

OXYSCHOLAR

Center for Digital Learning & Research, Occidental College

Directions for Submitting Your Own Student Work to OxyScholar

Before you submit your project, please have the following at hand:

- Title
- Abstract
- Keywords that describe the topic of your project
- Final version (not a draft) of your article or research report as a Microsoft Word, PDF, or RTF file. If you create your own PDF file, please embed all fonts. (Follow Departmental Guidelines for submitting final print versions.)

Note: If your project has images, you must comply with one of the following, or images will be removed from your document:

- If images are not original (made by you), you must include permission from the copyright owner
OR
- You may include a URL, but not the image itself
OR
- If images are from ArtStor, you must delete them and only include URLs (this allows readers on campus to access the image)

Steps to Complete Submission Process:

1. **Connect to scholar.oxy.edu.**
 - Click on 'My Account' on the top navigation bar.
 - Create an account by clicking on 'Sign up' under 'Create new account'.
 - Complete the form using your oxy.edu email address. [You can update your account with a new email address after graduation.]
 - A confirmation will be emailed to you. To confirm and log into your account, click the link in the email.
2. **At scholar.oxy.edu, click on 'Submit Research' under 'Author Corner' in the right-hand navigation bar.**
 - Click on your department's student scholarship series (example: 'DWA Student Scholarship').
 - Some publications do not allow authors to submit directly. In these cases, you will be provided with a mail form to contact the appropriate administrator for further instruction.
 - If you don't find your department, or a student scholarship series for your department, please email the Center for Digital Learning and Scholarship at cdlr@oxy.edu, and the CDLR will set up a series so you can submit your project.
 - *Note:* if you are not submitting an Undergraduate Research Center (URC) project, do not submit your work to a URC student scholarship series.

The CDLR thanks Macalester College for permission to use the DigitalCommons@Macalester College Policies and Procedures as the basis for this document.

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3. Complete the Submission form.

- Under Author information, enter your email in the box *only if you want to be notified of number of downloads*.
- Enter your first name, last name, and Occidental College as the institution. Do not click on “Add Author” button unless you have an additional author.
- Enter the title of your project.
- Under document type, choose the format that best describes your project.
- Under publication date, enter the semester your paper was completed, followed by the year (example: Spring 2014).
- Enter three to six important keywords that describe the major topics of your project. These will not appear on the posted project, but will be searchable in Google, Google Scholar, and Worldcat.
- Choose at least one discipline.
- Type or paste your abstract, if any. Choose format of abstract.
- *Optional:* add comments (advisor’s name, thank you message, etc.).
- Upload your file.
- Answer “no” when asked if your document was previously published.
- *Optional:* add additional files that supplement your project (data, photos).
- Click on Submit.

4. Once your work is submitted, and your permission agreement is received by the CDLR, an OxyScholar administrator will publish your work.