

DigitalCommons@URI Submission Guidelines

Submissions can be made directly by the individual or via the community administrator. If the collection allows direct submission, the contributor or author can proceed directly to the submission area for the collection after logging into DigitalCommons@URI. To create an account, please see **How to create an account** below. A submission agreement must be accepted before uploading is allowed. The language of the agreement is:

“By checking the box below, I grant *Collection Name* on behalf of the University of Rhode Island the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of DigitalCommons@URI.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party; and
3. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed without permission from the administrators.”

The following information will be necessary to submit materials: title, author name(s), keywords, abstract, and the full-text file. Please see the details in **Submission Instructions** below.

If submissions are sent electronically to the collection administrator for uploading, the same information must be provided, and the same technical guidelines for text files apply. If authors choose this method of submitting their material, they must have read and agreed to the submission agreement language.

How to create an account in DigitalCommons@URI

Go to: <http://digitalcommons.uri.edu>

- Click on the “**My Account**” link on the top right of the page
- Click the “Sign up” button under “Create new account” and create a free account.
 1. Complete the form (the required fields are marked with a red asterisk and they include: email address, first name, last name, and a password.);
 2. Click “Sign up”;
 3. A confirmation email will be sent to you with a link to activate the account.

Submission Instructions

Go to the collection page where you want to submit your work

- Click on the “Submit Research” link on the right hand menu
- If you already have an account in DigitalCommons@URI, please login there. If not, please see **How to create an account in DigitalCommons@URI**.

Uploading your work

- **Before you begin, please make sure that you have the necessary information (it may vary from collection to collection), such as:**
 - Title
 - Author(s) information
 - Keywords
 - Abstract
 - Optional Supplementary files (PowerPoint, images, audio, etc.) that are an integral part of the project, but not part of the full text.
 - Full text of the project in Word or PDF format.
- **Scroll down and read the Submission Agreement**
 - Your manuscript will be submitted to DigitalCommons@URI.
 - You must accept the terms of granting DigitalCommons@URI the right to distribute your project 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 work in the submission form**
- **Uploading the full text file**
 - Check off “Upload file from your computer”
 - Click the “Choose File” button to locate your work on your computer.
 - Your work should be uploaded as a Word or a PDF file. If you upload a Word document, the system will automatically convert it to a PDF for you. (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@URI website, or if you know you made a mistake on the submission form or somewhere in your work, you can choose to revise your work.

- **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 work. 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@URI website. For instructions on how to go back later to make revisions to your work, see below.

- **Adding Additional Files**

Additional files are meant to supplement the full text of your work. 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@URI website.
- You will have successfully completed the submission process!

How to go back later to make revisions to your submission if you get notification that revisions are required:

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

Then go to DigitalCommons@URI at <http://digitalcommons.uri.edu>

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 (you may have multi-submissions), and then click the **revise submission** link in the top left menu bar on the subsequent page.

The form you see 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 project -- 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 project 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 project, and you can close out of the DigitalCommons@URI website.