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SelectedWorks Manual for Students

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SelectedWorks Manual for Students

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What are SelectedWorks, STARS and Digital Commons?

Why Use SelectedWorks?

Professionals are increasingly required to act as their own public relations specialists- marketing their skills and scholarship through various channels. Consider that most job vacancies are filled through networking and personal referrals. To network you must advertise yourself. Scholars at UCF can utilize **SelectedWorks** to create compelling online professional and scholarly identities that enhance their visibility and impact through broader dissemination. Through it, scholars can promote their experiences and education to potential employers and prospective universities.

What is SelectedWorks?

Students in any discipline can utilize **SelectedWorks**, [bepress](#). Scholarly users can easily create online profiles to store, manage, organize, and highlight their individual research, course work, presentations, data, etc. A **SelectedWorks** profile provides worldwide access to individual scholars' work with pages that are optimized to enhance discoverability in Google and other search engines.

SelectedWorks profiles are a free way for scholars to share their research and maximize readership- notifying colleagues when new publications are uploaded and sending out mailings to subscribers. The **Author Dashboard** feature permits users to track downloads according to institutional and geographical location. Profiles are customizable with biographical information, links to current CV and external websites, and detailed descriptions of academic works. Users can change profile content at any time.

These profiles are integrated with **Digital Commons**, the company that hosts **STARS**.



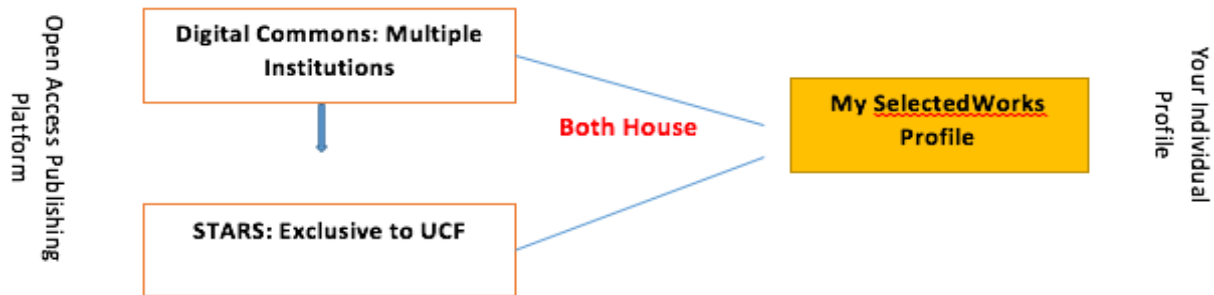
My SelectedWorks Profile



Showcase of Text, Archives, Research & Scholarship (STARS)



The hierarchical relationship between **My SelectedWorks**, **Digital Commons** and **STARS** may be visualized as the following:



Digital Commons is the product that hosts publishing platforms for various institutions, including the **University of Central Florida's STARS** platform. **STARS** (Showcase of Text, Archives, Research & Scholarship) is UCF's-institutional repository and open access publishing platform that features works by, for, and about UCF. **SelectedWorks** are the individual scholar pages for UCF scholars, and are part of the larger Digital Commons network. They primarily reside in **Digital Commons** but are accessible through both platforms- **Digital Commons** and **STARS**.

The **STARS** platform is selective. UCF students can only upload and highlight work that is approved by the **STARS** administrator in conjunction with a sponsoring faculty member. In contrast **SelectedWorks** users can upload and highlight the entire body of their work.

SelectedWorks profiles are transportable as scholars move from one institution to another because they are included in the larger **Digital Commons** Network. **SelectedWorks** profiles remain in the control of the individual as a free service- only the university branding changes.

Put simply, **Digital Commons** is the bank and **STARS** is your local branch that abides by particular guidelines. Your **SelectedWorks** profile is the deposit box that can be transferred between local branches of the **Digital Commons** bank. For more general and navigation information on **Digital Commons** and **STARS** refer to our collection of guides, respectively.

The next series of modules will highlight the required steps for signing up and customizing your own **SelectedWorks** profile page. They are titled as follows:

Step 1: How do I sign up?

Step 2: How do I start building SelectedWorks?

Step 3: How do I manage my account settings?

Step 4: How do I stipulate who can edit my profile?

Step 5: How do I input my credentials?

Step 6: How do I start importing academic works?

Step 7: How do I access and organize my imported works?

Step 8: How do I keep track of my readership?

Step 9: How do I determine if it is legal for me to include a work?

The following modules are meant to assist you navigate the larger structures your profile forms a part of. They are titled as follows:

-Navigating Digital Commons

-Navigating STARS

The following modules provide supplementary assistance:

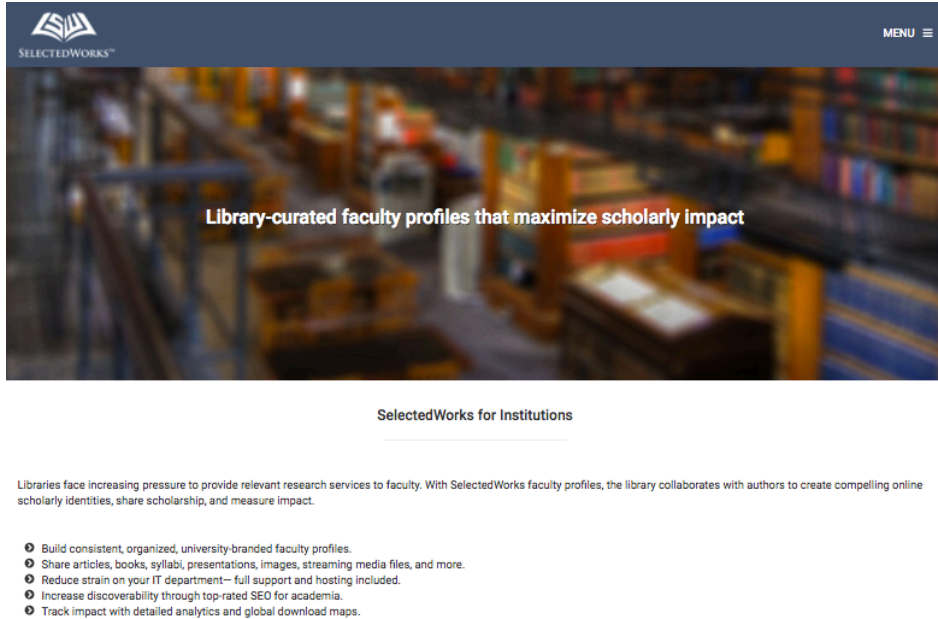
-How do I seek assistance?

-Supplementary Material

Step 1: How do I sign up?

Create an account

<https://works.bepress.com/>



The screenshot shows the SelectedWorks homepage for institutions. At the top, there is a dark blue header with the SelectedWorks logo on the left and a 'MENU' button on the right. Below the header is a large banner image of a library interior with bookshelves. Overlaid on the banner is the text 'Library-curated faculty profiles that maximize scholarly impact'. Below the banner, the text 'SelectedWorks for Institutions' is centered. Further down, a paragraph explains that libraries face increasing pressure to provide relevant research services to faculty, and SelectedWorks faculty profiles help libraries collaborate with authors to create compelling online scholarly identities, share scholarship, and measure impact. At the bottom, there is a list of five bullet points describing the benefits of SelectedWorks for institutions.

