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- You will be prompted to login to JMU Scholarly Commons.

If you have created and account, please log in.

If you do not have an account, please create an account, using your full JMU email address (not e-id)

The screenshot shows the JMU Scholarly Commons homepage. At the top, there is a purple header with the JMU logo and the text "JMU SCHOLARLY COMMONS" and "A REPOSITORY SERVICE PROVIDED BY LIBRARIES & EDUCATIONAL TECHNOLOGIES". Below the header is a navigation bar with links for Home, About, FAQ, and My Account. The main content area is divided into two columns. The left column contains a search bar with the text "Enter search terms:" and a "Search" button, along with links for "Advanced Search" and "Notify me via email or RSS". Below this is a "Browse" section with links for "Collections", "Disciplines", "Authors", and "SelectedWorks Gallery". The right column contains a "Login" form with fields for "Email address:" and "Password:", a "Remember me" checkbox, and a "Login" button. Below the login form is a "Create new account" section with the text "You will need to create an account to complete your request. It's fast and free." and a "Sign up" button. At the bottom of the page, there is a footer with the Digital Commons logo, navigation links, and the James Madison University logo.

Complete the form to create your account. You will need to verify your email address before proceeding.

Once registered, follow the above steps and log in to your account.

The screenshot shows the account creation form on the JMU Scholarly Commons website. The header is purple with the text "JMU SCHOLARLY COMMONS" and "A REPOSITORY SERVICE PROVIDED BY LIBRARIES & EDUCATIONAL TECHNOLOGIES". Below the header is a white form area. At the top of the form, there is a note: "Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties." Below this is a sub-note: "You will receive an email confirmation shortly." The form contains several input fields: "Email address *", "First/Given Name *", "Middle Initial", "Last/Family Name *", "Suffix", "Institutional Affiliation Not on list? Please enter name in full.", "Password *", and "Re-enter Password *". A "Sign up" button is located at the bottom of the form.

- Upon logging in, you will have an opportunity to review the submission agreement.

You must agree to the terms of the submission agreement in order to submit material.

- Upon acceptance of the terms of the submission agreement, complete the fields on the next screen. Note: the field indicated in red are required.

7.

Form Elements:

Title: Enter the title of your work

Authors: Enter information about all authors. The inclusion of an email address is not required.

For additional authors, click on the icon. An additional line will be created for information about the additional author.

To edit authors, click on the icon.

To remove authors, click on the icon.

Document Type: Select Document Type, from the dropdown list. The default value for this field is "Article".

If the type you are seeking is not indicated, select "Other".

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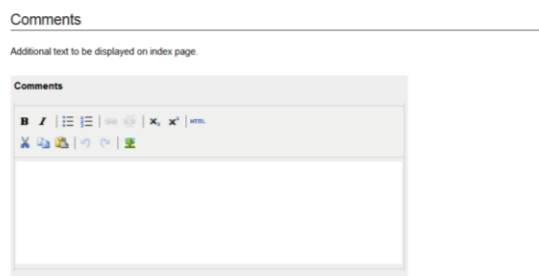
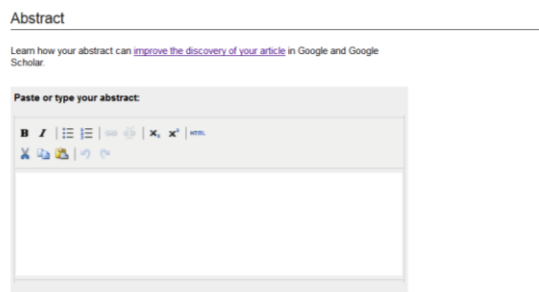
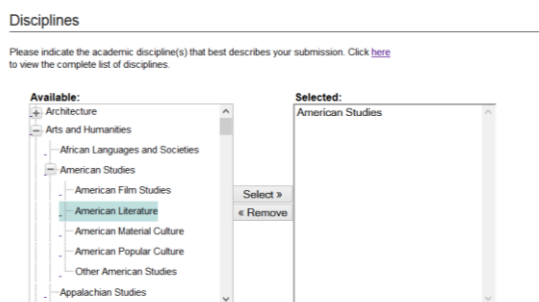
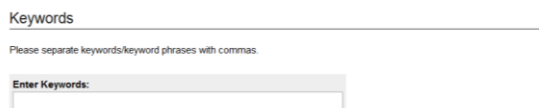
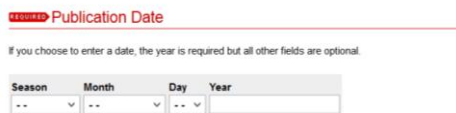
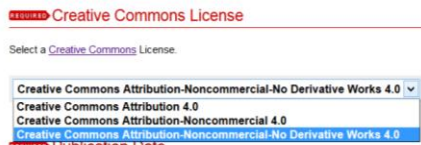
Publication Date: Enter the publication date.

Keywords: Enter keywords, separated by commas.

Disciplines: Please select at least one discipline from the list. If you do not see your discipline, please contact the JMU Scholarly Commons Administrator (dc_admin@jmu.edu) to submit a request add a discipline.

Abstract: Enter an abstract. This is particularly important as the text within this field will be used by internet search engines to improve discovery of your material.

Comments: This field may be used for acknowledgements, required funding statements, etc.



Recommended Citation: We suggest you enter your preferred citation for the material to ensure the citation meets standards within your field.

Upload file: Select from one of the three options. And follow instructions for the selected option. *We recommend the upload of pdf files when possible.*

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Additional Files: If you have additional files to be uploaded, please check the box. You will have an opportunity to upload those files on the next screen.

Submit: Upon completion and review of the form, select “Submit”.

Please keep in mind that for larger files, it may take a while for the files to upload into the system. This is perfectly normal for the system.

Upload Supplemental Content: If you indicated an intent to upload additional files, you will be directed to the screen on the right, where you may select additional files to upload. When you have selected all of the additional files, select “Continue” to complete the process.

As with the initial submit on the previous screen, there may be a wait after selecting “Continue” as the files are uploaded to the system.

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Additional Files

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If your submission includes supplementary material—spreadsheets, audio clips, or other material that isn't part of the text portion of your work—you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file selected.

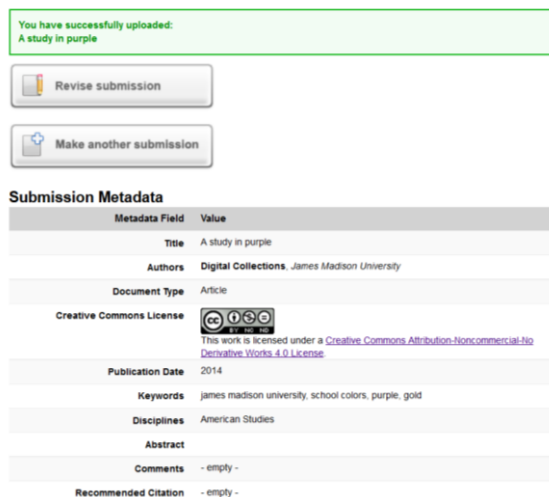
Filename	Description	Upload new version	Sort	Show
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Please click the **Continue** button once after you've attached your supplemental files.

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Please review the “Submission Metadata” for accuracy and completeness.

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