

Contributing Research to ERIC through the Online Submission System



NOVEMBER 18, 2014

Presenters

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AEM Team

Overview

- Background and purpose of online submission
- ED's Open Access Initiative—grantee requirements
- ERIC Selection Policy for submissions
- Types of materials accepted
- Online submission step-by-step
- Ensuring a smooth submission
- Wrap-Up and Q&A

Background: Why Online Submission?

- Original mission of ERIC— share hard to find education materials broadly
- Share new thoughts and ideas

Background and Purpose of the Online Submission System

- Publishers under agreement are ERIC's primary sources of content
- Online submission is an important, additional source of full-text content
- The Online Submission System was released in July 2014
- IES grantees are required to submit their federally-funded, final peer-reviewed manuscripts through online submission
- For non-IES grantees, the system is open to individual authors and publishers who meet Selection Policy criteria

Grantee Requirements

- Why are grantees special?
- If I am not a grantee, can I still submit my work to ERIC?

ED's Public Access Initiative began in FY2012

- “Beginning in FY 2012, the Institute of Education Sciences (IES) [required] its grantees to submit their peer-reviewed research publications to the Education Resources Information Center (ERIC).”
- The February 2013 memo from the Office of Science and Technology Policy in the Executive Branch required all federal agencies with at least \$100 million in annual research and development expenditures to develop Public Access plans.
- This directive confirmed the Institute of Education Sciences requirement.

Education Research grants Request for Applications (RFA) for FY2015

“Recipients of awards are expected to publish or otherwise make publicly available the results of the work supported through this program.

Institute-funded investigators must submit final manuscripts resulting from research supported in whole or in part by the Institute to the Education Resources Information Center (ERIC, <http://eric.ed.gov>) upon acceptance for publication.

An author’s final manuscript is defined as the final version accepted for journal publication and includes all graphics and supplemental materials that are associated with the article.”

http://ies.ed.gov/funding/pdf/2015_84305A.pdf

Education Research grants Request for Applications (RFA) for FY2015

“The Institute will make the manuscript available to the public through ERIC no later than 12 months after the official date of publication.

Investigators and their institutions are responsible for ensuring that any publishing or copyright agreements concerning submitted articles fully comply with this requirement.”

http://ies.ed.gov/funding/pdf/2015_84305A.pdf

Selection Policy for Submissions



Collection **Thesaurus**

Search education resources [Advanced Search Tips](#)

Peer reviewed only Full text available on ERIC



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The Education Resources Information Center (ERIC) is celebrating its 50th Birthday! First opened on May 15th, 1964 ERIC continues the long tradition of ongoing innovation and enhancement.

[Learn more about the history of ERIC here.](#) 

Selection Policy Criteria

OVERALL SELECTION CRITERIA

- Relevant to education topic(s)
- Quality (completeness, integrity, substantive merit, utility/importance, education research)
- Language—English
- Material format
- Peer Review
- Sponsorship

SPECIFIC ONLINE SUBMISSION CRITERIA

- Must meet overall Selection Policy criteria
 - Except sponsorship
- Must hold copyright
 - Author
 - Authorized representative
- Must grant permission for full-text display
- Must include same information on the document as in the record

Who May Submit Material?

- Individual authors
- Organizations
- Publishers not under agreement with ERIC (non-journal)
- Journal articles may be submitted by grantees or authors only
- Recommend journals for ERIC coverage by emailing **ERICRequests@ed.gov**

Types of Materials

ACCEPTED

- Conference papers
- Research reports
- Book chapters
- Dissertations
- Practicum papers
- Journal articles

NOT ACCEPTED

- Stand-alone lesson plans
- Websites
- Book reviews
- Blog pages
- Subject-matter content
- Entire journal issues from publishers

Online Submission Step-by-Step

- Step 1 – Link to Online Submission
- Step 2 – Review instructions
- Step 3 – Answer screening questions
- Step 4 – Enter document details
- Step 5 – Include citation and funding specifics
- Step 6 – Submit your work

Step 1—Link to Online Submission



Collection **Thesaurus**

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[Learn more about the history of ERIC here.](#) 

Step 2—Review Instructions

 **ERIC** Online Submission Form Notes [FAQ](#) [Contact Us](#)

For a document to be **eligible to use the ERIC Online Submission System**, the **material must meet the standard of direct relevance to one or more topics of the field of education and the quality criteria, except sponsorship, as described in the ERIC Selection policy (PDF)**. For more questions, please see the [Online Submission FAQs](#).

