

Fall 11-16-2015

C-PEER Collaborator SOURCE Submission Guide | IES Data

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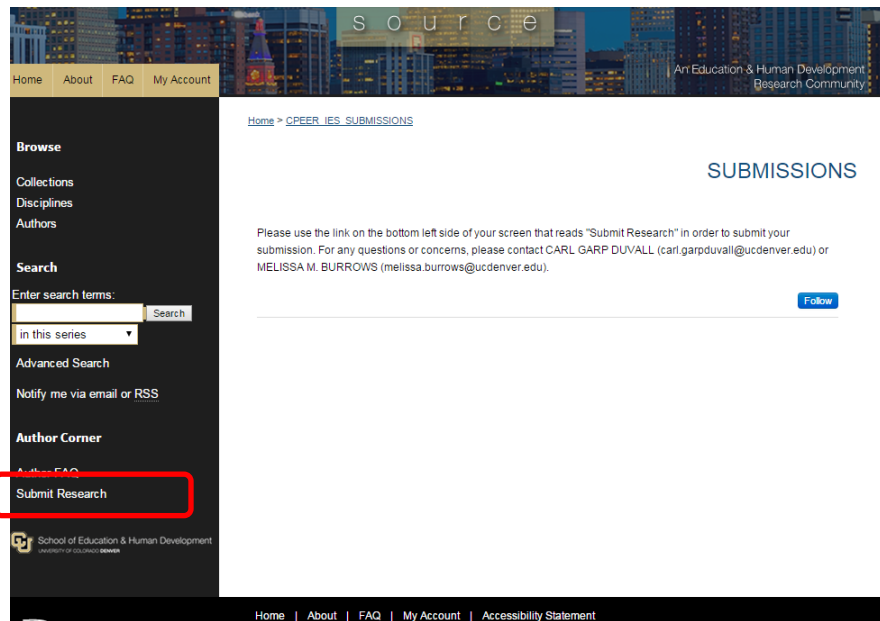
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C-PEER Collaborator SOURCE Submissions | IES

- 1) Login to your Digital Commons® account at <http://source.ucdenver.edu/>.
- 2) Navigate to the [C-PEER IES SOURCE Submissions](http://source.ucdenver.edu/cpeer_ies_submissions/) [http://source.ucdenver.edu/cpeer_ies_submissions/] page and click **Submit Research** on the left hand navigation pane.



- 3) You will then be sent to the **Submissions** form where you will fill out the following information: **File Name**, **Submitter Name** (this should already been filled in with your name – see below), **Date**, and **Notes** (if applicable).


REQUIRED File Name


Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

Enter title:

REQUIRED Submitter Name

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (john.doe@university.edu) John Doe, University Name 



REQUIRED Date

If you choose to enter a date, the year is required but all other fields are optional.










Season	Month	Day	Year
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
Notes

University Name

Additional text to be displayed on index page.

Comments

B *I* U          **HTML**

4)

UPLOADING A SINGLE FILE:

Use the **File to Upload** section at the bottom of the form to attach your file. Then click **Submit**.

REQUIRED File to Upload

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

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Upload your *first file* via the directions above, then check the **Additional Files** box. Then click **Submit**.

Additional Files

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The **Upload Supplemental Content** page will appear. Click **Choose File** and add additional files as needed. Then click **Continue**.

Submissions

Upload Supplemental Content

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 chosen

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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- 5) You should then see a screen similar to the one below confirming your submission.

SUBMISSIONS

You have successfully uploaded:
Sample File



Submission Metadata

Metadata Field	Value
File Name	Sample File
Submitter Name	John Doe, <i>University Name</i>
Date	2015
Notes	Notes go here.
File to Upload	Download
Update Submission	Initial Submission

For more information, questions or concerns, please contact **Melissa M. Burrows**, *SOURCE Repository Manager*, via email MELISSA.BURROWS@UCDENVER.EDU or at 303-315-0086.