

Kean University Digital Commons Guidelines

The Kean University Digital Commons is a free repository of scholarly materials made available to the public worldwide. Works are created by Kean University faculty, staff and students with the mission of preserving, sharing, and supporting the scholarly advances of the community.

Submission Guidelines

Digital Commons strives to have an inclusive, open access collection which can benefit Kean University and the broader community worldwide. The following guidelines represent what types of work can be submitted. Any logos used on communities must be approved by University Relations. For additional information, please contact digitalcommons@kean.edu.

- The work must be an original work that is either written or sponsored by a Kean University faculty, staff, student, department, or organizational partner.
- The work must be scholarly in nature or make significant contributions to the community.
- The work should align with Kean University's mission and vision while contributing to the historical development of the collection for posterity.
- The author must own the copyright to the work or show permission to use copyrighted material on the Digital Commons.
- A wide range of material types can be submitted including: text files, audio files, video files, images, datasets.
- Works submitted should be accessible to users following the [Benchmarks for Accessibility, WCAG 2.0 Level AA](#).

What Types of Content Can Be Submitted?

- Journals and journal articles produced by the Kean University community
- Books and multimedia (when allowed by copyright or license)
- Conference proceedings
- Campus events
- Collaborative projects
- Theses, dissertations, and capstone projects
- Kean University documents and institutional reports
- Accreditation reports and supporting documents
- Presentations
- Campus publications (i.e newsletters, yearbooks)
- Archival resources (primary or supplementary)
- Technical reports
- Datasets

Content that is NOT Permitted for Submission to the Digital Commons:

- FERPA-protected information, including student email addresses
- HIPAA-regulated information (protected health information), including any information related to the past, present or future physical or mental health of an individual, except only if the individual has authorized release of his or her information in writing, and such release is in the hands of the publisher
- Content barred by law or regulation from publication
- Intellectual property for which the submitter does not have permission to submit and distribute

- Non-public personally identifiable financial or contact information of any kind, including, but not limited to, social security numbers, credit/debit card numbers, account numbers, account balances, and private residential addresses, except only where such records preexist as legitimate publicly accessible records outside the university
- Photographic depictions of individuals in areas where a reasonable expectation of privacy exists, except only if all individuals depicted have given written consent to publication of their image
- Records protected by state privacy laws. Please note that privacy laws vary by state, and protect their residents even when they are out of state

Copyright

The Digital Commons constitutes an original collection of scholarly work, which is shared freely with the public. Works included in this repository are not free from restrictions, nor part of the public domain. All original work once in written form automatically has copyright privileges. Reproduction of any works within this repository should adhere to [Copyright Law](#), [Creative Commons Licenses](#), [Fair Use Doctrine](#), or have written permission from the author.

Author Rights

- The author retains the copyright for all works submitted
- The author is free to reuse the content, but it is their responsibility to check the terms of the publication agreement if a document published in Digital Commons is published elsewhere. For more information, you can review publishing permissions on the [Sherpa Romeo](#) resource site
- Authors may update and add to existing works

User Rights

- All users must respect the intellectual property rights of the author
- Material may be downloaded for educational and research purposes provided proper citation is given to the author
- Material may not be copied, distributed, displayed, altered, or used for commercial purposes, unless such use is specified by a [Creative Commons License](#) or a [Fair Use exception](#) is made