All submitters must hold copyright or an authorized representative, and will be asked to confirm this status during the online submission process. Content with multiple authors is accepted when one author submits the content. Content may be submitted by:

- Individuals, including federal grantees
- Organizations
- Publishers

Unique User Submission Requirements and Features:

- All submitters using the online submission system must grant ERIC rights to distribute the full text of the submitted material to the public. The permission to index and display the content, once granted, provides perpetual access to the content for ERIC users.
- Full text of all pages of a document or article and indicated attachments or tables must be provided; the submitter must provide an **abstract**.
- Title of the article or document, author(s) name, and date of publication, presentation, or completion must be on the first page.
- If it applies, conference information must also appear on the first page (conference organization, title, location, and dates).
- The quality indicator of peer review is not assigned to user submission records unless it is work funded by federal research grants and being submitted under an open access policy regarding public access to federally funded research.

Types of materials eligible for online submission

- All types of non-journal materials outlined in the "Type of Material" table are eligible; preference is content funded by the Department of Education or other federal agencies, professional conference papers or proceedings, reports from credible sources not yet reviewed for selection, and dissertations, theses and practicum papers.
- A journal article is eligible only if it is a result of federal funding or is submitted by the author.

Types of materials not accepted through the online submission system

- Stand-alone lesson plans; however, a document comparing or analyzing a lesson plan may be submitted
- Web sites, web pages, and blogs
- Subject-matter related content is deemed to not meet the ERIC standard of being education research (i.e., an article on the "Battle of Lexington" or the "Pythagorean Theorem" does not meet the selection policy, but an article on research based practices to teach these topics is eligible for inclusion in ERIC).

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Step 3—Answer Screening Questions



ERIC Online Submission Form

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Is your submission education research as defined by the ERIC Selection policy?
Materials are original presentations of education research, such as data and/or empirical analysis; literature reviews or summaries of a field; methodological work; presentations or critiques of theories; or logic models that can guide practice.

Yes
 No

Is your submission directly related to one or more topics in the IES authorizing legislation?
This includes information on closing the achievement gap, education practices that improve academic achievement and promote learning, and topics that were covered by the former ERIC clearinghouses: adult, career, and vocational education; community colleges; assessment and evaluation; higher education; teaching and teacher education; information and technology; counseling and student services; educational management; elementary and early childhood education; reading, English, and communication; science, mathematics, and environmental education; social studies/social science education; rural education and small schools; urban education; disabilities and gifted education; and languages and linguistics.

Yes
 No

Are you authorized to submit this material to ERIC?
By checking yes, you are agreeing that no other source holds a copyright that would prohibit you from including this submission.

Yes
 No

Do you grant ERIC the rights to distribute the full text of your submitted document to the public?
The permission to index and display the content, once granted, provides perpetual access to the content for ERIC users.

Yes
 No

Is your submitted material in English?
Materials considered for inclusion in ERIC must be written in English, or a translation of the full-text must be available in English. English presented in materials must conform to standards of grammar and understandability.

Yes
 No

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If You Answer “No”



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Document Not Eligible

Your submission is not eligible to be indexed in ERIC.

For more information, please see the selection policy at <http://eric.ed.gov/pdf/policy.pdf>.

[Start a New Submission](#)

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Step 4—Enter Document Details

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Title of the Submitted Material
Please enter the title exactly as it appears on the submitted material (including capitalization).

Author(s)
Please enter the authors in the order that they appear in the source (up to 6).
1. First name Middle name (optional) Last name Suffix (optional)

Abstract
Please make sure your abstract follows the guidance at <http://eric.ed.gov/?abstract>

Has your work been funded (in whole or in part) by a U.S. government research grant or contract?
 Yes, an IES grant or contract
 Yes, a Department of Education (non-IES) grant or contract
 Yes, a non-Department of Education grant or contract
 No

What type of document are you submitting?
Please make sure your document is eligible to submit based on the selection policy <http://eric.ed.gov/pdf/policy.pdf>

Book
Booklet
Conference Paper
Dissertation or Graduate Thesis
Journal Article
Literature Review
Policy Analysis
Position Paper
Report
Other



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Writing an ERIC Abstract

WRITING STYLE

- Specific words from paper
- Precise, clear language
- Use objective point of view
- Define terms and acronyms
- Complete sentences
- Use third person—not “I”, “We”
- Active voice for verbs
- 150-500 words

ABSTRACT ELEMENTS

- Purpose
- Methodology
- Results
- Conclusions
- Recommendations
- Additional data

Step 4—Enter Document Details (continued)

**ERIC** Online Submission Form [Notes](#) [FAQ](#) [Contact Us](#)

Title of the Submitted Material
Please enter the title exactly as it appears on the submitted material (including capitalization).