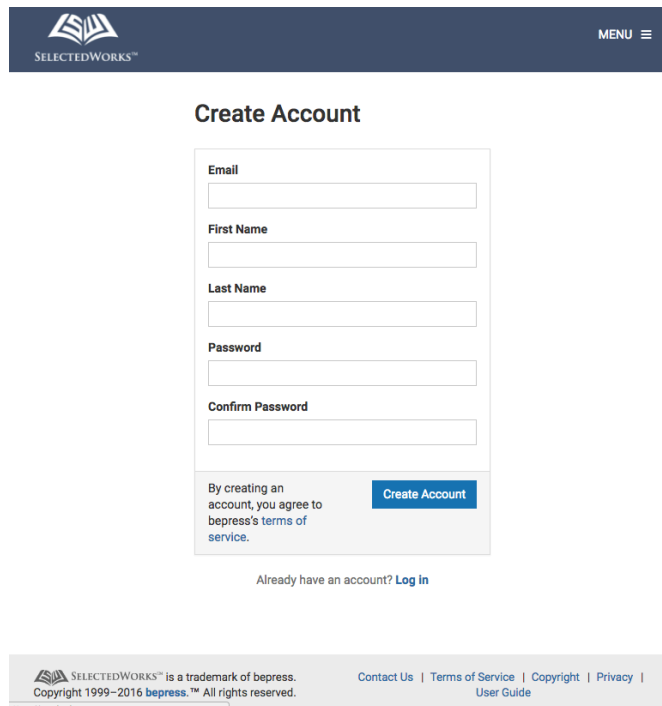
Library-curated faculty profiles that maximize scholarly impact

SelectedWorks for Institutions

Libraries face increasing pressure to provide relevant research services to faculty. With SelectedWorks faculty profiles, the library collaborates with authors to create compelling online scholarly identities, share scholarship, and measure impact.

- Build consistent, organized, university-branded faculty profiles.
- Share articles, books, syllabi, presentations, images, streaming media files, and more.
- Reduce strain on your IT department—full support and hosting included.
- Increase discoverability through top-rated SEO for academia.
- Track impact with detailed analytics and global download maps.

Click **Sign Up**. Complete the form and click **Create Account**.



The screenshot shows the 'Create Account' form on the SelectedWorks website. The form is centered on the page and contains several input fields for user information. At the bottom of the form, there is a 'Create Account' button and a link to 'Log In' for existing users. The footer of the page contains copyright information and links to 'Contact Us', 'Terms of Service', 'Copyright', 'Privacy', and 'User Guide'.

Create Account

Email

First Name

Last Name

Password

Confirm Password

By creating an account, you agree to bepress's [terms of service](#).

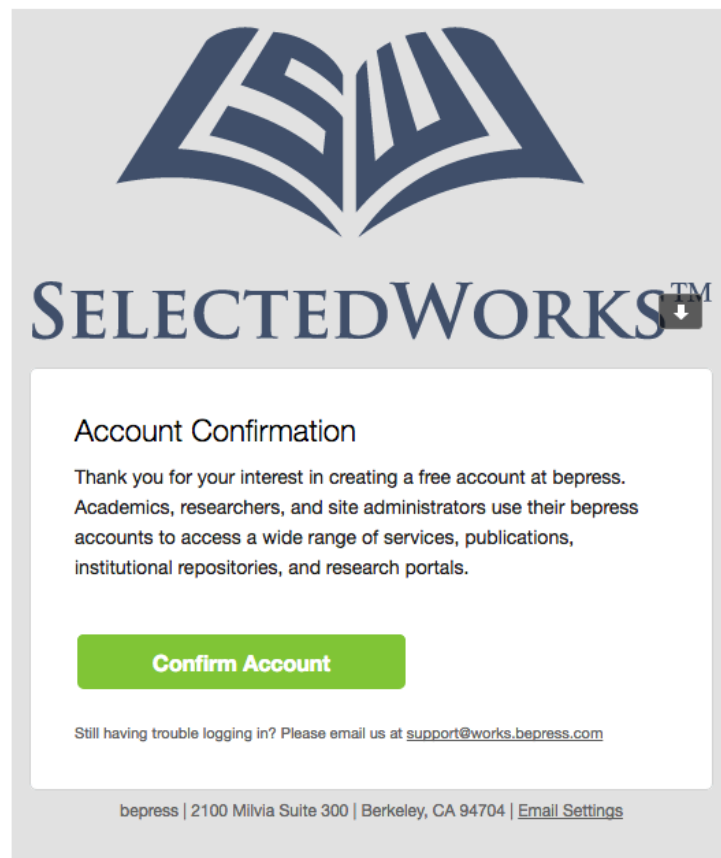
Create Account

Already have an account? [Log In](#)

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Copyright 1999–2016 bepress.™ All rights reserved.
<http://www.bepress.com>

[Contact Us](#) | [Terms of Service](#) | [Copyright](#) | [Privacy](#) | [User Guide](#)

Minimize the page and open the email account you submitted. Click the **Confirm Account** button in the confirmation email.



Step 2: How do I start building Selected Works?

Choose a URL (note it cannot be changed.)

Build your SelectedWorks

Choose a profile URL

works.bepress.com/

genesys-santana

Enter up to **three research disciplines**, your **institution**, **position**, and **title** (these will help search engines categorize you for users). Once finished click **Go**.

Discipline

Browse the discipline hierarchy or start typing to find your discipline.

☐

 Architecture

☐

 Arts and Humanities

☐

 Business

☐

 Education

☐

 Engineering

☐

 Law

☐

 Life Sciences

☐

 Medicine and Health Sciences

☐

 Physical Sciences and Mathematics

☐

 Social and Behavioral Sciences

Institution

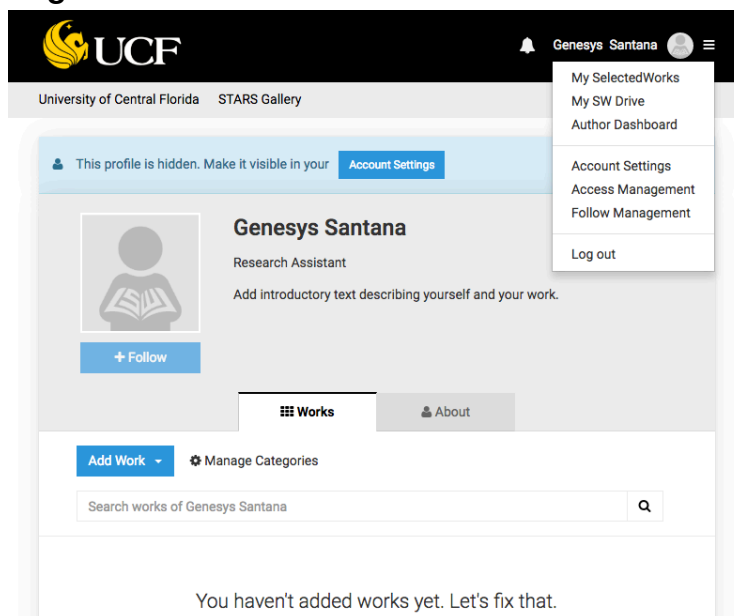
Start typing to find your Institution

Position**Position Title**☒ I agree with the [Terms of Service](#)

Go

Step 3: How do I manage my account settings?

Click on the **Profile Menu** located on the top right of your main page. From the list click **Account Settings**.



Under **Account Settings** you can update your **picture**, **login email** and/or **password**.

Account Settings

Personal Information

Prefix

First name

M.I.

Last name

Suffix

Email

This email address will be used for logging into SelectedWorks.

Current Email

New Email

Confirm Email

Password

Change your password.

