

DISCOVERARCHIVE



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Did you know?

Each item in DiscoverArchive is assigned an identifier. Use this identifier to link your research to a resume or website.

Example title:

Age distribution formulas for budding yeast.

<http://hdl.handle.net/1803/1166>

Submission procedure podcasts and additional information available at <http://www.library.vanderbilt.edu/discoverarchive>

DiscoverArchive

Email questions to:
Archive@DiscoverArchive.Vanderbilt.edu

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DiscoverArchive distributes your work as well as ensures it is both accessible and preserved over the long term. The copyrights will remain in your name.

PROCEDURE FOR SUBMITTING ITEMS TO DISCOVERARCHIVE

First time users

- Register:** 1. Go to <http://discoverarchive.vanderbilt.edu/>. Click on “Register” (under My Account) on the right hand side and enter your e-mail address. Follow the instruction to create a user profile.
2. To obtain permission to submit to a particular collection, contact Ronee Francis at r.francis@Vanderbilt.edu with the name of the school/department/collection to which you are affiliated.

Making a deposit

- Log in:** Go to <http://discoverarchive.vanderbilt.edu/> and click on “Login” (under My Account) on the right hand side and sign in.
- Submit:** Click on “Submissions” (under My Account). Scroll down and click on “Start a new submission.” Choose a collection from the pull-down menu. If a collection is not available see “First time users” above.
- Describe the item:** For items that have been previously published, including thesis or capstone students, please tick “Published”. The minimum required to submit an item is Title, Author, and Date of Issue (date on paper). Other fields are optional such as keywords, abstract, advisor information although providing this information greatly increases findability. Click on “Next” when you are ready to move to the next screen.

Upload: To upload the document to DiscoverArchive click on “browse” and navigate through your directories and folders. Find the correct file to upload, double-click on the file name. Ensure the correct file has been uploaded by reviewing the file name.

Review: Review and correct any of the information you have entered.

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