

## **Kutztown University Faculty instructions for submitting research and creative work to the Kutztown University Research Commons (KURC):**

The submission process consists of 3 steps:

1. Giving the KURC permission to publish your work online.
2. Uploading the file.
3. Checking that the file is correct once you have received the link.

Step 1: Give the KURC permission to publish your work online

1. Complete the permission form at: <http://kutztown.libsurveys.com/kuresearchcommons>
2. If you have any questions the email address to contact is: [Sue Czerny](mailto:Sue.Czerny@kutztown.edu)

Step 2: Upload your work:

1. Go to the KURC website at: [research.library.kutztown.edu](http://research.library.kutztown.edu)
2. Select the COLLECTIONS link in the grey bar on the left.
3. On the Collections page, select the page where you want your work to be displayed.
4. On that page, read the information under the Submission policies in the grey column on the right, under AUTHOR CORNER.
5. Select the SUBMIT RESEARCH link, also under AUTHOR CORNER, on the right.
6. Fill out the form, which will also give you a place to upload your file.
7. If you would like the library to upload the file for you, you can email your files directly to the KURC email address: [kuresearchcommons@gmail.com](mailto:kuresearchcommons@gmail.com) Please include your abstract and keywords in your email.

Step 3: Checking your work

1. When your work is uploaded, you will be notified by the Research Commons team through email.
2. The email will contain the permanent link to your research or creative work. Follow that link and make sure the work was uploaded correctly. This is the link to use if you want to refer people or organizations to your work.
3. If you have any concerns, reply to: [kuresearchcommons@gmail.com](mailto:kuresearchcommons@gmail.com)

If you have any questions or comments about the Research Commons, please send them to: [kuresearchcommons@gmail.com](mailto:kuresearchcommons@gmail.com)