Current Password

New Password

Confirm Password

Note that your name, as it appears under the **Personal Information** section, appears only on your personal view of the account. To change the name users will see, click the **SelectedWorks** link on your **Profile Menu** and use the **inline editing option**. You can always access your main profile page through the **SelectedWorks** link. (Read more about Profile names in **step 4**).

Under **Account Settings** ensure that all of your work is collected to your profile by adding any other name aliases or email addresses used for your published works.

a. Click **Set as Preferred** for the profile you want applied automatically to all new uploads.

Author Information

Manage the names and email addresses that you have used to published works. The information will allow SelectedWorks to collect works to your profile.

Prefix	First Name	M.I.	Last Name	Suffix
--------	------------	------	-----------	--------

Email	Start typing to find your Institution	Add
-------	---------------------------------------	-----

Genesys Santana , University of Central Florida
genesys.santana@ucf.edu

Preferred

Genesys Santana
genesys.santana@ucf.edu

Set as Preferred

Remove

b. Control whether your profile is **public** or **hidden**. We highly suggest hiding your profile during your initial set up. Works will not be available for download when the profile is hidden. Click **Save**.

Profile Visibility

Profiles can be set to hidden from public view. Works will not be available for download when the profile is hidden.

☐ Make my profile **public** (default)

☒ Hide my profile

Save

c. Two profile display formats are available. The default **Card View**, provides a thumbnail preview of your works; and the traditional **List View** is a list form. Click **Save**.

Works Display

Choose the format of your profile.

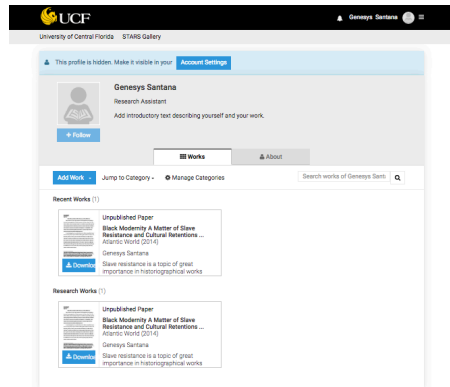
☒ Display my Works using the **Card View** (default)

☐ Display my Works using the **List View**

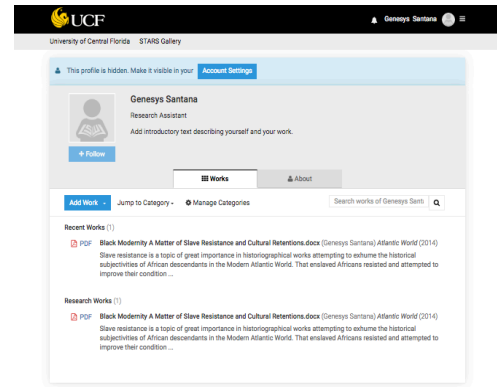
Save

Whatever your preference, your content is organized by **Display Categories** (Read more about **Display Categories** in **Module How do I Edit My Profile.**) The aesthetic differences are as follows:

Card View



List View



We **strongly suggest** coming back to this after you upload all of your works, so that you may best determine the format that best suits your readership’s viewing needs

d. You will find two options that keep you informed about your readership and the academic impact of your work.

Email Notifications

Email notification preferences.

☒ Send me email reminders about unread email notifications

☒ Please send me monthly hit reports for my articles

Save

The “reminder about unread email notification” option automatically generates an email reminder after 24 hours for any unread profile notifications (Read more about **Notifications** in **page 26** under the section titled **Notification Center**).

Your **monthly hit reports** provide key feedback including the number of downloads for the past month. Complete download data and additional information is available for viewing via your **Author Dashboard** (Read more about **Reporting Tools** in **Module How do I keep track of my readership?**).




Click **Save**.

Step 4: How do I stipulate who can edit my profile?

From **Account Settings** return the **Profile Menu** located on the top right of the page. From the list click **Access Management**.

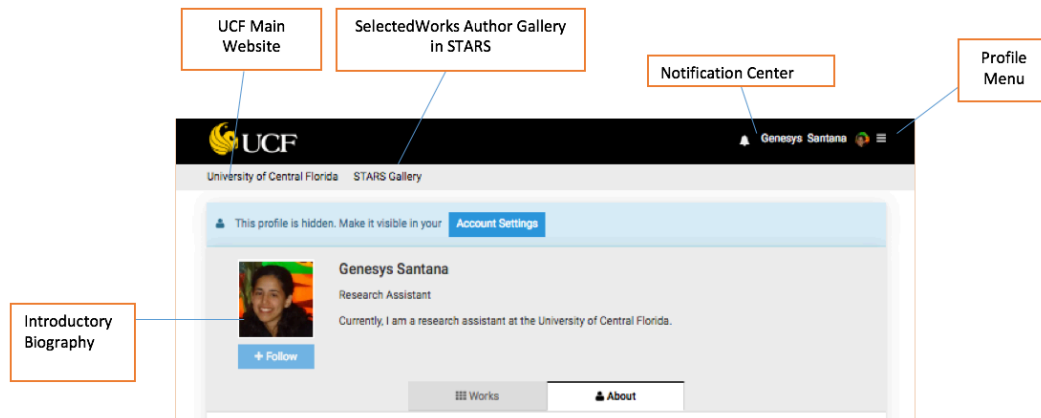
The screenshot shows the 'Account Settings' page. At the top right, a user profile dropdown menu is open, showing options: 'My SelectedWorks', 'My SW Drive', 'Author Dashboard', 'Account Settings', 'Access Management', 'Follow Management', and 'Log out'. The 'Access Management' option is highlighted. Below the dropdown, the 'Personal Information' section contains fields for Prefix, First name (Genevys), M.I., Last name (Santana), and Suffix. The 'Email' section shows the current email 'genevys.santana@ucf.edu' and a 'New Email' field. The 'Password' section has fields for 'Current Password', 'New Password', and 'Confirm Password'. The 'Author Information' section includes a table for managing names and email addresses, with a table body containing one entry for 'Genevys Santana, University of Central Florida' and a 'Preferred' status. The 'Profile Visibility' section has radio buttons for 'Make my profile public (default)' and 'Hide my profile'. The 'Works Display' section has radio buttons for 'Display my Works using the Card View (default)' and 'Display my Works using the List View'.

Students and Faculty members at UCF have three assigned institutional administrators, please refer to them when you need further assistance. (Read more about **Technical Assistance** in **Module How do I seek assistance.**)

Institution Administrators		
Your Institutional administrators are here to help you keep your SelectedWorks up to date.		
	Sarah Norris	sarah.norris@ucf.edu
	Lee Dotson	lee.dotson@ucf.edu
	Kerri Bottorff	kerri.bottorff@ucf.edu

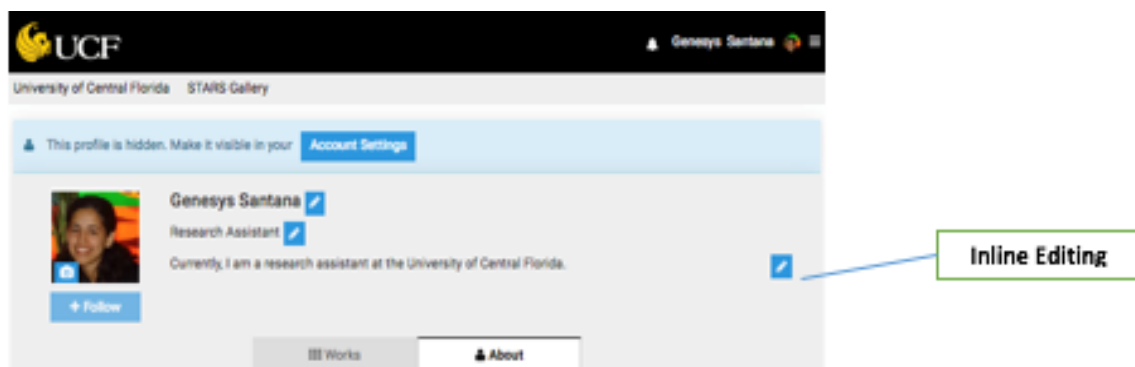
Step 5: How do I edit my profile?

