

## Let Us Do It **RO@M** Contribution Instructions

Upload files for as many works as you like; RO@M staff will do the rest for you.

### Step 1: Licensing

Accept the following:

**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 \***

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

### Step 2: Upload your file(s)

Click on "Browse" to select a file from your computer, and then select **Upload**.

- To upload additional files, select **Add another file**.
- In the "Optional" box, please include any pertinent information RO@M staff need to know when uploading your work to the site (e.g., publisher embargo periods, suggested keywords, etc.).

When done, click on **Submit** and RO@M staff will complete the contribution process for you.

**Step 2: Upload Your Files**

Choose and upload your file(s) and then click on the submit button.  
Files can be a maximum of 2GBs each. For larger files, please [contact us](#).

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

No file selected.

**Optional:** Provide any details about your works that will help us describe it (e.g., keywords, abstract).

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

**Need assistance? Contact us at [ROAM@MacEwan.ca](mailto:ROAM@MacEwan.ca)**