Author(s)
Please enter the authors in the order that they appear in the source (up to 6).
1. First name Middle name (optional) Last name Suffix (optional)

Abstract
Please make sure your abstract follows the guidance at <http://eric.ed.gov/?abstract>

Has your work been funded (in whole or in part) by a U.S. government research grant or contract?
 Yes, an IES grant or contract
 Yes, a Department of Education (non-IES) grant or contract
 Yes, a non-Department of Education grant or contract
 No

What type of document are you submitting?
Please make sure your document is eligible to submit based on the selection policy <http://eric.ed.gov/pdf/policy.pdf>

Book
Booklet
Conference Paper
Dissertation or Graduate Thesis
Journal Article
Literature Review
Policy Analysis
Position Paper
Report
Other



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Step 5—Include Journal Citation and Funding Specifics . . .

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Publication Details

Please specify the publication date: the document was released or published, not the date submitted to ERIC. Month and Day of month are optional.
How many pages are in your publication?
How many references do you cite?

Year: | Month: | Day:

pages
 references

Journal Citation

Journal Name: | Volume, Issue, and Pages are optional, e.g. Journal of Education Research, v32 n2 p123-145 Jan 2014
Date:

Please attach a PDF of your submission.

Please upload the document in PDF format with a maximum size of 100MB (megabytes). Please ensure it is complete and the Title, Author(s), and Publication Date are included on the first page and match the information you provided here.

Grant Funding Information

Please enter your grant or contract number:

Which center funded your work?

Has this work been peer reviewed? Yes No

Your Contact Details

First name:
Last name:
Email:

Please enter your first and last name, and an email address where we may contact you with questions. You will also receive an email confirmation your submission details.

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. . . With the Funding Entity . . .



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Year: Month: Day:

How many pages are in your publication?

How many references do you cite?

Please attach a PDF of your submission.

Please upload the document in PDF format with a maximum size of 100MB (megabytes). Please ensure it is complete and the Title, Author(s), and Publication Date are included on the first page and match the information you provided here.

Grant Funding Information

Please enter your grant or contract number

Which center funded your work?

Has this work been peer reviewed?

- National Center for Education Evaluation and Regional Assistance
- National Center for Education Research
- National Center for Special Education Research
- National Center for Education Statistics
- Department of Education
- Other

Your Contact Details

First name

Last name

Email

where we may contact you with questions. You will also receive an email confirmation your submission details.

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...or Conference Details

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Year: - -

Month: Day:

How many pages are in your publication?

How many references do you cite?

Conference Information

Please enter the details of the conference/meeting where the paper was presented.

Name:

Location:

Dates:

Please attach a PDF of your submission.

Please upload the document in PDF format with a maximum size of 100MB (megabytes). Please ensure it is complete and the Title, Author(s), and Publication Date are included on the first page and match the information you provided here.

Your Contact Details

Please enter your first and last name, and an email address where we may contact you with questions. You will also receive an email confirmation your submission details.

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Make Sure Information in the Form Is on the Document . . .

Paper Presented at the
Annual Meeting of the American Educational Research Association
Philadelphia, Pennsylvania
April 5, 2014

The Journal of Educational Research & Policy Studies
February 2013 Vol. 1, pp. 50-66

Bolstering the Impact of Online Professional Development for Teachers

~~Stephen Newton, Educational and Community Support, University of Oregon.~~

Preparation of this report was supported in part by Grant R324A070226 from the Institute of Education Sciences, U. S. Department of Education. The opinions expressed herein are those of the authors, and no official endorsement should be inferred.

Correspondence concerning this report should be addressed to Robert H. Horner

... And It Will Display in the ERIC Record

The screenshot shows the ERIC record for a report. At the top left is the ERIC logo. To its right is a search bar with the ID 'ED545392' and a 'Search' button. Further right are links for 'Notes', 'FAQ', and 'Contact Us'. Below the search bar are checkboxes for 'Peer reviewed only' and 'Full text available on ERIC'. The main title of the record is 'Comparing the Contribution of Teacher versus Tutor Ratings of Inattentive Behavior in Predicting Mathematics Achievement'. Below the title, the authors 'Malone, Amelia S.; Fuchs, Lynn S.' are listed, along with the date 'Grantee Submission, Remedial and Special Education Jul 2014'. A red oval highlights the authors' names. To the right of the title and authors is a yellow-bordered box containing a 'Peer reviewed' status icon and a 'Download full text' link. Below this box are the ERIC Number (ED545392) and Record Type (Non-Journal). The main body of the record contains a paragraph describing the study's purpose and findings. Below the paragraph are several blue hyperlinks for descriptors. At the bottom of the record, there is a section with publication details: 'Publication Type: Reports - Research; Journal Articles', 'Education Level: Elementary Education; Grade 4', 'Audience: N/A', 'Language: English', 'Sponsor: Institute of Education Sciences (ED); National Institute of Child Health and Human Development (NIH)', 'Authoring Institution: N/A', and 'Identifiers: Appalachia (South); United States (Southeast); Wide Range Achievement Test; National Assessment of Educational Progress'. A red oval highlights the text 'IES Funded: Yes' and 'IES Grant or Contract Numbers: R324C100004; HD15052'. At the very bottom of the page are the 'ED.gov | ies' logo, a list of navigation links (Privacy, Copyright, Contact Us, Selection Policy, Journals, Non-Journals, Download, Submit, Multimedia), and the ERIC logo with social media icons.

