
    - o Author(s)
    - o Location (Please enter "Robert L. Carothers Library and Learning Commons")
    - o Start Date (Please enter "10:00am on April 13 2011")
    - o Skip the "End Date"
    - o Discipline (Choose appropriate discipline for your poster)
    - o Abstract
    - o Comments (Please enter the information that might be useful to users. For example, if you are a award winner.)
    - o Creative Commons License (Recommend to use "Creative Commons Attribution-Noncommercial-Share Alike 3.0")
    - o Uploading the full poster
        - ➢ Check off "Upload file from your computer"
        - ➢ Click the "Choose File" button to locate your poster on your computer.
        - ➢ Your poster is preferred to be uploaded as a PDF file. (If you have **additional files** such as sound or video clips, image files, etc. that must also be submitted, check off the box indicating that you would like to add additional files. You will have an opportunity to upload the additional files on the next screen.)
        - ➢ If you do not have any additional files to upload, click the "Submit" button.
        - ➢ You will have successfully completed the submission process!
        - ➢ At this point you can close out of the DigitalCommons website, or if you know you made a mistake on the submission form or somewhere in your poster, you can choose to revise your poster.

- **Revising your submission**
  If you need to revise your submission for any reason, click on "**revise submission**" and make the necessary changes on the submission form. Scroll down to the bottom of the submission form to where it says "Upload File", and browse for the corrected version of your submission. Click on "Submit". You will be given the choice to revise your submission again. You can revise your submission as many times as you need to. Once you are done you can close out of the DigitalCommons website. For instructions on how to go back later to make revisions to your submission, scroll down a little further in this document.

- **Adding Additional Files**
  Additional files are meant to supplement the full text of your poster. They may include any type of files such as audio or video files, image files, a spreadsheet, a PowerPoint file, etc. There are no file size or file format limitations, but please keep in mind that if you upload unusual file formats or very large files people may have trouble downloading them.
  - If you wish to upload additional files, please check off the box indicating that you would like to add additional files and then click submit.
  - Browse for additional files on your computer and provide a short description of each file.
  - Click the Save New File button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click Continue at the very bottom of the screen**.**
  - If you are satisfied with your submission, you can close out of the DigitalCommons website.
  - You will have successfully completed the submission process!

How to go back later to make revisions to your submission:

First make any changes or corrections you need to make to your submission in your original Word document.

Then go to DigitalCommons at http://digitalcommons.uri.edu/discovery/

Click on the "My Account" link in the top right hand corner and log in.

If you forgot your password or user name click on the link that says "Forget your password?" Enter your email address and click "Email password". Your password and user name will be emailed to you immediately.

Once you are logged in, click on the title of your submission, and then click the *revise submission* link in the top left menu bar on the subsequent page.

The "Revise" form is the same as the original submission form. Here you can edit any of the information you filled out on the online submission form when you originally uploaded your submission. For example if there is a typo in the title field, if you need to make edits in the abstract field, if you spelled your name wrong in the author field etc.

If all of the information on the form is correct and you just need to upload a corrected version of your submission itself, scroll down almost to the bottom of the form to where it says "Upload File". Browse for your corrected file, and upload it. Then scroll down to the very bottom of the form and click "Submit."

You will have successfully revised your submission, and you can close out of the DigitalCommons website.

Any questions or comments regarding the submission process in DigitalCommons, please contact DigitalCommons Team at digitalcommons@etal.uri.edu or at 401-874-5079