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# Guidelines for Submission of Content

Chicago-Kent College of Law

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# Scholarly Commons @ Chicago-Kent College of Law

## Guidelines for Submission of Content

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### Introduction:

This document is meant to serve as an outline of the policies established for the future and current collections residing in Scholarly Commons @ Chicago-Kent College of Law.

### Author Rights

- The author retains the copyright for all works submitted
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### User Rights

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- Material may be downloaded for educational and research purposes provided due recognition is given to the author
- Material may not be copied, distributed, displayed, altered, or used for commercial purposes, unless specified by Creative Commons License (see *Access & Use Policy*)

### 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 Scholarly Commons @ Chicago-Kent College of Law. To create an account, 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 Chicago-Kent College of Law the non-exclusive right to distribute my submission (“the Work”) over the Internet and make it part of the Scholarly Commons @ Chicago-Kent College of Law repository.

I warrant as follows:

- that I have the full power and authority to make this agreement;
- 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;
- that the Work has not been published elsewhere with the same content or in the same format; and
- 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 Work is deposited in the repository, it may not be removed without permission from the repository administrator.

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

Go to <http://scholarship.kentlaw.iit.edu>

- Click on the “My Account” link under the banner on the top left of the page.
- Click the “Sign Up” button under “Create new account” and create a free account.
  1. Complete the form (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 left-hand menu
- If you already have an account in Scholarly Commons @ Chicago-Kent, please make sure that you have the necessary information (may vary between collections) such as:
  - Title
  - Author(s) information
  - Keywords
  - Abstract
  - Supplementary files (if applicable) that are not part of the full text document, but are an integral part of the project
  - Full text of the project in Word or PDF format
- Scroll down, read and agree to the Submission Agreement
  - Your manuscript will be submitted into Scholarly Commons @ Chicago-Kent
  - You must accept the terms of granting Scholarly Commons @ Chicago-Kent 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 the information about your work in the submission form
- Uploading the full text file:
  - Check the box that says “Upload file from your computer”
  - Click “Choose File” to locate your work on your computer
  - Your work should be uploaded as a Word or 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 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!
  - You may now close out of the Scholarly Commons @ Chicago-Kent College of Law website, or choose to revise your submission if you made a mistake on the submission form or the document.

### **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 and choose “Upload file” to browse for the updated version of the file on your computer. Click on “Submit.” You will be given the option to review your submission again.

**To revise at a later date:**

- Make any required changes or corrections to your original document, then go to Scholarly Commons at <http://scholarship.kentlaw.iit.edu>
- Log in via the “My Account” link in the top left below the banner.
- Click on the title of the submission you need to revise and click the “Revise submission” option in the top left menu of the next page.
- You will see the original submission form. Here you can edit any of the information you provided when you initially uploaded your work. Upload the corrected version of your document by clicking “Upload File” at the bottom of the form and browsing for the updated version on your computer. Scroll down to the bottom of the form and click “Submit.”

**Adding Additional Files:**

Additional files are meant to supplement the full text version 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 have additional files to upload, check the box indicating that you would like to upload additional files and click “Submit.”
- Browse for additional files on your computer and provide a short description of each.
- Click the Save New File button to upload the file. Repeat the process for each new additional file. When you are finished, click Continue at the bottom of the screen.
- When you are satisfied with your submission, you can close out of Scholarly Commons @ Chicago-Kent College of Law.