From **Access Management** return to the **Profile Menu** located on the top right of the page. From the list click **SelectedWorks**. This will always take you to your **Main Profile Page**. Labeled below are some of the **basic elements** that comprise your **Main Profile Page**. Your main profile page is subdivided into **About** and **Works**.



Edit your introductory biography using the inline editing options located by each category.

- Name:** Use the name you are known by academically.
- Title:** input your major and any research or leadership positions you currently hold.
- Brief Description:** Provide a **Brief Description** of your personal background, research interests, accomplishments and future goals (**consider this your elevator speech.**) [Click here](#) for assistance with the construction of this brief description.



View below the **About** section. Use the inline editing options located by each category. For help creating a curriculum vita please [click here](#) to access resources provided by UCF Career Services. Ensure that your social media represents the image you wish to present to universities/employers before you opt to include links to them.

The image shows a screenshot of a UCF (University of Central Florida) profile page for Genesys Santana. The page is annotated with several callouts in orange boxes:

- Notification Center**: Points to the top right corner of the profile header.
- Profile Menu**: Points to the user's name and profile picture in the top right corner.
- Introductory Biography**: Points to the bio section below the profile picture.
- Link to Personal Webpages**: Points to the 'Links' section, which includes 'Academia.edu' and 'LinkedIn'.
- Links to Your Social Media**: Points to the social media icons (Facebook, Twitter, etc.) at the bottom of the page.

The profile page content includes:

- Header**: UCF logo, user name 'Genesys Santana', and a 'Follow' button.
- Introductory Biography**: A short bio stating 'Research Assistant at the University of Central Florida' and 'Currently, I am a research assistant at the University of Central Florida.'
- Positions**: A list of roles including 'Research Assistant, University of Central Florida - Academic Advancement Program', 'Doctoral Candidate in African History, New York University - Department of History', and 'Teaching Assistant, New York University - Department of History'.
- Curriculum Vitae**: A section with an 'Add' button to upload a current curriculum vitae.
- Disciplines**: A list of academic disciplines including 'Arts and Humanities and Medicine and Health Sciences'.
- Research Interests**: A list of research topics including 'The Trans-Atlantic Slave Trade (1807-1880), African Diaspora Studies, African Cultural Retentions in the New World, and Atlantic History'.
- Honors and Awards**: A section to highlight honors and awards.
- Courses**: A section to highlight the courses regularly taught.
- Education**: A list of educational institutions including 'African History Ph.D., Doctoral Candidate, New York University - Graduate School of Arts and Sci' and 'History BA, Research Assistant, University of Central Florida - College of Arts and Humanities'.
- Links**: A section with links to 'Academia.edu' and 'LinkedIn'.
- Contact Information**: A section for 'ORCID' and 'Provide an ORCID ID'.

Step 6: How do I start importing academic works?

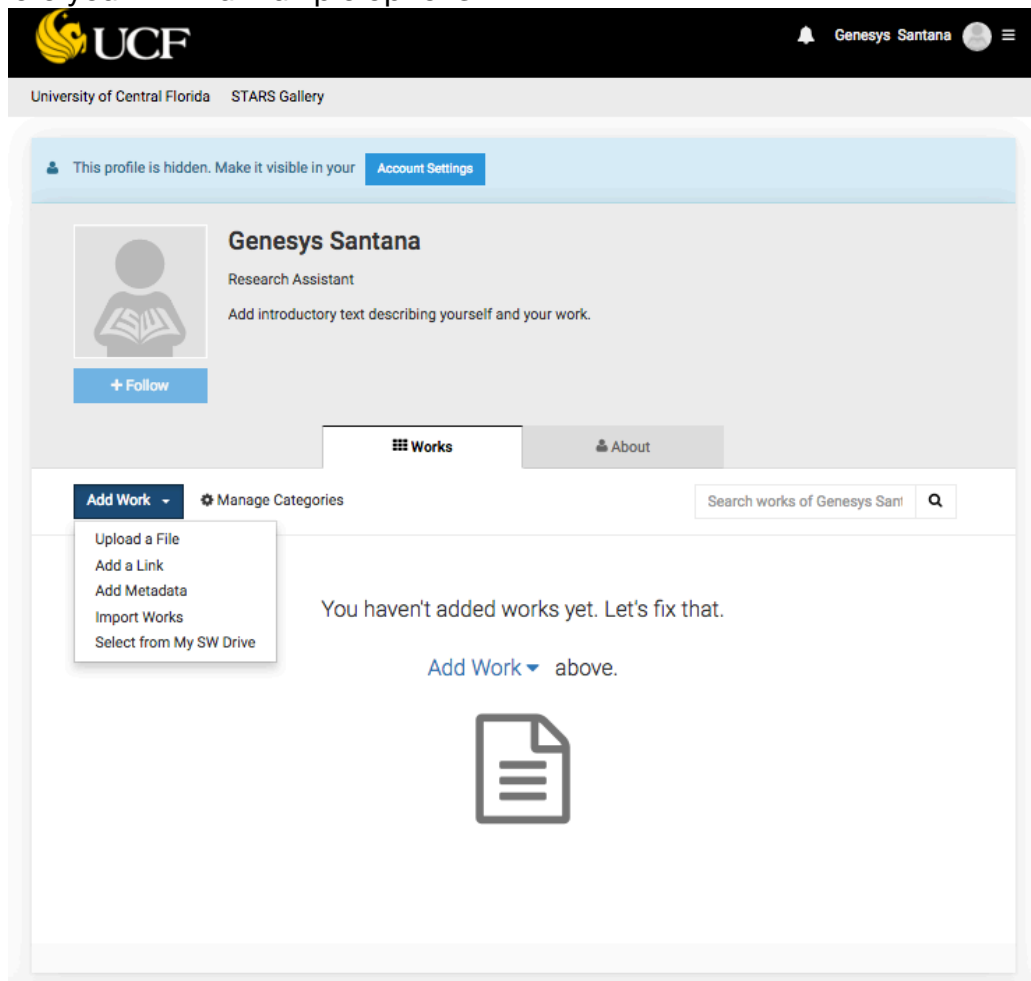
1. Click the **Works** tab located left of the **About** tab. This is the **most important section** of your **SelectedWorks** profile where you **will upload your academic productions** (articles, lectures, etc.) and attract readership. Below is a view of the **Works Tabs**.

The screenshot shows a SelectedWorks profile for Genesys Santana, a Research Assistant at the University of Central Florida. The profile is currently hidden. The 'Works' tab is selected, showing a list of research works. Callouts identify several key features:

- Shortcut Finding Tool:** Points to the 'Jump to Category' dropdown menu.
- Upload Tool:** Points to the 'Add Work' button.
- Organizational Tool:** Points to the 'Manage Categories' button.
- Search Engine for SelectedWorks:** Points to the search bar labeled 'Search works of Genesys Santana'.
- List of Works by Category:** Points to the list of research works displayed under the 'Research Works (1)' section.