Withdrawal of Content

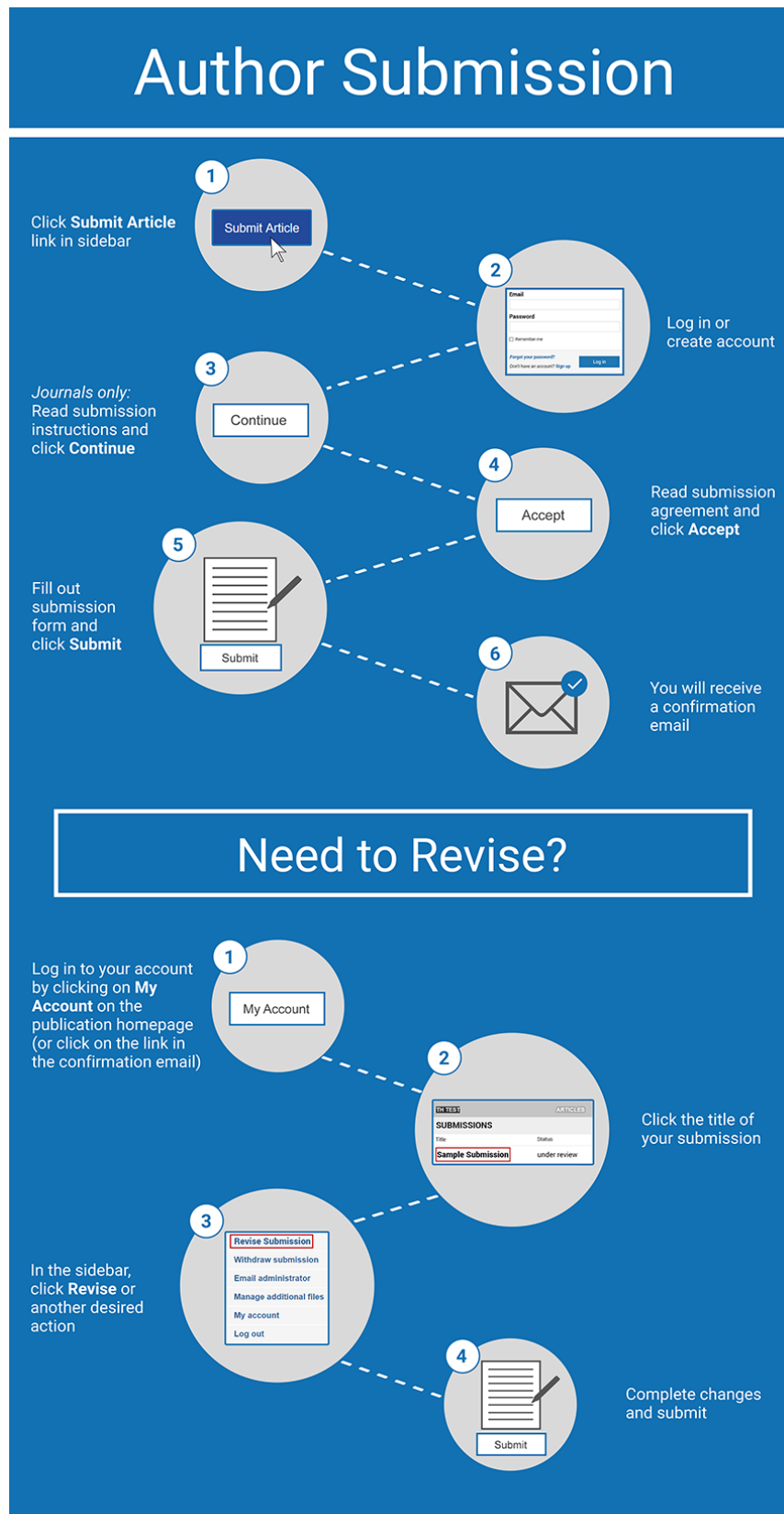
The Digital Commons is a permanent, open access repository with limited removal of content, unless legally required. Under some circumstances works may be withdrawn if requested by the contributor due to issues such as copyright infringement, plagiarism, faulty data or falsified information. Contributors who depart Kean University will still have their works retained on the Digital Commons. Authors or contributors who wish to update or remove their work, should contact digitalcommons@kean.edu for further assistance.

GETTING STARTED

Once you have reviewed the criteria and are ready to submit, navigate to the [Author's Corner](#) on the Digital Commons website where you will be prompted to create a new account or login if you previously created an account. If your submission does not fall into one of the categories listed, please contact digitalcommons@kean.edu for more support. Authors and administrators are responsible for uploading their own content, making revisions, and creating their own metadata. Administrators are responsible for updating the site when needed.

Author Submission Steps

Detailed instructions can be found by visiting [bepress](https://bepress.com)™.



HTML Basics

When uploading content onto the Digital Commons, introductory or abstract text must be specified using HTML tags. Information on formatting basic HTML tags can be found on [bepress™](#). In addition, the library has several [ebook resources](#) available. Free online training can be found by visiting [here](#) and [here](#).

Batch Uploading of Documents

Multiple records may be uploaded to the Digital Commons at one time. Using the batch feature, an administrator can upload an Excel spreadsheet with the appropriate metadata attached. For more information on batch uploads in Digital Commons visit [here](#). *Note:* If it is your first time uploading a batch, please reach out to the Digital Commons, digitalcommons@kean.edu, for support first.

