Digital Commons Quick Guide for Series Authors

Some series invite authors to submit their content using the online submission form and, pending administrator approval, the content is posted to the series. The following is an author’s view of the submission process.

Administrators may distribute this information as a supplement to their own introductions to the repository.

Submitting from an Author’s Perspective

This procedure varies only slightly from the administrator upload process described in the Publishing to a Series guide.

1. From the web page for the series, the author clicks Submit Research in the sidebar and is prompted to log in with an email address and password. If the author does not yet have an account, one will need to be created by clicking on Create new account.

2. The Submission Instructions appear first. These instructions outline the information required for submission and any other pertinent guidelines.

3. The Submission Agreement appears next. The author must check the box next to Please check this if you agree to the above terms to continue with the submission process.

4. Authors will need to complete the same submission form as described in the administrator steps detailed in Publishing to a Series. (If providing this guide to authors, administrators may include explanations for any custom fields or preferred practices for the repository.)

5. After clicking the Submit button, authors will see a confirmation screen with submission metadata, the option to view their account, Revise, or Make another submission.

The series administrator will determine whether to post the submission or to contact the author.

It is strongly recommended that authors provide an email address with their submission. This is necessary for correspondence with the administrator and to be eligible for publication notification emails, periodic usage reports (including download activity), and more. In some series, the email address is a required field.

Author Tools via the My Account Page

Authors are able to submit revisions, withdraw submissions, add supplemental content (if enabled), and email the series administrator from their My Account page until a submission is either:

- Published
- Rejected
- Withdrawn
- Locked by the administrator (administrators may see the “Working with Individual Submissions” section for more on this feature)
To access the My Account page, go to the homepage of the repository, and click on the My Account link. The author’s submitted articles will appear along with their status.

Click the title of a particular submission to see its details page:

**Abstract:**
This is a sample abstract.

**Revision History**

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