

2014

# Contributing Material to JMU Scholarly Commons – JMU Faculty

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# CONTRIBUTING MATERIAL TO JMU SCHOLARLY COMMONS – JMU FACULTY

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4. You will be prompted to login to JMU Scholarly Commons.

If you have created and account, please log in.

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

The screenshot shows the JMU Scholarly Commons homepage. At the top, there is a purple header with the JMU logo and the text "JMU SCHOLARLY COMMONS" and "A REPOSITORY SERVICE PROVIDED BY LIBRARIES & EDUCATIONAL TECHNOLOGIES". Below the header is a navigation bar with links for Home, About, FAQ, and My Account. The main content area is divided into three columns. The left column contains a search bar with "Enter search terms:" and "Search" buttons, and links for "Advanced Search" and "Notify me via email or RSS". The middle column has a "Browse" section with links for "Collections", "Disciplines", "Authors", and "SelectedWorks Gallery", and an "Author Corner" section with links for "Author FAQ" and "Submit Research". The right column has a "Login" section with "Email address:" and "Password:" fields, a "Remember me" checkbox, and a "Login" button. Below the login fields is a link for "Forgot your password?". To the right of the login section is a "Create new account" section with the text "You will need to create an account to complete your request. It's fast and free." and a "Sign up" button. At the bottom of the page, there is a footer with the Digital Commons logo, navigation links, and the James Madison University logo.

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.

The screenshot shows the account creation form on the JMU Scholarly Commons website. The header is purple with the text "JMU SCHOLARLY COMMONS" and "A REPOSITORY SERVICE PROVIDED BY LIBRARIES & EDUCATIONAL TECHNOLOGIES". Below the header is a white form area. At the top of the form, there is a note: "Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties." Below this note is a sub-note: "You will receive an email confirmation shortly." The form contains several input fields: "Email address \*", "First/Given Name \*", "Middle Initial", "Last/Family Name \*", "Suffix", "Institutional Affiliation Not on list? Please enter name in full.", "Password \*", and "Re-enter Password \*". Each field is followed by a text input box. At the bottom of the form is a "Sign up" button.

- 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.

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

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.

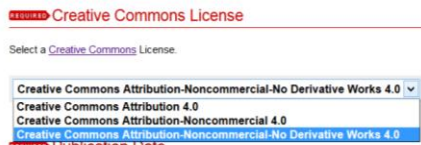
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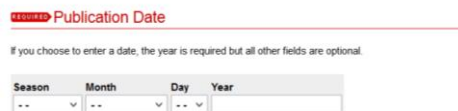
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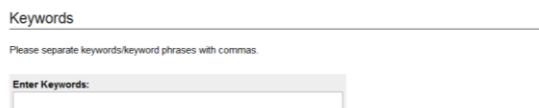


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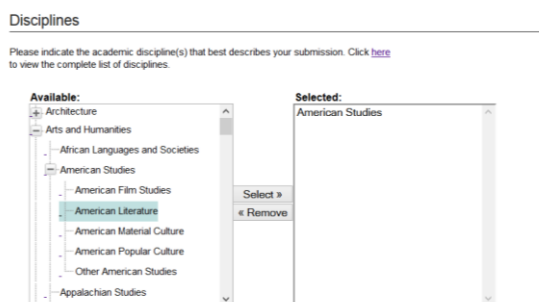
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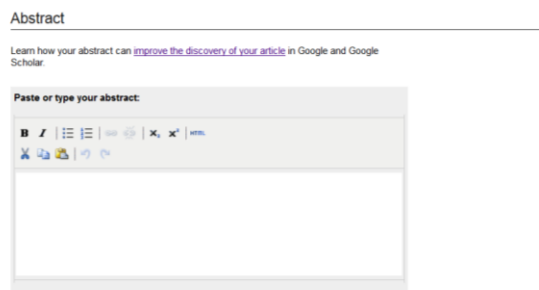
**Keywords:** Enter keywords, separated by commas.



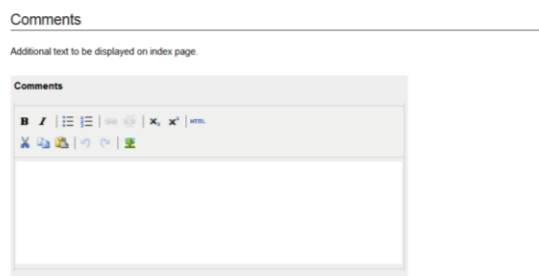
**Disciplines:** Please select at least one discipline from the list. If you do not see your discipline, please contact the JMU Scholarly Commons Administrator ([dc\\_admin@jmu.edu](mailto:dc_admin@jmu.edu)) to submit a request add a discipline.



**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.



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**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.

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Please check this if you'd like to add additional files

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Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

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Upload a new file:  No file selected.

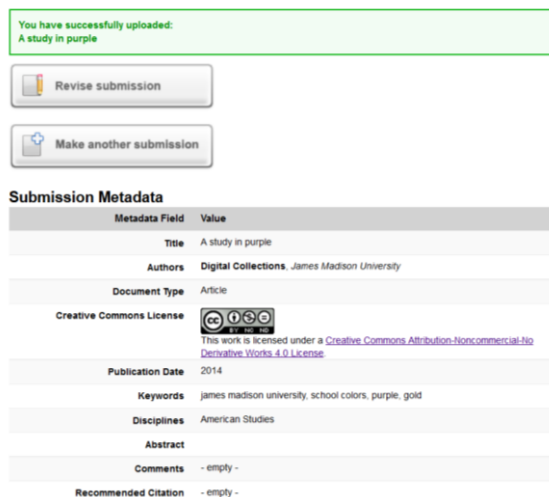
Filename	Description	Upload new version	Sort	Show
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Please click the **Continue** button once after you've attached your supplemental files.

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