# Uploading a Submission to FUSE from a Department Collection

1. Go to FUSE: http://scholarexchange.furman.edu/

2. Click "Departments, Centers, and Institutes" from the *Browse Research and Scholarship* area or "Departments" from the left sidebar.
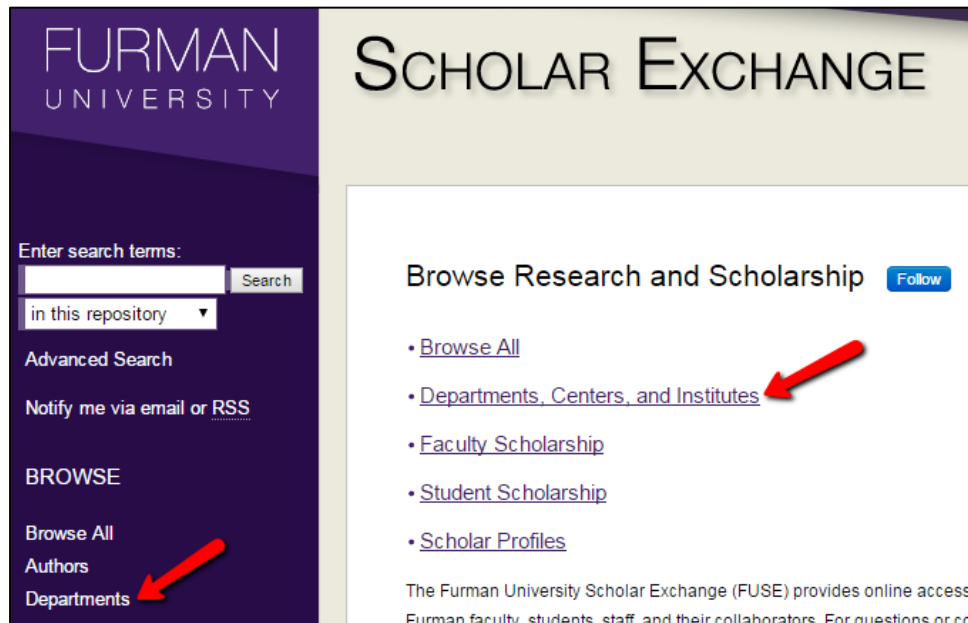


3. Select the home Department, Center, or Institute for the work. If you do not see your Department, Center, or Institute listed, please contact the FUSE Administrators at scholarexchange@furman.edu
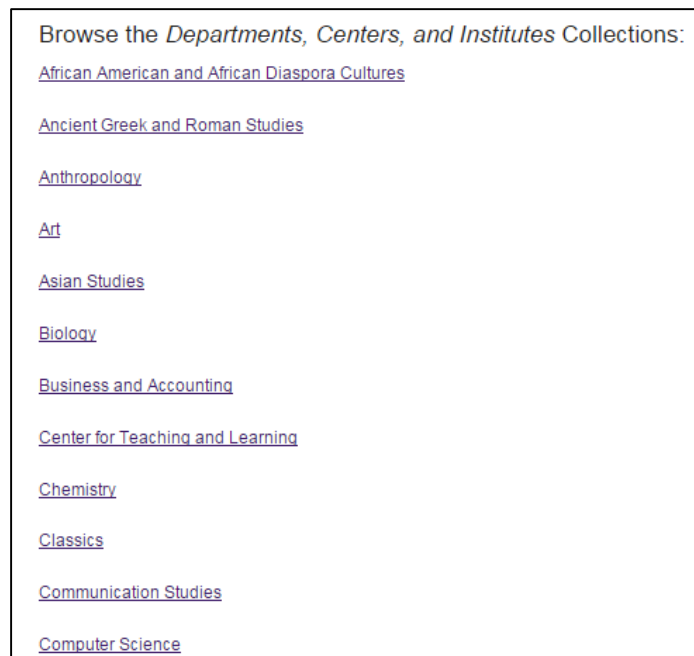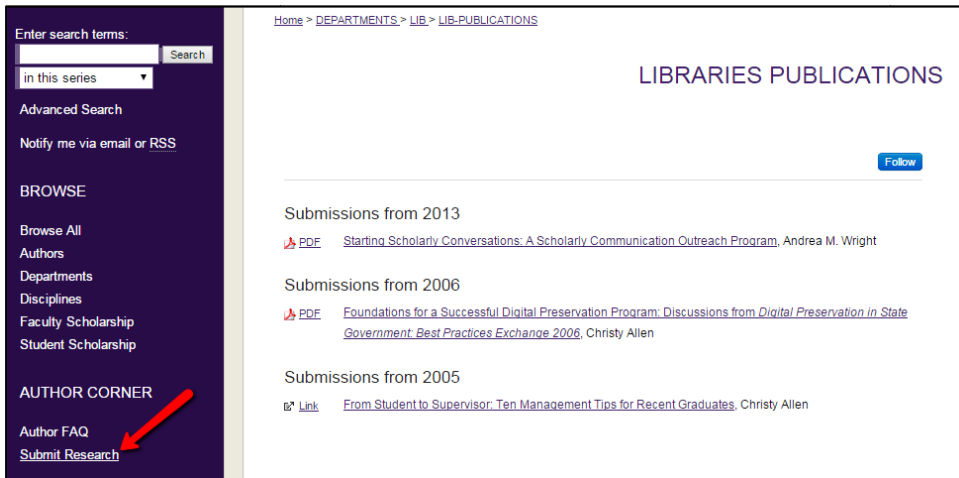
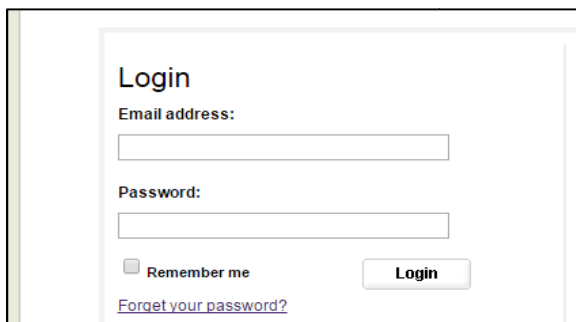# Uploading a Submission to FUSE from a Department Collection