The profile includes a profile picture, a bio, and a list of works. The first work is a thesis titled 'A case of double consciousness americo-liberians and indigenous liberian relations ... HIM 1990-2015 (2012)' by Genesys Santana. It includes a 'Download' button and a brief description: 'This study argues that the formation of Americo-Liberian identity overwhelmingly relied'.

2. First **submit your works** and **then categorize**. To begin the process, click on **Add Work**, where you will find multiple options.



Upload a File to upload an academic work that is in doc, jpg, or pdf format **from your computer**.

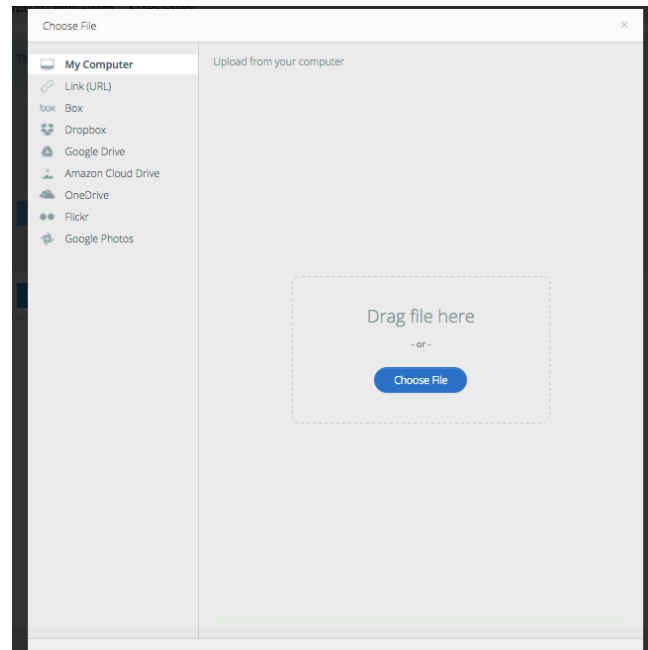
Add a Link to give readers access to works **located externally**, i.e. if you created a website or have an educational YouTube video or channel you would like to share.

Add Metadata to input content details only, without adding a link or a corresponding file.

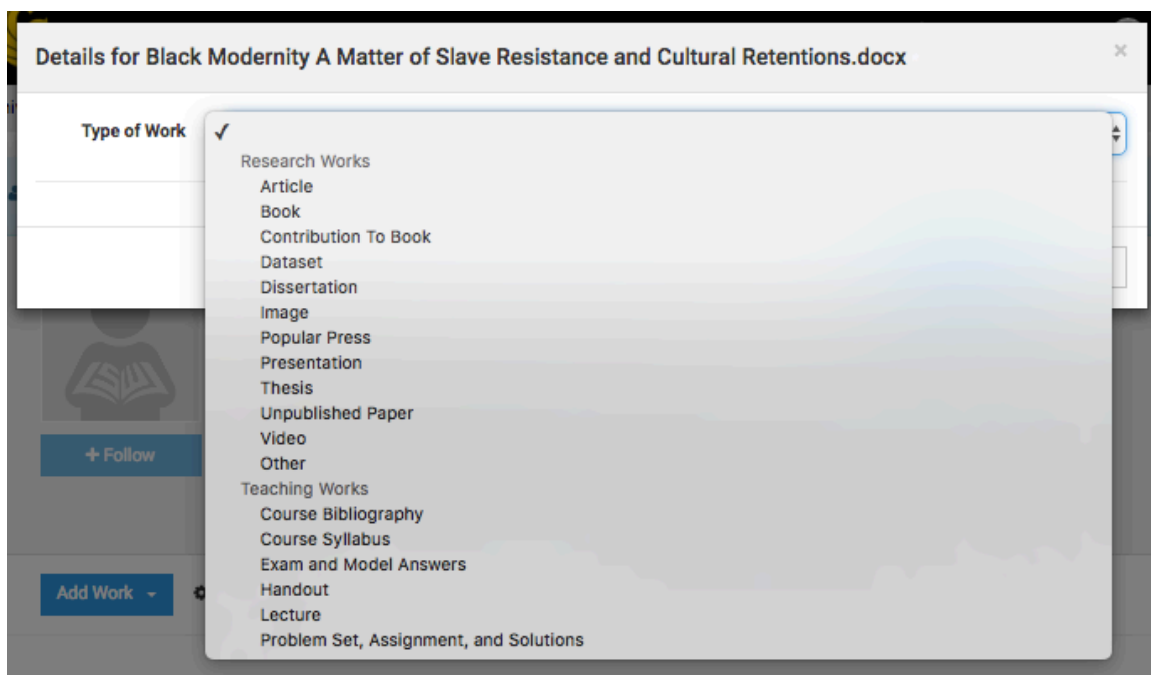
Import Works to bring in works that belong to you from **Digital Commons**, **(STARS)** and **SelectedWorks**. The import is based on the name and email address you provided. This includes items like the **UCF Honors in the Major Thesis or Showcase of Undergraduate Research Excellence**. You should repeat this periodically to gather works posted in the future.

Select from My SW Drive to import works already archived in **SelectedWorks**, but that you may want to introduce to a different section.

3. Once you click on one of the categories you will be directed to **provide additional information** about the work you are uploading. If you opt to **Upload a File** you will be directed to this page:



4. The **initial page varies according to the type of work you input**, but **the additional information requested is consistent from there forth**. After import you will be asked to **select the type of work**. The two main categories are **Research Works** and **Teaching Works**- followed by subcategories.



You will go on **to provide more detailed information** about the nature of your work:

Details for Black Modernity A Matter of Slave Resistance and Cultural Retentions.docx

Type of Work: Unpublished Paper

Title: Black Modernity A Matter of Slave Resistance and Cultural Retentions.docx

Authors: Genevys Santana, University of Central Florida

Abstract: [Text area]

Keywords: [Text area]

Disciplines: [List of disciplines: Architecture, Arts and Humanities, Business, Education, Engineering, Law, Life Sciences, Medicine and Health Sciences, Physical Sciences and Mathematics]

Publication Date: Season, Month, Day, Year

Series: [Text area]

DOI: [Text area]

Comments: [Text area]

Add to Profile Cancel

Be strategic when filling this information. Search engines to help users find your research will use the keywords and disciplines you select.

Keep scrolling down. You have the option to **create custom citations** and utilize inline editing to set the **thumbnail** your readership views.

Custom Citation: [Text area]

Creative Commons: Not Selected

Display Categories: [Dropdown menu]

Thumbnail: [Preview of document cover]

File: [Preview of document file]

Add to Profile Cancel

Display Categories help organize your **Works**. You must choose at least one per work. If **more than one category** is selected, the **work** will **appear under each category** you selected. **Be strategic when selecting Display Categories**, for they are **indexed within major search engines** and **help increase the discoverability of your work**.

Under the **Display Categories** you determine where this work will be placed when readers view your **Works**. Be aware that your program may have its own required categories.

On this page, you can protect your intellectual property under the **Section Creative Commons**. The categories correspond to **various types of licenses that provide varying levels** of intellectual protection. For more information regarding each one [click here](#).

Click **Add to Profile** once all sections have been completed.

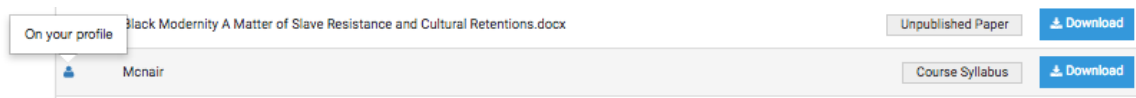
5. Opt for **My SW Drive** if you are **not ready to post** your work **to your profile yet**, but want **to save a draft in the system**. Click the **Profile Menu** and **click on MY SW Drive**.

