

DISCOVERARCHIVE



<http://discoverarchive.vanderbilt.edu/>

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>

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.

License agreement: You may opt for the Creative Commons license. If you do not want the Creative Commons license click “**next**”. The Vanderbilt license agreement (non-exclusive distribution license) is on the next screen. By clicking on this agreement you give Vanderbilt the right to retain 1 copy of your item. *You retain the copyright.*

You are done!

Next, a librarian will review your information. This may take several days. You will receive e-mail notification when your item has become a part of the collection.

DiscoverArchive

Ronee L. Francis
419 21st Avenue South
Nashville, TN

General: 615-322-2807

Office: 615-323-2186

E-mail:

R.Francis@Vanderbilt.edu