AGRICULTURAL EDUCATION GRADUATE INTERNSHIP REPORTS

SUBMITTING ELECTRONIC STUDENT WORK TO THE DIGITALCOMMONS@CALPOLY

The DigitalCommons@CalPoly is California Polytechnic State University's open access digital archive promoting discovery, research, cross-disciplinary collaboration and support for instruction by collecting, preserving and providing access to scholarly, intellectual and creative work generated by Cal Poly faculty, students and related entities.

Before you submit material to the DigitalCommons@CalPoly be sure that you have the following:

- Full text file of your **final advisor-approved** work
- Abstract
- Optional Supplementary files (such as datasets) that are an integral part of the paper, but not part of the full text

Need Help?

If you need assistance with your account or submitting your paper, email **support@dc.bepress.com** or **call (510) 665-1200**. Support desk hours are between 8:30am and 5:30pm Pacific Time.

SUBMITTING YOUR ELECTRONIC WORK

Use Firefox, Internet Explorer 7 or Safari to ensure a successful upload process.

- 1. Direct your browser to the following: <u>http://digitalcommons.calpoly.edu/aged_rpt</u>
- 2. On the lower right-hand side menu, under Author Corner, click the Submit Research link.
- 3. You will be prompted to log in. To log in, click on the **My Cal Poly Portal** and login using your existing **Cal Poly username and password**.
 - a. If you do not have a Cal Poly username and password, you will need to create a free account. To do so, click on "Sign up" under Create New Account. Follow the prompts to create an account. After your account is set up, follow steps 1 and 2 (above). When you are prompted to log in, be sure to do so under the section "For other existing users".
- 4. Read the **Submission Instructions** and the **Terms of the Non-Exclusive License**. Check the box at the bottom of the license and click **Continue**.
- 5. Follow the prompts and enter information about your item including:
 - Full title of your paper (required)
 - Your email address (required)
 - Your full name as it appears on your paper (required)
 - Institution (required) Enter <u>California Polytechnic State University San Luis Obispo</u>
 - Date (Month and Year) (required)
 - Degree name (required)
 - Department
 - Advisor's full name (required) <u>DO NOT</u> include titles such as Dr., Ph.D, or Mr./Ms./Mrs.
 - Keywords (optional)
 - Subject categories (optional)
 - Abstract (required)
 - Abstract Format (required)
- 6. Access (required) Default is **Open Access –No Embargo Required.** Select **the appropriate access restriction** ONLY IF you and your advisor agreed on a restriction
- 7. Upload your file by selecting **Upload a file** and click the **Browse** button to locate your manuscript on your computer.
 - a. **DO NOT USE "Provide a link to the full text".** This option will not archive the full text of the document but instead only record an external URL. If the URL breaks or changes, the item will not be retrievable.
- 8. If you have supplementary files, place a check in the **Supplementary Files** box. You will be prompted to upload your supplementary content after you click on Submit Paper. See "Supplementary Files" section for more information.
- 9. Click Submit
- 10. From this screen you can revise your submission or logout.

Your submitted paper will be queued for final review by the department. Once the item is approved by the department, the paper will be posted to the DigitalCommons and it will be publicly viewable on the web. You will receive an autogenerated message to your email account notifying you when your paper is posted. You will not be able to make changes or edits to your submission after it has been posted (made public) to the DigitalCommons@CalPoly site.

SUPPLEMENTARY FILES

Supplementary files are intended to supplement the full text of the submission, such as datasets.

- 1. When you submit your paper, if you wish to upload supplementary files be sure to place a check in the **Additional Files** box. After you click **Submit Paper**, you will be prompted to upload supplemental content.
- 2. To upload a supplementary file, select Browse to locate and select your file.
- 3. Enter a brief description of the file in the **Description** field.
- 4. Click Save New File.
- 5. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

CHECKING THE STATUS OF YOUR ITEM

You may check on the status of your item by logging into your account in the DigitalCommons. The status of your paper will appear "under review" until your paper is posted to the site. When it is posted to the site, the status will change from "under review" to "posted". This means that your item it is made viewable to the public.

You will not be able to make changes to your item once it has been POSTED (made public) to the DigitalCommons@CalPoly.

UPLOADING REVISIONS

You may upload revisions of your paper ONLY IF IT IS STILL UNDER REVIEW BY THE DEPARTMENT. Changes or edits will not be made to items after they have been POSTED (made public) to the DigitalCommons@CalPoly.

If you need to revise your submission or add supplementary files, log into your account. Click on the paper title that appears toward the bottom of the *My Account* page, and select **Revise submission** or **Add supplemental content** in the upper left hand corner of the screen (see below).

		Status : under review Download Current Version: <u>PDF</u> Jan 24 2008 (59 K)		
Comment	Date	Native	PDF	
lo comments	Feb 4 2008 1:39 PM PST	Ξ.	(- 3)	
nitial Version	Jan 24 2008 10:01 AM PST	2	view *	
40 in in	comments itial Version n ° = author a	ormment Date Constraints Feb 4 2008 1:39 PM PST itial Version Jan 24 2008 10:01 AM PST	ormment Date Native o comments Feb 4 2008 1:39 PM PST - vitial Version Jan 24 2008 10:01 AM PST - n ° = author approved version	

QUESTIONS?

When Use the Help button for additional assistance on uploading your file. The Help button is located at the top right of the data entry screen. If you need assistance with your account or submitting your project, email **support@dc.bepress.com** or **call (510) 665-1200**. Support desk hours are between 8:30am and 5:30pm Pacific Time.