Icons by your work listings **indicate** the following:

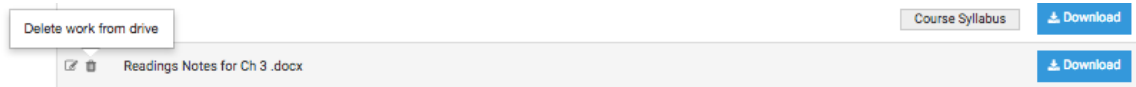
Work is a draft that is not posted to your profile yet.



Work is posted on your profile.



Delete Work from your profile.



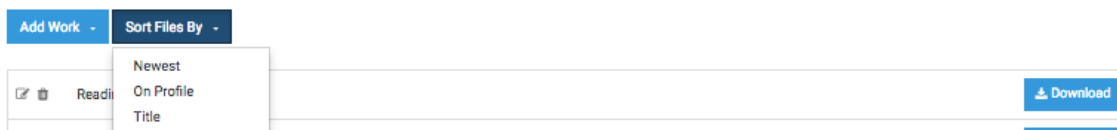
6. Click **Download** to **download a file** from **My SW Drive** to your **computer**.



Click **Add Work** to import new works.



Click on **Sort Files By** to arrange the list of works **on MY SW Drive**. Works can be sorted by **alphabetical order**, **time of upload** and **whether they are already posted**.



To **edit work descriptors**, click on the **title of interest**.

My SelectedWorks Drive



It will **direct you** to this **familiar screen**:

Details for Black Modernity A Matter of Slave Resistance and Cultural Retentions.docx

Type of WorkUnpublished Paper

Title *Black Modernity A Matter of Slave Resistance and Cultural Retentions.docx

AuthorsGenesys Santana , University of Central Florida

+ AddReorder Authors by dragging them into the appropriate order.

Abstract

Slave resistance is a topic of great importance in historiographical works attempting to exhumate the historical subjectivities of African descendants in the Modern Atlantic World. That enslaved Africans resisted and attempted to improve their condition is unquestionable. Questions remain regarding the means of resistance they resorted to and whether these means of resistance truly disrupted the superstructures that sustained white hegemony. The inseparability of slave resistance from cultural matrices signifies that discussions on resistance always involve the question of cultural retentions in their analytical background.

KeywordsCultural Retentions x Slave Resistance x Atlantic World History x African History x

Separate keywords with commas.

Disciplines *

Browse the discipline hierarchy or start typing to find your discipline.

☐ Architecture

☒ Arts and Humanities

☐ Business

☐ Education

☐ Engineering

☐ Law

☐ Life Sciences

☐ Medicine and Health Sciences

☐ Physical Sciences and Mathematics

☐ Social and Behavioral Sciences

Arts and Humanities x

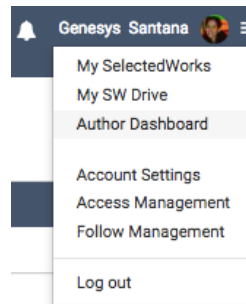
UpdateCancel

Click **Update** once changes are made.

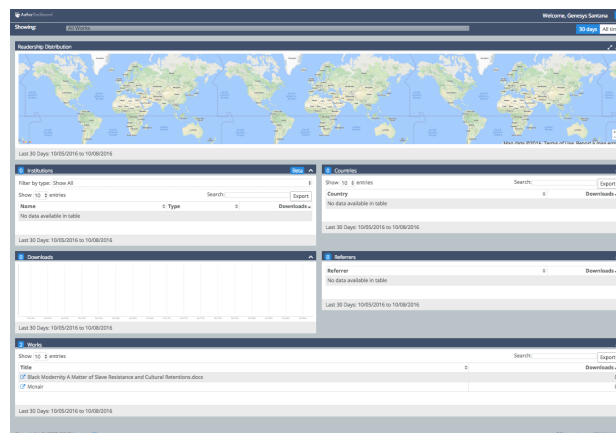
Step 7: How do I keep track of my readership?

There are multiple ways of keeping track of your readership. Doing this is crucial for your career for it helps you measure the impact and contributions your work makes in the field. It also helps you extend your network- opening up potential collaborations.

1. To check how many downloads your work is generating. Access the **Profile Menu** and **click** on the **Author Dashboard**.

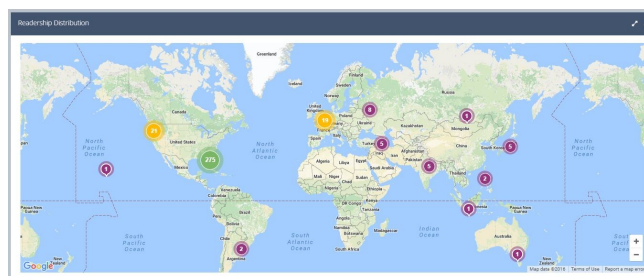


This will result in:



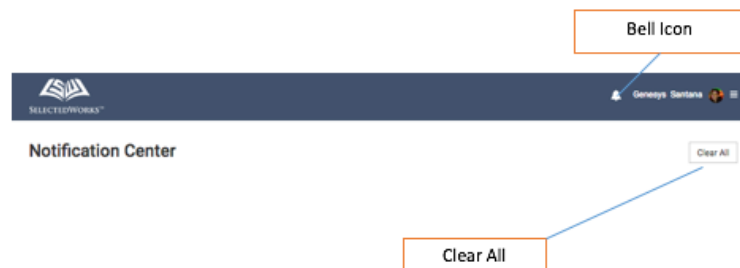
The **Author Dashboard** is a personalized reporting tool that provides insight for authors into the readership of their work according to **institution** and **country**. It provides additional information on the amount of **downloads** and **referrers**.

The **Author Dashboard** features a unique interactive Readership Distribution Map- included below:

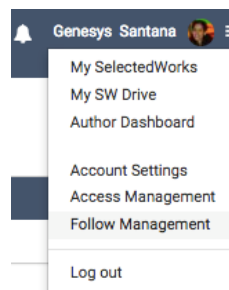


It is equipped with **navigation controls** to survey downloads in a general area or view specific readership details.

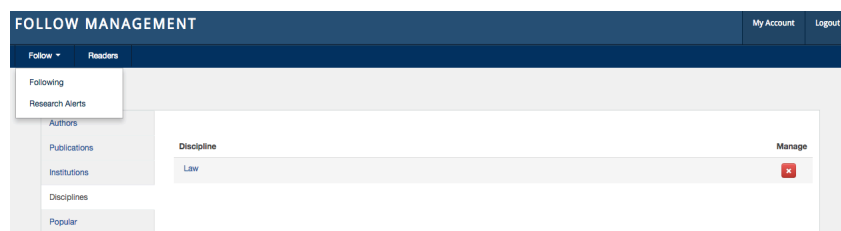
2. To view all actions related to your site click on the bell icon **next** to the **profile menu** to access your **Notification Center**. Here all activities are tracked and listed in chronological order. The number of all unread notifications is noted on the icon. After reviewing, you can click **Clear All** to remove.



3. To keep track of general readership and user trends within your respective disciplines use the **Follow Management Tool**. Access the **Profile Menu** and click on **Follow Management**.