Submission Revisions

If the submission has not yet been posted to the Digital Commons, you can revise the submission by logging into “[My Account](#)” on the Kean Digital Commons website and completing the following steps:

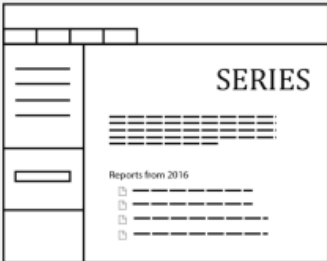
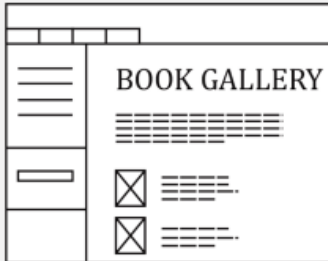
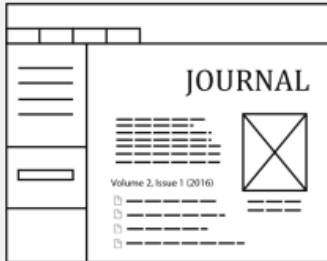
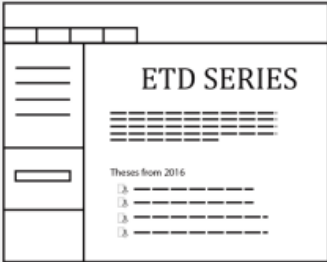
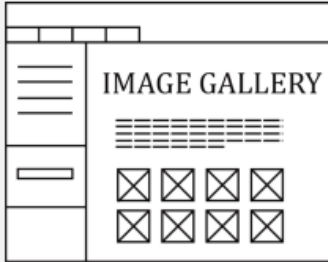
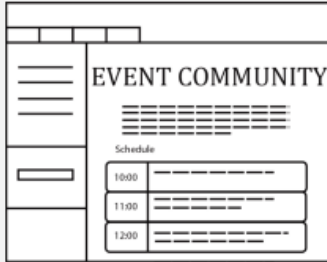
1. Locate the submission in your My Account page and click on that title.
2. Select “Revise Submission” from the left bar navigation menu.
3. Enter your changes and click “Submit” located on the bottom of the page.

If the submission has already been posted to the Digital Commons, please contact the repository administrator with your changes, or reach out to digitalcommons@kean.edu

Digital Commons Publication Types and File Formats

Source: bepress, <https://bepress.com/wp-content/uploads/2017/01/DC-publication-types-at-a-glance.pdf>

DIGITAL COMMONS PUBLICATION TYPES AT A GLANCE

		
<ul style="list-style-type: none">• Text-based content, faculty publications, datasets• Broad file type support, including videos and other media• Example	<ul style="list-style-type: none">• Books, magazines, visual materials• Chapter/section/audio track downloads supported• Thumbnail navigation as list or grid• Example	<ul style="list-style-type: none">• Reflects traditional journal publishing (volumes and issues or numbers, etc.)• Custom designs available• Example
		
<ul style="list-style-type: none">• Electronic theses, dissertations, capstones• Specialized metadata included by default (advisors, departments, embargo dates)• Example	<ul style="list-style-type: none">• Photographs, maps, visual art• Thumbnail navigation as list or grid• Image files only (.jpg, .tif, .bmp, .png, .gif, .eps)• Example	<ul style="list-style-type: none">• Conferences and campus events• Displays in schedule format• Custom designs available• Supports multiple themes and tracks (items are posted to tracks)• Example

ALSO AVAILABLE FOR PUBLICATIONS IN DIGITAL COMMONS

Native streaming and third-party embeds, including audio, video, and providers such as Issuu and SlideShare

Google Maps integration

Metrics, through the DC Dashboard with integrated Plum Analytics, Google Analytics, and more

Supplemental file uploads

* Not applicable to image galleries

All file types supported * (native file download may need to be enabled for some file types)

Peer-review tools, including a double-blind option *

Subscription controls and embargo support * (metadata displays publicly; access to primary files can be restricted)

PDF conversion and cover pages, on by default *

PUBLICATION TYPES VS. COMMUNITIES

A **community** is a container structure in Digital Commons. Instead of holding published content like the publication types above, it holds other structures. These can include any number and combination of publication types as well as nested communities (also called sub-communities). Repository and collection organization depends on communities to create a browsable hierarchy.

See [Digital Commons Structures: Publications and Communities](#) or the [Site Organization video tutorial](#) for more on this topic.

bepress™ Tutorials

Kean University Digital Commons is powered by bepress™ software. A wide breadth of [reference guides and videos](#) are available for further assistance.

Kean University Library would like to acknowledge Montclair University, Pepperdine University, State University of New York, and bepress™ for the basis of this adapted guideline.