

Digital Commons at Loyola Marymount University and Loyola Law School

FREQUENTLY ASKED QUESTIONS

For LMU Faculty, Departments, Research Units and Centers

Why should I deposit my work with Digital Commons?

There are several advantages of depositing scholarly work with Digital Commons

- Give back to the academic community through open access scholarship
- Increase visibility of LMU faculty and student scholarship and the institution
- Deliver relevant, timely, cost-effective information to scholars, students and practitioners
- Allow for long-term preservation and accessibility of scholarly work
- Showcase scholarly work that is underserved by traditional publishing models
- Increase global impact by making content available internationally
- Support teaching and research
- Serve as a tool to attract scholars, both faculty and students
- Support fundraising efforts: Digital Commons is a one-stop showcase for what we do and why we're worth supporting

Who can submit content to Digital Commons?

Individuals affiliated with any LMU unit - schools, colleges, departments, research centers, institutes – can contribute content to Digital Commons.

What file formats are acceptable?

Digital Commons supports most discrete file formats for text, audio, video and image files. Submissions in PDF of textual works are encouraged. The library can provide assistance if a PDF of the work is not available or is in print format only.

How do I determine the copyright to my work before submitting previously published work to Digital Commons?

The Library will assist with identifying copyright status and obtaining copyright clearance (when possible) for any published works.

What rights do I grant the University when I deposit my work in Digital Commons?

Contributors submitting materials to the Repository retain their rights to such materials, as described in the Intellectual Property Policy for Loyola Marymount University (December 1, 2008). The non-exclusive agreement acknowledged by contributors specifies that copyright holders retain all rights, title, copyright, and other interest in the materials submitted to the repository. In acknowledging the agreement, contributors also warrant, to the best of their knowledge, that they have permission to grant the rights contained in the agreement and that the submission does not infringe upon anyone else's copyright.

How do I deposit my work with Digital Commons?

To contribute content to Digital Commons, please email a copy of your CV to digitalcommons@lmu.edu and the Digital Program Librarian will contact you with the next steps.

I don't have time to digitize or locate all of my publications. Can the library deposit my work on my behalf?

Absolutely! We will assist with locating, digitizing, clearing copyright and depositing your published scholarship in Digital Commons. All you need to do is ask.

Can I submit the work myself?

Yes, you can submit work to Digital Commons yourself after receiving the necessary permissions to do so. Email digitalcommons@lmu.edu to express your interest in doing this work yourself, and a librarian will get in touch to help you get started.

Can I withdraw a deposit?

The Repository is considered a permanent archive. Once deposited, a work will not be withdrawn; however, under some circumstances, it may be removed from view.

What is SelectedWorks?

SelectedWorks is an optional add-on to Digital Commons. It is a space for LMU faculty to create and manage their own personal researcher pages. Content from Digital Commons can be collected into and cross-referenced with SelectedWorks sites.

What is the difference between SelectedWorks and Digital Commons?

Digital Commons is managed by the William H. Hannon Library and the William M. Rains Library, and is a space to permanently archive and showcase the collective scholarly and creative work generated by faculty, staff, and students of Loyola Marymount University and Loyola Law

School. Works submitted to Digital Commons are organized chronologically and organized by department, research unit or center that authors are affiliated with.

SelectedWorks is an online space for LMU faculty and staff to manage their own personal collections of their scholarly and creative output. While there may be some overlap in content between Digital Commons and SelectedWorks, content that is posted to SelectedWorks can be deleted or organized by the individual at any time.

What types of materials can be contributed to Digital Commons?

- LMU faculty and staff published (peer reviewed) articles and other scholarly work
- Research and Student Journals (including archival content)
- Colloquia & Lectures
- Conferences & Symposia
- Alumni Magazines and Newsletters
- Student Theses and Dissertations, Articles, and Papers
- Presentations (including multimedia)
- Working papers
- Clinical work
- Datasets

What types of materials can be contributed to SelectedWorks?

In addition to works listed under Digital Commons, authors

- Working papers
- Grant proposals
- Course materials, instructional materials
- Presentations (posters, multimedia)
- Conference papers
- Research and teaching interests
- CVs
- Reports
- Unpublished papers
- Press interviews
- Reviews in popular media
- Blog posts

How do I create a SelectedWorks page?

Any LMU faculty can create their own SelectedWorks page at <http://works.bepress.com/> and once created, the library gets a notification to authorize the site for inclusion in our SelectedWorks Gallery.

I have more questions – whom should I contact?

