

Do It Yourself RO@M Contribution Instructions

Describe, upload, and contribute single files to RO@M

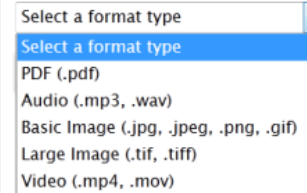
Step 1: Select a format type

Specify the *file format* of the item. This is based on the extension at the end of the file name (e.g. .pdf, .jpg, .mp3, .mp4).

A list of supported file formats is available [here](http://bit.ly/1tyS09v) (<http://bit.ly/1tyS09v>)

Step 1: Select a format type (e.g. PDF, Audio)

For a list of supported file formats, see [Supported file types](#). *



Select a format type

- Select a format type
- PDF (.pdf)
- Audio (.mp3, .wav)
- Basic Image (.jpg, .jpeg, .png, .gif)
- Large Image (.tif, .tiff)
- Video (.mp4, .mov)

Step 2: Licensing

Accept the following RO@M *Non-Exclusive Licensing Agreement*

* If you are unsure about whether or not you hold copyright, please review: [Do you have copyright permission?](#) (<http://bit.ly/1tyS09v>)

Licensing Information

RO@M Non-Exclusive Distribution Licensing Agreement *

I hold the copyright to this work and grant permission for posting it in the Research Online at MacEwan (RO@M) institutional repository, or have the approval of the copyright holder to do so, and agree that it may be made available to the public.

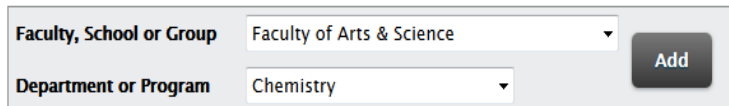
I warrant that the posting of the work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party, nor otherwise violate [RO@M Terms of Use](#).

Accept *

Step 3: Choose Sections

Step 3: Select the collection your work should appear in

Select and click **Add**. Add additional collections as appropriate for any MacEwan co-contributors.



Faculty, School or Group: Faculty of Arts & Science

Department or Program: Chemistry

Add

Select the *Faculty, School or Group* and the *Department or Program* that you are affiliated with and click **Add**.

If the work has multiple MacEwan authors or creators, add additional sections as appropriate. Users will then be able to [browse](#) (<http://bit.ly/1qNP9cG>) the item in multiple collections.

Step 4: Item Information

* **Title:** Enter the complete title of the work.

* **Author(s) or Creator(s):** Enter the last name, then first name of the author or creator (e.g., Smith, Jane). Select the **green plus sign** ("+") to enter additional authors or creators.

* **Year:** Enter the year of publication, presentation, or last revision (if unpublished).

* **Faculty Advisor or Mentor:** If entering a work on behalf of a student, enter the last name, then first name of the primary faculty member who advised or mentored the work.

* **Keywords:** Enter at least two keywords or phrases that best describe the subject matter of the item. Select the **green plus sign** ("+") after entering each keyword or phrase.

* **Abstract or Description:** Provide a brief abstract or description of the work.

* **Peer Reviewed?** Select "Yes" if the version of the work has undergone formal peer-review.

* **Type of Item:** Select whatever option best describes the work you are contributing.

* **Publication Information:** For published work, provide citation information.

* **Language:** Select the language the work is in.


* **Embargo Date:** If a publisher has indicated that the work cannot be publicly shared for a fixed period of time, please indicate the date when this embargo period ends. RO@M staff will make your work available at that time.

* **Add a Creative Commons license (Optional):** [Creative Commons licenses](http://bit.ly/1cBx2wm) (<http://bit.ly/1cBx2wm>) are available to choose from. If you do not wish to license your work under these terms, or you do not have the copyright permissions to do so, select All Rights Reserved.

Step 4: Item Information

Title of Work *

Author(s) or Creator(s)

Last name, first name (e.g., Smith, Jane). Click  to add multiple authors. *


Year

Enter the year of publication, presentation, or last revision (for unpublished works). *

Faculty Advisor or Mentor

Student work only. Last name, first name (e.g., Smith, Jane)

Keywords

Click  to add multiple keywords or phrases that describe the work. *

Abstract and/or Description *

Peer Reviewed? *

No 

Type of Item *

- Select - 

Publication Information

If your item has been published, provide as much citation information as possible (e.g., publisher, journal, page numbers).

Language *

- Select - 

Embargo Date

Applies only to published works where the publisher has placed an embargo date on the item. [Learn More](#)

Add a Creative Commons license? (optional) [Learn More](#)

All Rights Reserved 

Step 5: Upload File

To upload your file, select **Add file** or drag and drop from your computer. Click "Save and Continue" to verify that the file uploaded successfully.

Step 6: Review and Submit

Review your contribution then click **Submit**. To edit, click on **Previous** to return to previous steps of the contribution process.

You will be notified by email when your contribution appears on the site. Please allow 1-2 weeks.