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ED545392 Search Advanced Search Tips
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Comparing the Contribution of Teacher versus Tutor Ratings of Inattentive Behavior in Predicting Mathematics Achievement

Malone, Amelia S.; Fuchs, Lynn S.
Grantee Submission, Remedial and Special Education Jul 2014

The purpose of this study was to assess the relative contribution of teacher and tutor ratings of inattentive behavior in two different instructional settings in predicting students' performance on fraction concepts and whole-number calculations. Classroom teachers rated each student's attentive behavior in a whole-class setting and tutors rated each student's attentive behavior in an intensive small-group setting. The sample was 131 fourth-grade students identified as at risk for developing mathematics difficulties (MD) and randomly assigned to fraction tutoring. Teachers and tutors rated each student's inattentive behavior in the 10th week of the 12-week intervention period. On average, tutors rated students as more attentive than teachers. Also, tutor ratings had greater predictive power than teacher ratings on fraction concepts, but neither set of ratings uniquely predicted performance on whole-number calculations. Possible explanations for findings and directions for future research are discussed. [Note: This content is a pre-print version of the article.]

Descriptors: [Elementary School Students](#), [Mathematics Instruction](#), [Teacher Attitudes](#), [Elementary School Teachers](#), [Student Behavior](#), [Attention](#), [Mathematics](#), [Computation](#), [Small Group Instruction](#), [Low Achievement](#), [Mathematics Achievement](#), [Mathematics Skills](#), [At Risk Students](#), [Tutoring](#), [Tutors](#), [Intervention](#), [Comparative Analysis](#), [Measures \(Individuals\)](#), [National Competency Tests](#), [Statistical Distributions](#), [Correlation](#), [Predictor Variables](#), [Prediction](#), [Multiple Regression Analysis](#), [Pretests Posttests](#)

Publication Type: Reports - Research; Journal Articles
Education Level: Elementary Education; Grade 4
Audience: N/A
Language: English
Sponsor: Institute of Education Sciences (ED); National Institute of Child Health and Human Development (NIH)
Authoring Institution: N/A
Identifiers: Appalachia (South); United States (Southeast); Wide Range Achievement Test; National Assessment of Educational Progress
IES Funded: Yes
IES Grant or Contract Numbers: R324C100004; HD15052

Peer reviewed
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ERIC Number: ED545392
Record Type: Non-Journal
Publication Date: 2014-Jul-2
Pages: 10
Abstractor: As Provided
Reference Count: 30
ISBN: N/A
ISSN: N/A

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Step 6—Submit!

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Title	Test
Author 1	Test Test
Abstract	Test
Funded by U.S. Government research grant/contract?	No
Document Type	Book
Publication Date	2014-0-0
Pages	10
Reference Count	2
PDF attached	Test document.pdf
Your first name	First
Your last name	Last
Your email	eric@ed.gov

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What Happens Next?

- The ERIC team retrieves the uploaded record and document for review and processing
- Every submission is reviewed for adherence to the Selection Policy criteria
- Submissions meeting the criteria are then processed for uploading to ERIC
- Submissions not meeting the criteria are not accepted
 - Submissions missing information or sections of the document may be resubmitted
 - Submissions not education related, not in English, or of a type not included in ERIC should not be resubmitted

Ensuring a Smooth Submission

- Have information in the record match what is on the document
 - Remember to include a publication date
- Make sure the document is complete with all sections or appendices as listed in the Table of Contents
- Do not submit a PDF that includes Track Changes
- Provide an adequate abstract
- Select Yes for a funding source only if the funding was federal
- Have your federal contract or grant number ready to enter into the online form
- Never include a social security number in your document

Wrap-Up

We hope this webinar will—

- Enhance awareness of the value and use of the online submission functionality
- Increase the number of high-quality, full-text submissions to ERIC, especially of grantee submissions
- Decrease the number of submissions that have to be returned due to omissions or inaccuracies

Q&A

Questions?

- For questions following the webinar, send an email to ERICRequests@ed.gov

THANK YOU!