The William H. Hannon Library can answer any additional questions not listed in the FAQ. Please contact digitalcommons@lmu.edu. You may also contact our Digital Program Librarian: Shilpa Rele at 310-338-2792 or shilpa.rele@lmu.edu

General/Technical Questions:

I don't have electronic versions of old working papers that I'd like to include in the repository. Is it okay to scan the printed page to a PDF file?

Yes--scanning printed pages is a great way to create PDF files for inclusion in the repository. There are two ways to scan a page: using OCR (Optical Character Recognition) or scanning the page as an image. Making OCR scans requires careful proofreading and loses the original formatting of the documents. Image scans cannot be searched. The best solution takes advantage of both of these methods. Many software applications allow for the OCR capture of image scans. When documents are scanned this way, users see the image scan but search the full-text of the document. This is the preferred method for scanning documents for the repository.

When I copy and paste abstracts into the Submit form, some formatted text reverts to plain text. What's going on?

When copying abstracts from a word processing file or a PDF file, and pasting the text into the submission form, you are taking text from an environment that supports fonts and text style changes. Because the abstract is intended to be presented on the web, text styles must be specified using HTML codes.

If submitting an abstract in HTML format, please be sure to select the corresponding option on the submission form.

The following HTML tags are recognized by the system and may be used to format an abstract (use lowercase tags):

<p> - paragraph

<p>This is the first paragraph.**</p>**

This is the first paragraph.

<p>This is the second paragraph.**</p>**

This is the second paragraph.

**
 - line break**

<p>This is a line of text with a linebreak here. **
** This is text after**</p>**

This is a line of text with a linebreak here.
This is text after

** - strong/bold**

****bold text****

bold text

** - italics/emphasis**

****italicized text****

italicized text

<sub> - subscript

Text with **_{**subscript**}**

Text with subscript

<sup> - superscript

Text with **^{**superscript**}**

Text with superscript

How do I include accents and special characters in the abstracts and titles?

The repository software supports the worldwide character set (Unicode, utf-8). Accents, symbols, and other special characters may be copied and pasted into the abstract or title field from a word processing file or typed in directly. Windows users may also use the **Character Map** to insert these characters. Macintosh users may use the **Character Palette** (available via **Edit > Special Characters** in the Finder).

How do I revise a submission?

To revise a submission that has been posted to the repository, contact the repository administrator with the new version.

If the submission has been submitted, but not yet posted, you may revise it via your **My Account** page:

1. Locate the article on your [My Account](#) page, and click the title.
2. Click **Revise Submission** from the list of options in the left sidebar.
3. Enter your changes in the Revise Submission form, and click **Submit** at the bottom of the page to submit your changes. (You only need to modify the portion of the form that corresponds to the changes you wish to make.)
4. How can I submit a multi-part file, such as multiple chapters for a book?
5. Combine all the sections together as one Microsoft Word file or PDF file and submit that.
6. To make one PDF file from multiple files, open the first PDF file, then choose **Document>Insert Pages** from Acrobat's menus to insert the second file (indicate it should go after the last page of the first file), and repeat for all documents. The result will be one compound PDF file which may then be submitted.
7. If you feel that the one large PDF file might be too large for some people to download, we suggest that you submit the consolidated file as the full text of the article, and then upload the separate chapters or sections of the document as **Associated Files**. These files will appear on the web page alongside the complete document. For more information about uploading associated files, see [below](#).

Can I post related files (sound clips, data sets, etc.) alongside the published article?

Yes. The bepress system refers to these supplementary items as **Associated Files**. You will be prompted to submit Associated Files when you upload your submissions. The name of the files you upload will appear on the web site along with your short description of it. Viewers must have the necessary software to open your files; that is not provided by the bepress system.

Please be sure that there are no permissions issues related to use of the associated material. Sometimes, especially with images, you must write a letter seeking permission to use the material before it can be posted.

Also note that where possible, items such as images, charts and tables that are referenced in the document (or otherwise an integral part of the document) should be included directly in the article itself and not posted just as associated files.

Can I post a reprint from a journal?

It depends on what the journal allows, which is usually specified in their agreement with the author. If it would not violate copyright to post the reprint on your repository site, you're welcome to do so. Permissions for many publishers can be found at [SHERPA RoMEO](#).

A working paper in our repository site has been published in a slightly revised form in a journal. What should I do?

Many journals do not have any restrictions on working papers that preceded an article, especially if substantial revisions were made. You should check your author agreement with the journal to confirm that there is no problem with leaving the working paper on the site. The repository would constitute noncommercial use.

Assuming the working paper does remain on posted in the repository, it is a good idea to include the citation to the published article on the cover page of the repository working paper. Please contact the repository administrator to request this change.