

# Instructions for Using the Online Submission System

>>BETA<<

## Getting Started

To submit documents to ERIC, you must be a registered My ERIC user. Anyone can register. To login or register, go to the ERIC Web site: <http://www.eric.ed.gov/myeric>. Before initiating your submission you will need to assemble the following to complete the process:

- Materials in one of the approved formats (.pdf, .txt, .doc, or .rtf).
- Optional files (e.g., PowerPoint slides) – acceptable only as addenda to the complete text of your paper or report and must be included with the primary document.
- Abstract [narrative or structured – see Step 3]

**Note:** If you have a large single file, you may use WinZip (.zip) or Stuffit (.sfx) to create a smaller file for submission. If you are submitting multiple files you must use WinZip (.zip) or Stuffit (.sfx) to create one file for submission.

## Step 1: Sign Individual Authorization Agreement

The screenshot shows the ERIC website interface. At the top, there is a navigation bar with links for 'Submit Content', 'Contact Us', and 'Help'. Below this is a secondary navigation bar with 'Home', 'Search ERIC', 'Our Collection', 'Thesaurus', 'About Us', and 'My ERIC'. A user is logged in as 'eric\_researcher'. The main content area is titled 'Add New Materials BETA' and shows 'Step 1 of 3: Sign Individual Authorization Agreement'. The text explains that the ERIC database is a digital library and that the user is granting permission to archive and disseminate their work. A checkbox is present for giving permission. Below the text is a security code image showing '7XG' and a text input field for the security code. At the bottom, there are 'Next' and 'Cancel' buttons.

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### Add New Materials **BETA**

#### Step 1 of 3: Sign Individual Authorization Agreement

The Education Resources Information Center (ERIC) database is a digital library providing educators, researchers, and the general public with access to education literature and resources. As provided for by section 172(d)(2)(B)(ii) of the Education Sciences Reform Act of 2002 and implemented by the Institute of Education Sciences (IES), the ERIC database of published and unpublished education materials will be enhanced through the addition of free full-text documents and by providing electronic links to commercial sources.

IES requests your permission to archive a full-text electronic copy of your document, and to grant ERIC rights to disseminate the full text via any means as necessary to support ERIC. As required by the Copyright Act of 1976, ERIC will only disseminate information for which we have specific permission from copyright holders. In the case of a work of joint authorship, by submitting this form, the individual author warrants that he/she has the permission of the other author to authorize ERIC to post a full-text electronic copy of this submission. In addition, by submitting this form electronically, you authorize ERIC to post a bibliographic record that includes metadata and an abstract of the full-text work. This form also gives the ERIC program the right to enter into an agreement with other on-line publishers for the purpose of licensing your work for republication in other research systems. Your response on the form will not affect any decision to include this information in the ERIC database.

By checking this box, you, the copyright holder, hereby give permission to archive, post, and disseminate an electronic copy of this material.

To verify the authenticity of your submission, please type in the security code shown in the image below. This step helps prevent unauthorized use of automated programs. The security code is NOT case-sensitive.

**7XG**

Security code:

## Step 2: Attach Your Files

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### Add New Materials **BETA**

Step 2 of 3: Attach Your File

**Note:** Be sure your file -

- States the title, author name(s), and document date on the first page
- Is not password-protected
- Contains a complete English translation, if the original document is written in a language other than English
- Does not contain personal information relating to research participants, including: names, social security numbers, addresses, etc.
- Is the final, edited version

Use the "Browse..." button to find the file you wish to submit.

**File to submit:**

**Acceptable file formats:**

- Portable Document Format (.pdf)
- Text (.txt)
- MS Word (.doc)
- Rich Text Format (.rtf)
- PowerPoint (.ppt) - PowerPoint slides can only be submitted as a supporting file. You cannot submit a PowerPoint presentation as your only file.

**If you have multiple files or your file is very large:**

- You may use WinZip (.zip) or Stuffit (.sfk) to create one file for submission

## Step 3: Provide Submission Details

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### Add New Materials **BETA**

Step 3 of 3: Provide Submission Details

Enter the following information about this material. The document title, author name(s), publication year, and publication date (if applicable) that you enter must be identical to the information provided in your document as it appears on the title or cover page.

\* indicates required field

**File Uploaded:**

**Document Title:**

**Author(s):** First Name:  Middle:  Last Name:

**Abstract:**  Narrative Abstract (using a paragraph style)  Structured Abstract (using predefined headings)

[View Narrative Abstract Guidelines and Sample](#)

[View Structured Abstract Guidelines and Sample](#)

**Note:**

*You may submit immediately or save the file for later submission. After you submit your documents you will receive an email confirmation of receipt. You may check the My ERIC area on the ERIC Web site for updates on the status of your submissions.*

### Learn More

For more information about online submissions and other ERIC innovations, visit the ERIC Web site at <http://www.eric.ed.gov>. For questions related to individual submissions, please contact the ERIC Acquisitions Team at [ericacq@csc.com](mailto:ericacq@csc.com)