

Guide to Submitting Works to the University Digital Conservancy



In order to begin adding your work to the Digital Conservancy, you will need permissions set for a particular collection. To obtain permissions, please contact us through the website: <http://conservancy.umn.edu/>.

Once your permissions are set, log in by clicking the **submit your work** link on the left side of the screen. Click **submit your work** again for a list of your collections. When your selection is shown, click the **Next >** button.

You will now proceed through several screens. There are many places to add information, but you are not required to complete all of them. Click **Next >** at the bottom of each screen to move on. Click **Save for later** at any point if you need to stop your work for any reason.

Check Boxes: Select any that are appropriate. Check “The item has been published or publicly distributed before” if your item has been previously published or otherwise distributed.

Authors: Enter authors with last and first names in the appropriate boxes. Click **Add More** to include multiple authors. There is no maximum number of authors.

Title: A title is required. If a formal title doesn’t exist, create a concise yet descriptive title. If you selected the checkbox indicating multiple titles, you will see that option here.

Date of Issue: Enter the date when the item was initially published or distributed. . (This will only appear if you checked the “The item has been published or publically distributed before” box earlier.)

Citation: Include citation information for items that were previously published. Please follow the style convention normally used in your field. This example follows the Chicago Manual of Style.

Terborgh, J. 1974. Preservation of natural diversity: The problem of extinction-prone species. *BioScience* 24 (1): 715-22.

Identifier: If your item has a formal ID number such as an ISSN, add it here.

Type: Select the one you find most appropriate.

Language: In most cases, this will be English (US). Proceed to the next screen.

Keywords: Enter one word or phrase per box. Add as many as you like.

Abstract and **Sponsor:** if you have this information, please add it. Sponsors could be funding agencies or organizations, e.g., National Endowment for the Humanities; or Minnesota Department of Transportation.

Description: Please describe the item, aiming at a general University audience. If you have important information about the item that you have not found a place to include, put it here. Proceed to the next screen.

Upload: Use the **Browse...** button to navigate your computer to find the file you wish to upload. Once you have found it, double-click it. This will insert its location into the box. Then click **Next >**. You will have a chance to check the file’s name and size to make sure it is correct. If so, proceed to the next screen.

The following page will allow you to verify your work. If you see any errors, select the appropriate **Correct one of these** boxes on the right side of the screen. Once you have made the changes, click **Verify** in the series of buttons along the top of the window to return to the Verify screen. Read the license agreement. If you are unsure, you can decline, and we will save the submission for you. If you agree, click **‘I Grant the License.’** You’re done!

What is Required, and what is Optional?

Required:
Title

Strongly Encouraged:
Date issued
Author(s)
Language

Encouraged:
Keywords
Type
Description

Encouraged, if available:
Citation
Abstract
Series/Report number

Purely optional:
Identifier
Sponsor