

Self-Archiving: Faculty Publication Submission Guide

- 1) Set up an account by going to [My Account](#) on the [Rollins Scholarship Online](#) homepage

The screenshot shows the homepage of Rollins Scholarship Online. The navigation menu at the top includes 'My Account', 'FAQ', 'About', and 'Home'. The 'My Account' link is circled in red. Below the navigation, there is a search bar with the text 'Enter search terms:' and a 'Search' button. A dropdown menu shows 'in this repository'. Below the search bar, there is a link for 'Advanced Search' and a notification option 'Notify me via email or RSS'. On the right side, there is a section titled 'Browse Research and Scholarship' with a 'Follow' button and a list of categories: Faculty Publications, Student-Faculty Collaborative Research, Rollins Honors Program Theses, and Master of Liberal Studies Theses.

- 2) Fill out all the needed information with your Rollins College email address.

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. Be press neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an *:

Email address *

First/Given Name *

Middle Initial

Last/Family Name *

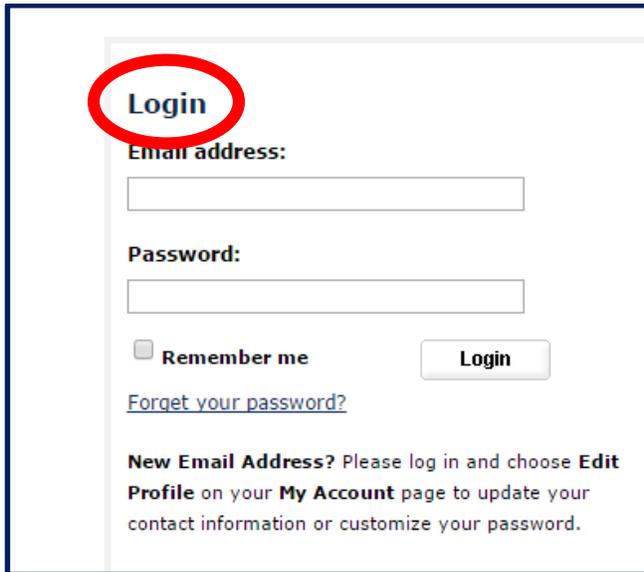
Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password *

Re-enter Password *

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).



Login

Email address:

Password:

Remember me

[Forget your password?](#)

New Email Address? Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

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.



Archives and Special Collections

- [Books about Rollins College](#)
- [Oral Histories](#)
- [Richard Firestone Manuscripts on Elizabethan and Classical Literature](#)
- [Rollins College: A Centennial History](#)

College and Faculty Governance

- [College Bylaws](#)
- Faculty Bylaws
- [Faculty Handbooks](#)
- Faculty Minutes and Reports
 - [All-Faculty Executive Council](#)
 - [All-Faculty Meeting Minutes](#)
 - College of Arts and Sciences Minutes and Reports

College Publications and Reports

- [All-Faculty](#)
- [Faculty Publications](#)**
- [Honors Program Theses](#)

5) Enter the official title of the publication and be sure to use *Headline Style Capitalization*.

REQUIRED Title

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

Enter title:

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.

REQUIRED Authors

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

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



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.]

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.

Season	Month	Day	Year
-- ▾	-- ▾	-- ▾	<input type="text"/>

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

Month	Day	Year
-- ▾	-- ▾	<input type="text"/>

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.]

Keywords (optional)

Please separate keywords/keyword phrases with commas.

Enter Keywords:

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

Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<ul style="list-style-type: none"> <input type="checkbox"/> Architecture <input type="checkbox"/> Arts and Humanities <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Engineering <input type="checkbox"/> Law <input type="checkbox"/> Life Sciences <input type="checkbox"/> Medicine and Health Sciences <input type="checkbox"/> Physical Sciences and Mathematics <input type="checkbox"/> Social and Behavioral Sciences 	<div style="border: 1px solid gray; padding: 2px; margin-bottom: 2px;">Select »</div> <div style="border: 1px solid gray; padding: 2px;">« Remove</div>	<div style="border: 1px solid gray; height: 150px; width: 100%;"></div>

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.]

Abstract

Paste or type your abstract:

B *I* |
 













13) Author comments will appear alongside the title and abstract. They are optional.

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

Comments

Additional text to be displayed on index page.

Comments

B *I* | | | x_2 x^2 | HTML

| |

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.

Published In

Digital Commons automatically generates recommended citations for all submissions.
To override the default suggested citation, please enter citation information below.

Enter recommended citation (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.]

REQUIRED Upload File

Upload file from your computer

Import file from remote site

Link out to file on remote site

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.]

To waive this requirement based on the [A&S Faculty Open Access Policy](#), please select “Upload file from your computer” but do not upload a file. Please provide a reason for the request in the Waiver Request box. E-mail dnoe@rollins.edu with questions.

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/ROMEIO's](#) database of publisher copyright policies

[NOTE: Helpful information about how to use SHERPA/ROMEIO 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."](#)]

Publication Status

Was this submission previously published in a journal? Bepress will automatically create an OpenURL for published articles. [Learn more about OpenURLs](#)

- Yes
 No

Publication Title

Enter Publication Title:

ISSN

Enter ISSN Number:

DOI

Enter DOI:

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.

Cancel **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