

Submissions to DigitalCommons@UConn

From the repository home page, <http://digitalcommons.uconn.edu/>, go to "research unit, center, or department." Then find the appropriate community, and the appropriate series. **NOTE:** Since there can be multiple series for any given community, make sure you select the correct series for your submission. Failure to do so may require you to resubmit any material.

The series should have a "Submit a Paper" link. If not, contact the repository coordinator. Click on that to begin your submission.

The following are **required** for each submission: author(s), title, date, file(s), and publication information (if applicable). Optional fields are keywords and abstract. Completing these fields will enhance the discovery and retrieval of the file.

Author(s) and author email addresses

If authors are to be notified automatically when submissions are loaded and available, and/or to receive monthly notification of the number of downloads of their document(s), email addresses are required; otherwise, they are optional.

To input Author information, use the **Add Author** button, and fill out the information. **Note:** this information will already be filled out if you supplied the email address of an author who has an account, or made a previous submission (if they provided their email address with the submission).

Only first and last name are required. If you want to include UConn as the Institution for an author entry, use **University of Connecticut**. Lower level administrative units can be added to the name; i.e., **University of Connecticut Department of History**.

Continue to use the **Add Author** button until all authors are listed.

The screenshot shows the 'add authors...' form. At the top, there is a text input field for 'Author's email address (optional)' and a 'Save Author' button. Below this is a table with columns for 'Name/Email', 'Institution', and 'Order'. The first row contains 'John Doe' and 'University of Connecticut Department of History'. The 'Order' column has a dropdown menu set to '1st author'. To the right of the table are buttons for 'Delete', 'Edit', 'Add', and 'Cancel'. A 'Continue' button is at the bottom left. Three callout boxes with arrows point to specific elements: one points to the 'Add Author' button with the text 'To input author information, click here.', another points to the 'Order' dropdown with 'Change the order of the authors as needed.', and a third points to the 'Edit' button with 'Edit name, institution, and contact information.' At the bottom of the form are navigation links: HOME, ABOUT | HELP, MY ACCOUNT | NOTIFY ME | SEARCH.

Title: Capitalize all title words, except for prepositions, articles, etc.

Date: Use the date of publication, if applicable, or submission date, if no other date is provided. If month is unknown, use January. If day is unknown, use 1. If no date is entered, the current date will be applied.

The screenshot shows the 'Title' and 'Date of this version' input fields. The title field contains the text 'The Default is to Capitalize All Words and Prepositions'. The date field has dropdown menus for 'May', a day selector, and '2006'. Below the date field is a note: 'Enter "2" for the day if the actual day is unknown.'

Keywords: Use lowercase, and separate with commas.

Abstract You can choose the layout using the formatting options available. Use HTML coding as necessary.

File: DigitalCommons@UConn policy is **not** to accept citations or abstracts only; the full text or other content is required. To upload, files must reside on the loader's computer, or on a server to which he/she has access, **or** reside on a web server and have a URL. The options for loading files that appear on the submission form vary, depending on whether or not file types other than text files are allowed for the particular series. In either case, simply use the Browse button to locate the file, or enter the URL. If other files types have **not** been allowed, the section of the submission form will look like the example below.

upload the main document... ?

Please upload the document as a PDF file. If you are submitting a scanned file, please ensure the document is converted to searchable PDF. If creating your own PDF file, be sure to **embed all fonts** and use **Adobe's PDF Distiller** or **instead of PDF Writer**.

OPTIONS (choose one):

Upload a Word or RTF file:

Upload a PDF file:

Or enter a URL if the PDF file is online elsewhere:

If other file types **are** allowed, the section of the submission form will look like this:

upload the main document... ?

Please upload the document below. The system converts Microsoft Word and RTF documents to PDF files, and posts them against the original document formats so that users will find them in the full text of search documents and in the search index.

If creating your own PDF file, be sure to **embed all fonts** and use **Adobe's PDF Distiller** instead of PDF Writer.

OPTIONS:

Upload the Original document:

Upload a PDF version of the file (Optional):

Or enter a URL if the file is online elsewhere:

Publisher information (if applicable):

This information is generally **required** if the document has been published elsewhere. The information to include regarding prior publication is publisher-dependent, and can often be

determined from [SHERPA](#), a web site that lists publisher policies. If unsure of the information to include here, contact the publisher or the Repository Coordinator. In general, include as much of the citation as you would for a reference or works cited list.

This information should go in the **comments field**.

Format also is dependent on the specifications of the publisher. The default for DigitalCommons@UConn is:

Published in *Name of Journal*, Vol. 6, No. 3, pp.347-375 (date) at (line break)
<http://dx.doi.org/10.1016/j.theriogenology.2005.05.052> (the DOI)

Comments...

(optionally enter any comments or questions on the work page for this paper if applicable, the final citation should be added here published, or any other relevant information)

Published in Theriogenology, Vol. 6, No. 3, pp. 347-375 (2005) website: http://dx.doi.org/10.1016/j.theriogenology.2005.05.052

Add publication information (if any) in the Comments field.

:: pl to_your own master copy and then submit it

FINAL STEPS

When the fields have been completed, and the file location provided, use the **Submit** button at the bottom of the screen. A preview box will appear, and there will be an opportunity to make load supplemental files, or make another submission. You may use the **Submit another document** link until you have completed all submissions.