4. Select the most appropriate Collection for the work. If you do not see an appropriate Collection or if you are unsure which Collection to select, please contact the FUSE Administrators at scholarexchange@furman.edu
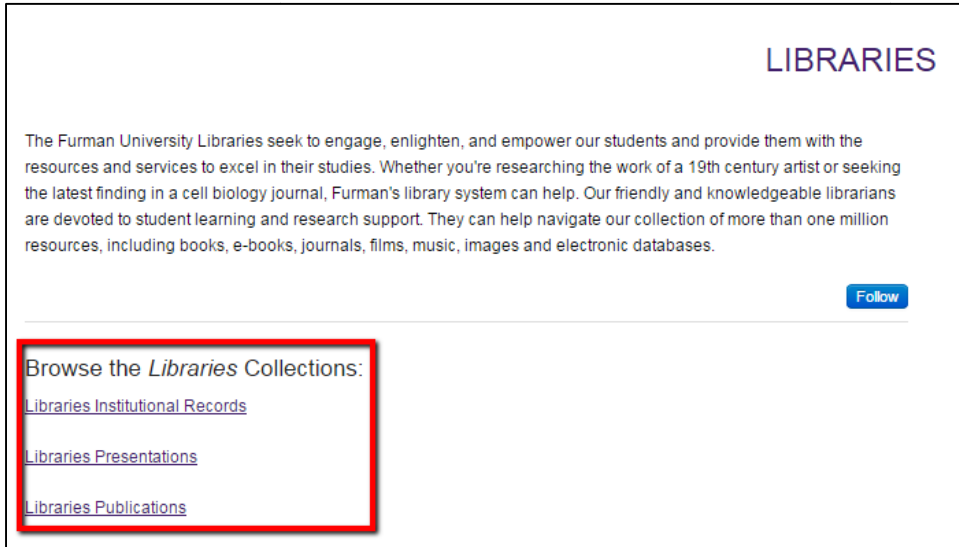


5. Click the "Submit Research" link in the left sidebar.



6. Log in using your user name and password.

# Uploading a Submission to FUSE from a Department Collection

7.  You will see a page outlining the "Submission Process" and listing the "Submission Agreement." Please read it. If you agree with the Submission Guidelines, check the box at the bottom.



8.  Fill out the Submission Form with information about your submission's title, author(s), abstract, etc.

9.  At the bottom of the Submission Form, you will provide full-text access to your submission. You can do this by uploading a file from your computer or linking out to a free, fully accessible, full-text version online.



10. Click the "Submit" button at the bottom of the Submission Form. You will see a confirmation screen and will receive a confirmation e-mail indicating that your upload was successful. The e-mail will also provide you with a link to edit the submission, if needed.

11. The FUSE Administrators will review your submission within 3 business days and will either post it online or contact you with questions.