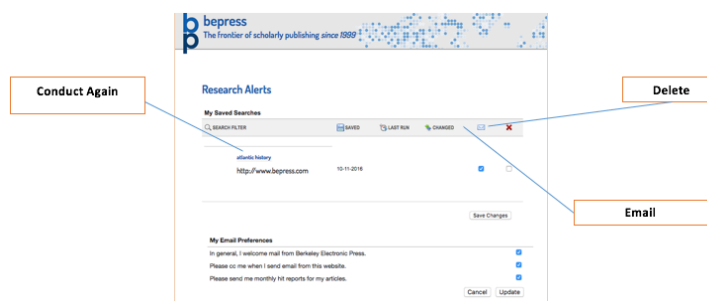


A listing of authors, articles, disciplines and institutions you follow should appear. If the listing does not automatically appear, **click** on the hyperlink titled **view your subscriptions in Digital Commons**. You will be directed to this page:



Here you can view and manage all the **categories you follow**. Clicking on **readers** is another form of **accessing** your **Author Dashboard**.

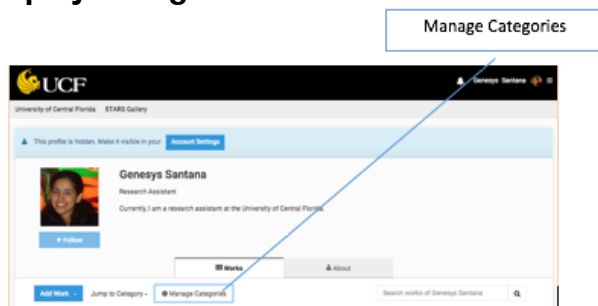
To continue research previously conducted through the **Digital Commons Network** click **Research Alerts** from the **Follow Menu**. The following screen appears:



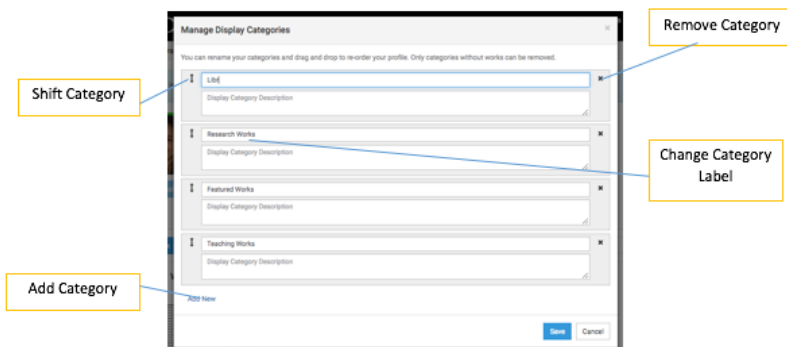
Here you will find a list of **saved searches**, with the option to **email** or **delete** it. Click on the **title** of the search to pick up from where you ended last time.

Step 8: How do I access and organize my works?

1. **Click** on the **Works** section of your **Main Profile Page** to organize and access your works. You can utilize standard categories provided by the system or create your own by clicking on **Manage Display Categories**.

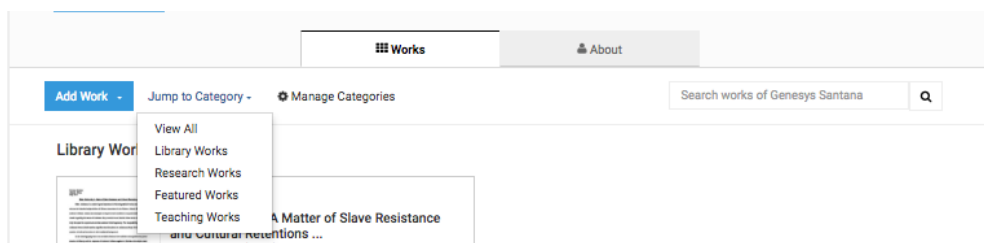


It will take you to the **screen below** where you can **label your own categories** and include **short descriptions** about their nature. Utilizing **arrows to the left** you can **drag each category to different positions** on the list. For **additional categories** click **Add New** or to **remove a category** click the **x** to the **right**. Click **Save** when all changes are made.



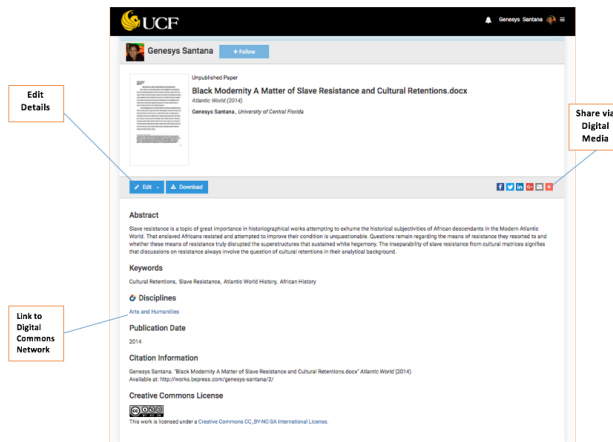
Be strategic when filling this information. **Display Categories** and their **descriptions** are **indexed** within **Google** and other **major search engines** along with the **profile** and **works**. Users can **drive more traffic** to their **profile** and **works** by **creating Display Categories** and **descriptions** that are **unique** to their **respective disciplines**.

2. **Click** on **Jump to Category** to view your works according to category.



Remember you can change the aesthetic view of your list of works through Account Settings located in the Profile Menu. Refer back to **Step 3 How do I manage my account settings?**

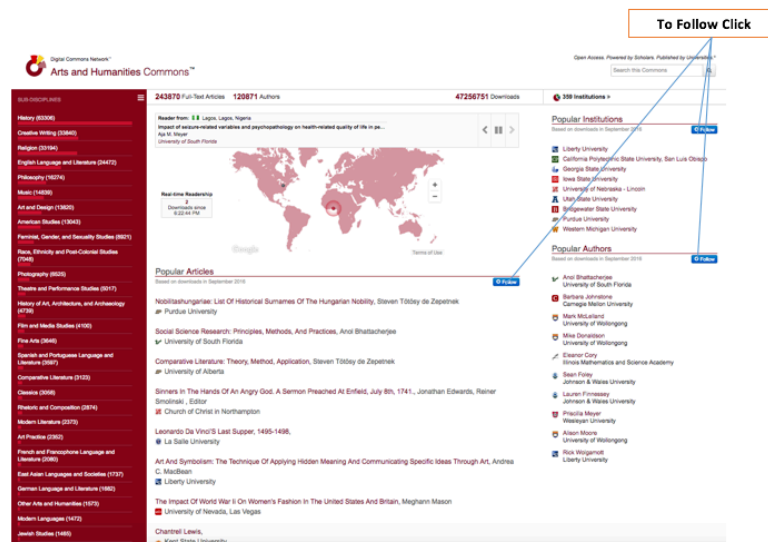
3. **After upload**, users can **view** and **edit details about individual works**. To do so **click on the work from the list of thumbnails**, which will present the following screen:



It is also possible to **download a file of the work** and **share it via various forms of digital media**.

4. Under the **subtitle Disciplines** is a **hyperlink** that **directs users** to the respective **Commons**. **Note** that Commons are **assigned according to the disciplines users select when characterizing works**.

In this scenario **clicking the hyperlink** titled **Arts and Humanities** **directs users** to the following page:



It is important for academics to be **hyperaware of their work's standing in relation to the larger canon**. Here users can **venture into related sub-disciplines** and **view popular articles, authors and institutions within their discipline**. Users can **opt to follow the aforementioned- receiving notifications and updates**.

Step 9: How do I determine if it is legal for me to include a work?

