Self-Archiving: Faculty Publication Submission Guide

1) Set up an account by going to My Account on the Rollins Scholarship Online homepage

2) Fill out all the needed information with your Rollins College email address.
3) After receiving confirmation via email, you can login to Rollins Scholarship Online and begin the submission process (see the following pages for detailed instructions).

4) Start by selecting Submit Your Research on the left side of the screen and then click on Faculty Publications from the list of possible collections.
5) Enter the official title of the publication and be sure to use **Headline Style Capitalization**.

6) Find your information by searching for your name and then enter yourself as an author. If you have co-authors, search for their names as well. If authors’ names are not found, then manually add their information into each field.

7) Select the document type from the dropdown menu.

   [NOTE: Possible choices are: Article (default), Book, Book Review, Conference Proceeding, Dissertation, Editorial, Letter to the Editor, etc.]

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**Title**

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

**Authors**

Search For An Author Using: Last Name, First Name, Email, or Institution

1. (rwalton@rollins.edu) Rachel Walton, Rollins College

**Document Type**

The default is Article.

Select from the following:

Article
8) Provide the date that the original work was published.

[NOTE: Only the year is required, but other fields are preferred and will result in better access to the document online.]

**REQUIRED Publication Date**

If you choose to enter a date, the year is required but all other fields are optional.

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9) If you do not want the document to be publicly available for a specific period of time, indicate that in the embargo period field. This is accomplished by entering the date you wish the document to be accessible on Rollins Scholarship Online. It will not be publicly available before that date. If you want the content to be accessible immediately, enter the current date.

[NOTE: Most submissions do not require an embargo period. There are restrictions on the length of embargo periods. For more information, contact Rollins College Digital Archivist, Rachel Walton at rwalton@rollins.edu.]

**REQUIRED Embargo Period**

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10) Enter all appropriate terms related to the content of the document. These can be themes, fields of study, related concepts, etc. A maximum of 6 keywords can be added in this field.

[NOTE: A greater number of keywords can improve discoverability online.]
11) Then select all the disciplines that are related to the content of the document.

[NOTE: Again, a greater number of selected disciplines can improve online discoverability.]

![Disciplines](image)

12) Enter or paste your abstract into the Abstract field. Make sure that there are no special characters in the abstract. If you must use special characters, see the Rollins Scholarship Online Frequently Asked Questions document for suggestions.

[NOTE: A short abstract between 150 and 300 words is suggested but not required.]
13) Author comments will appear alongside the title and abstract. They are optional.

   [NOTE: Often no special comments from the author are needed.]

14) An automatically generated citation will appear with each document. If you wish to provide a different style of citation you may enter one in the Recommended Citation box. This is optional.
15) Now you may upload your file from your own computer by selecting the first option below – “Upload file from your computer.”

[NOTE: If you are interested in the other two submission options please contact Rollins’ Digital Archivist, Rachel Walton at rwalton@rollins.edu assistance.]

16) If you are not ready to upload a copy of your file for any given reason, you can still create a record of your work in Rollins Scholarship Online with a unique citation. Later, if you choose to, you can add the file to the already created record.

To do this, simply:

A. Select “Upload file from your computer” but then, do not choose a file.

B. Note in the Waiver Request Box why you would like to waive this requirement.

It is likely that a site administrator will contact you about your waiver request within a few days.

[NOTE: Most submissions do not require a waiver request.]
17) Fill out the publication information about the document if it is already published elsewhere.

*Please confirm that you have the right to provide an archived copy of the work to Rollins Scholarship Online.*

This can be done by:

A. Contacting publishers and editors and requesting online archiving permissions

AND/OR

B. Consulting SHERPA/ROMEO's database of publisher copyright policies

[NOTE: Helpful information about how to use SHERPA/ROMEO and distinguish between pre-print, post-print, and publisher versions of your work can be found in "Understanding Your Rights: Pre-prints, Post-prints, and Publisher Versions." ]

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18) Finally, feel free to attach additional files that correspond to or supplement the submitted document. These can include graphics, images, visualizations, etc.

**Additional Files**

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

19) After completing all the above steps you can submit your document.

[Submit]
This may take a while. Please only click once.

20) An administrator will be automatically notified of your submission and begin the approval process to release your content so that it can be publicly viewable on Rollins Scholarship Online.

When your submission has been approved and published, you will receive an email notification to your Rollins email address confirming this with a link to your newly posted content.

Have any questions or concerns during this process?

Contact:
Rollins College Digital Archivist
Rachel Walton
rwalton@rollins.edu
407.691.1127