Contributing Material to JMU Scholarly Commons – JMU Faculty

Laura Drake Davis

James Madison University, davisld@jmu.edu

Follow this and additional works at: http://commons.lib.jmu.edu/letfspubs

Part of the Library and Information Science Commons

Recommended Citation

Davis, Laura Drake. Contributing Material to JMU Scholarly Commons – JMU Faculty. 2014.
CONTRIBUTING MATERIAL TO JMU SCHOLARLY COMMONS – JMU FACULTY

1. Navigate your web browser to http://commons.lib.jmu.edu

2. Select “Submit Research” under Author Corner

3. Select your college and department under “Faculty Publications”
4. You will be prompted to login to JMU Scholarly Commons.

If you have created an account, please log in.

If you do not have an account, please create an account, using your full JMU email address (not e-id)

Complete the form to create your account. You will need to verify your email address before proceeding.

Once registered, follow the above steps and log in to your account.
5. Upon logging in, you will have an opportunity to review the submission agreement. You must agree to the terms of the submission agreement in order to submit material.

6. Upon acceptance of the terms of the submission agreement, complete the fields on the next screen. Note: the field indicated in red are required.

7. Form Elements:

   **Title**: Enter the title of your work

   **Authors**: Enter information about all authors. The inclusion of an email address is not required.

   For additional authors, click on the icon. An additional line will be created for information about the additional author.

   To edit authors, click on the icon.

   To remove authors, click on the icon.

   **Document Type**: Select Document Type, from the dropdown list. The default value for this field is “Article”.

   If the type you are seeking is not indicated, select “Other”.
Creative Commons License: Select a Creative Commons License from the choices given. The default value for this field is Creative Commons Attribution – Non-commercial – No Derivative Works 4.0.

If you have questions regarding the Creative Commons license options, please contact your liaison librarian or Digital Collections.

Publication Date: Enter the publication date.

Keywords: Enter keywords, separated by commas.

Disciplines: Please select at least one discipline from the list. If you do not see your discipline, please contact the JMU Scholarly Commons Administrator (dc_admin@jmu.edu) to submit a request add a discipline.

Abstract: Enter an abstract. This is particularly important as the text within this field will be used by internet search engines to improve discovery of your material.

Comments: This field may be used for acknowledgements, required funding statements, etc.
Recommended Citation: We suggest you enter your preferred citation for the material to ensure the citation meets standards within your field.

Upload file: Select from one of the three options. And follow instructions for the selected option. *We recommend the upload of pdf files when possible.*

Publication Status: If this article was previously published in a journal, select “Yes”. If not, select “No”.

Additional Files: If you have additional files to be uploaded, please check the box. You will have an opportunity to upload those files on the next screen.

Submit: Upon completion and review of the form, select “Submit”.

Please keep in mind that for larger files, it may take a while for the files to upload into the system. This is perfectly normal for the system.

Upload Supplemental Content: If you indicated an intent to upload additional files, you will be directed to the screen on the right, where you may select additional files to upload. When you have selected all of the additional files, select “Continue” to complete the process.

As with the initial submit on the previous screen, there may be a wait after selecting “Continue” as the files are uploaded to the system.
Upon completed submission: You will see a screen such as the one on the right.

Please review the “Submission Metadata” for accuracy and completeness.

You will be able to make revisions until the time the item is posted to JMU Scholarly Commons. After the material is posted to JMU Scholarly Commons, to make revisions, please contact the administrator at dc_admin@jmu.edu.

Following the submission of materials, the administrators of JMU Scholarly Commons will review for completeness and will post to JMU Scholarly Commons as soon as possible, usually within 2-3 days (excluding weekends and university holidays).

If you have questions about submitting materials to JMU Scholarly Commons, please do not hesitate to contact your liaison librarian or Digital Collections (lib-digitalcollections@jmu.edu).

Created August 2014