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Depositing Your Works in the UNL DigitalCommons: Advice for Self-Depositors

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Depositing Your Works in the UNL DigitalCommons: Advice for Self-Depositors



Congratulations.

You have found the UNL DigitalCommons, the university's institutional repository, and you would like to include some, or some additional, articles or other works in it.

If you are **not** an affiliate of the University of Nebraska–Lincoln or a participant in one of its educational, service, or research programs, then we probably cannot help you. This repository is intended for archiving the scholarly output of the UNL community.

We do, however, host some journals that accept original unpublished content from outside our campus networks. See those titles here:

http://digitalcommons.unl.edu/peer_review_list.html

Following is some advice for UNL faculty, staff, students, and associates on the procedures for putting your work online in our publicly accessible UNL DigitalCommons web space, which is search-engine enabled and provides regular reports on the usage (downloads) of your materials.

First of all, know that the easiest way to get your works into the Digital Commons is to let our staff do it for you. We have a small but dedicated cadre of librarians and students who are familiar with the system, various publishers' policies and requirements, and applicable copyright rules. If you would like to take advantage of this service, you can simply email your publication list (or entire c.v.) to one of the managers and indicate your desire to have these materials included. If your works are published, you usually do not need to include copies. If you have unpublished presentations, white papers, technical reports, and so forth, then yes, we will need copies of those items from you. For published materials, we are librarians and believe we can find almost everything. If an item is very obscure or unavailable to us, we may contact you for a copy. Otherwise, we can probably find the files that we need.

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If you feel you cannot wait for us to post your materials, or you are just eager to take control, here are some tips and guidelines to follow for submitting materials yourself.

Tips for Self-Depositors

First, figure out where (i.e., in what series) you want your materials to be hosted. Usually, departments or programs have a sub-site (called a “community”) where their particular kinds of materials are housed. Departments and programs are listed alphabetically from the “Collections” link in the left panel on the front page or from the “Open Access Archive” link below the Real-time Readership map.

Find your desired program or department, then pick the series type or genre you think is most suitable: faculty publications, dissertations and theses, presentations, departmental materials, or something else. Once you are on the page for the series that you have selected, look for the “Submit your paper or article” link at the bottom of the gray panel on the left (or at the bottom of the page if you are on a mobile device). (If that link is not available in the Author Corner section, the series may not be open for submissions. Contact one of our managers for advice.)

You will be asked to create an account. Use your email address as the ID; set your own password. You will be sent a verification email. Reply to it to activate your account.

From the **My Account** page, select “Submit your paper or article”. Follow the online instructions. You can copy and paste into most fields.

Add the **Title**. This is the only required field. We prefer title case (i.e., capitalize each word) because putting the title in ALL CAPITAL LETTERS: 1. makes it more difficult to read, 2. makes it seem like you are shouting, and 3. is just ugly.

List all of the **Authors**, in the same order as they appear in the publication. Add more rows with the green plus button. Use the number column to reorder as necessary. Include the institution (college, university, or agency—not the department). Include as many author email addresses as you know. Every author with an active email address will receive a monthly download report for the document.

Date of this Version: A year is required. If you leave it blank, the current year is registered by default.

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When you reach the **Disciplines** selections, choose as many or as few as you like. Most series automatically assign some general disciplines.

In the **Citation** field, put the publication journal, volume, year, and pages. Or put how the work should be cited. You are telling a future user of your work how to refer to it. (“Available in Digital Commons” is not a proper citation. This field is also not the place to dump an article’s bibliography or list of references.)

In the **Comments** field, state who holds the copyright. Include the word “Copyright” or “(c),” the name of the holder, and the date of copyright. An example: (c) 2012 John Doe

The **Abstract** field is very important. Do not leave it out. If the material had no abstract to begin with, then construct one. This is the field that Google searches to determine how to rank search results. No abstract, no Google hits, no downloads, so completing this field is a necessity.

Next, usually, you would select “Upload file from your computer,” or “Import file from remote site” and click the Browse button, and then select the file you intend to upload from where it is sitting in your computer. Any pdf file should work fine; doc and docx as well as rtf files can also be uploaded as a main document. (These latter three types will be used to generate a pdf file for final display and downloads.)

Note that if you select “Link out to a file on remote site,” you will not be actually depositing a document, only setting up a link. If that link is to a

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When you reach the section **Publication Status** and the question about previous journal publication, just skip that part.

If you have supplemental files (in any file format), click the **Additional Files** box. You will subsequently be given the opportunity to upload those. They can be almost any discrete file format: csv, xls, doc, ppt, zip, wmf, pdf, txt, exe, mpv, mp3, and more. However, html and xml, being bundles, will not archive this way; you may store the file but not the links it holds and renders. Webpages and websites need to be turned into pdf, doc, or zip files to be stored whole.

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If we see issues, we will try to fix those as quickly as possible and will communicate if we need your help. If you deposit a version that the copyright holder does not allow, we will try to address that expeditiously, but be aware it may take time. We prioritize files that faculty have taken the trouble to deposit, but some submittals can become extremely complicated for a variety of reasons.

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If your material was published, the publishers probably had you transfer the rights to them via an agreement or contract, so your power over it is limited by the language in the legal document you signed.

Many (most) commercial publishers do not allow their final published pdf files to be deposited into the repository. This holds for Elsevier, Wiley, Taylor & Francis, Sage, Oxford, American Chemical Society, Springer, Routledge, American Psychological Association, Institute of Physics, and many others. What these publishers do allow is archiving of the final revised manuscript, including changes made after peer review.

Some (good) publishers do permit the use of their final published versions: Chicago University Press, Rockefeller University Press, American Physical Society, American Institute of Physics, and the American Mathe-

matical Association. So, go ahead and upload those.

The easiest place to check a publisher's policy is on the SHERPA/RoMEO website, here: <http://www.sherpa.ac.uk/romeo/>

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A Few Words on Open Access

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Some advocates argue that “true” open access must meet the Budapest Open Access Initiative (BOAI) definition of unrestricted reuse, and they require the use of a CC-BY, CC-0, or equivalent license. This status is generally characterized as “gold” open access and is often associated with publication in journals supported by article processing charges (APCs).

If your work was published in such an open access venue, you are nonetheless encouraged to archive it in the Digital Commons—for backup and preservation if not for accessibility, and for the convenience of collecting your works in one place.

We appreciate your participation in the UNL Digital Commons. Since 2005 we have been leaders in the deployment of repositories as agents of change in scholarly publishing. We are one of the country’s and the world’s most successful repositories—based on work produced by this campus and its associated programs.

While we are not yet able to dictate academic success in the tenure process, we are making scholarship vastly more available and are providing new metrics for its reception that are advantageous for scholars at all junctures of their careers.

So, go ahead.

Get online. Get known. Get cited.

It’s not the future, it’s the present.

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