The Initial Inquiry

Before imputing an **academic work** you must determine if it is legally permissible. Ask yourself: **Is it published or unpublished? Is this the first time I make the work public?**

If **your work is published** in a journal or other platform you need to verify your authors rights. Upon submission you may have forfeited your right to publish the work anywhere else, including SelectedWorks. **To avoid legal infringements refer to sections below: 1) Knowing Your Legal Rights Over Published Scholarly Works, 2) Your Compass, and 3) A Metamorphosis: The Transition of your Document from Submission to Published Article.**

If the **former does not apply**, familiarize yourself with the **licensing options Digital Commons** provides authors. **Refer to section: 4) Creative Commons Licensing.**

Knowing Your Legal Rights Over Published Scholarly Works

Publish or perish is a common academic proverb that holds a lot of weight. Navigating the publishing world is essential but complex. It is imperative that you protect your rights over your work; actively manage the copyrights. For practical guidance when submitting journal articles [click here](#).

What are copyrights? Holding the copyrights of an original work signifies that you have exclusive rights to reproduce, distribute, adapt, publicly perform and publicly display the copyrighted work.

Authors retain exclusive rights up until the moment the author signs a written agreement, known as a publishing agreement, to transfer some or all of these exclusive rights. The author may no longer exercise that right once it is transferred.

Clauses in publishing agreements range on the extent to which authors can determine their work's future once published. **Agreements often deprive you of certain rights you may not wish to forfeit, such as your right to post your article within your SelectedWorks profile.**

Legal repercussions will ensue when posting or publishing an article or other original work for which you forfeited exclusive rights. Familiarize yourself with legal clauses that are typical of a publishing agreement.

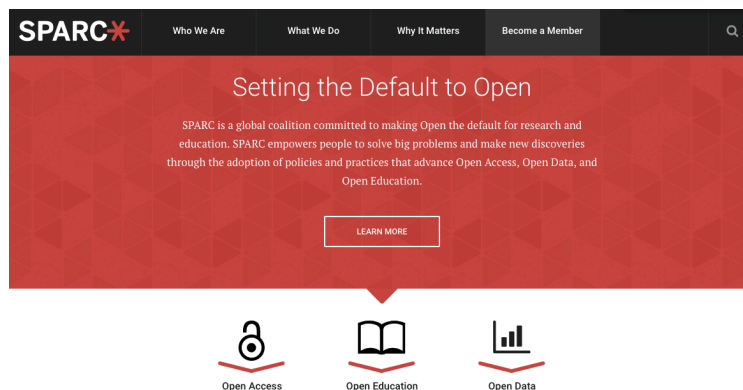
Examples of Publishing Agreements:

[Agreement of Publication and Sharing of Rights](#)
[Publishing Agreement Standard](#)

Your Compass.

Navigating the legal complexities of publishing may be daunting. Listed below are online resources that help.

- [Western Washington University Western Cedar](#) Librarians created a useful guide provided [here](#).
- [Purdue University](#) Copyright Management Center of Purdue University Indianapolis created a useful guide provided [here](#).
- [SPARC](#)
The Scholarly Publishing and Academic Resources Coalition (SPARC) promote the adoption of policies that advance open access, open data and open education to empower scholars.



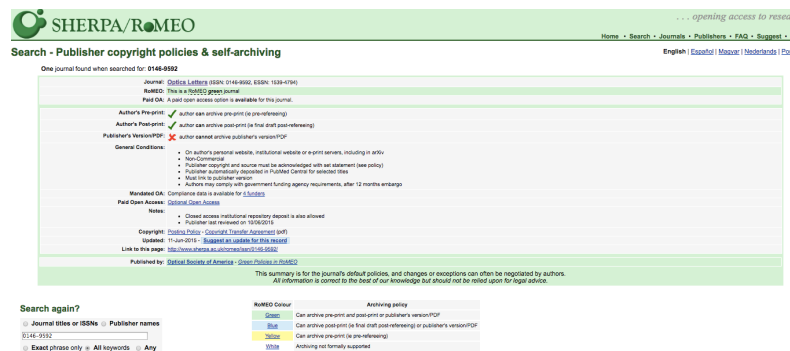
SPARC provides resources **outline your rights as an author**, and tools that help you effectively [manage your copyrights](#). They provide an [author right brochure](#). The [SPARC Author Addendum](#) is a legal instrument that permits you to modify your copyright transfer agreements with non-open access journal publishers, allowing you to select which individual rights you want to keep.

- [SHERPA/Romeo](#)

Here you will find a listing of permissions that are normally give as part of individual publishers' copyright transfer agreements. Users can search their journal of interest by tying it in the search text box and limiting it to *contains*.



Users will be directed to a page breakdown similar to this one:



On this page you will find journal's policies regarding what authors can and cannot archive. Notice that it categorizes works as pre-print, post-print or publisher's version; check the meanings of these labels below. Most journals permit authors to archive submitted work at is pre-print or post-print stage.

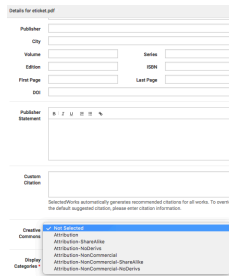
A Metamorphosis: The Transition of your Document from Submission to Published Article.

Your document will go through multiple phases and receive multiple labels- as it goes from being a mere submission to a peer reviewed work, and morphs into a respectable published article. The following is a brief outline of the labels and definitions attached to each:

- **Author's Pre-Print:** This is the original documentation you submitted to the journal, before it was subjected to peer review. Think of it as your rough draft.
- **Author's Post-Print:** This is your edited documentation, your final draft after it was subjected to peer review, but before it has been officially published in the journal.
- **Publisher's Version/PDF:** This is the version that your respective journal has officially published, either in print or online.

Creative Commons Licensing

SelectedWorks will ask you to assign a license to the work you input. You will see the following listings of options:



All creative commons licenses help creator, licensors, retain copyright over their work while allowing others to use, copy or distribute their work for non-commercial purposes. To decide which license is best for you answer the following questions:

1. Do I want to allow commercial use or not?
2. Do I want to allow derivative works or not?

For more information regarding the particularities of each license [click here](#). Below is an abridged description of each one:

- **Attribution CC BY:** It lets others distribute and tweak your work, even commercially, as long as they credit you for the original piece.
- **Attribution-ShareAlike CC BY-SA:** It lets others remix and tweak your work even for commercial purposes, if they credit you and license their new creations under identical terms.
- **Attribution-NoDerivs CC-BY-ND:** It allows for commercial and non-commercial redistribution, as long as it remains unchanged and you are credited.
- **Attribution-NonCommercial CC-BY-NC:** It allows others to adjust your work for non-commercial purposes. The new work must acknowledge you and be non-commercial.
- **Attribution-NonCommercial-ShareAlike CC-BY-NC-SA:** It lets others build upon your work non-commercially, if they give you credit and license their new creations under identical terms.
- **Attribution-NonCommercial-NoDerivs CC-BY-NC-ND:** It only allows others to download your work and share them with others as long as you are credited. Users cannot change your work in any way or use it commercially.

How do I seek assistance?

Users are provided with multiple modes of assistance. Refer to the list below for contact information:

Within UCF

For questions about STARS and SelectedWorks contact:

- Lee Dotson, **Digital Initiatives Librarian at UCF**
Email: dotson@ucf.edu
- Kerri Bottorff, **Digital Collections Projects Coordinator at UCF**
Email: bottorff@ucf.edu

For Questions about author rights or scholarly communication issues contact:

- Sarah Norris, **Scholarly Communication Librarian at UCF**
Email: norris@ucf.edu