

# Center for Academic Enrichment & Outreach

## Submitting Posters to Digital Scholarship@UNLV

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## Contact information/get help

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## Introduction

The Center for Academic Enrichment and Outreach (CAEO) poster and journal collections include student works from 2005 forward, and have been growing every year since the collections were established. The posters are included in Digital Scholarship@UNLV (<https://digitalscholarship.unlv.edu>), an open access repository of UNLV faculty and student scholarly works. We hope you and your co-author(s) will consider adding your work to Digital Scholarship@UNLV.

## Instructions

### The submission process consists of the following steps:

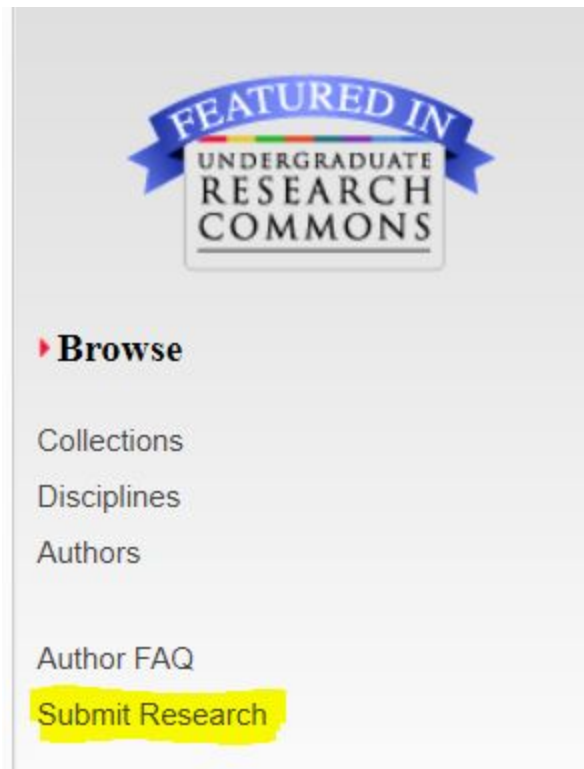
1. Read and accept the Submission Agreement
2. Provide information about the poster, you, and your co-author(s)
3. Upload the PDF of your poster

## Navigate to the Poster Collection

From [https://digitalscholarship.unlv.edu/academic\\_enrichment\\_outreach/](https://digitalscholarship.unlv.edu/academic_enrichment_outreach/), choose the correct program for your poster.

- AANAPISI Poster Presentations ([https://digitalscholarship.unlv.edu/aanapisi\\_posters](https://digitalscholarship.unlv.edu/aanapisi_posters))
- LSAMP Poster Presentations ([https://digitalscholarship.unlv.edu/lsamp\\_posters](https://digitalscholarship.unlv.edu/lsamp_posters))
- McNair Poster Presentations ([https://digitalscholarship.unlv.edu/mcnair\\_posters](https://digitalscholarship.unlv.edu/mcnair_posters))

Then, click **Submit Research** in the left side navigation.



## Read and accept the Submission Agreement

**Explanation:** This agreement outlines what we will and won't do with your poster. For example, you and your co-author maintain copyright, but you are granting a license to Digital Scholarship to distribute your poster on the internet. Please read the agreement carefully and contact the Digital Scholarship@UNLV team if you have any questions.

Please check this if you agree to the above terms.

Continue

## Provide information about the poster, yourself, and your co-author(s)

**Author information (required):** Provide your name and your co-author's name in the same order in which they appear on the poster.

- Provide a complete name as you wish it to appear online
- Provide email addresses for all authors (this field does not display publicly)

Poster Information fields:

- Title (required): Enter the title of your poster

- Funder (optional): If your work is based on grant funding of any type, please indicate that here with the name of the funder. You may also include the grant number if you wish.
- Publication date (required): Enter the year you presented your poster (can leave day/month blank)
- Embargo Period (optional): This indicates to us that you would like to wait for a period of time before your work is available in Digital Scholarship@UNLV. Co-authors should agree together about whether to apply an embargo and for how long.
- Abstract (optional): Enter your abstract. If your poster does not have an abstract, please enter 1-3 sentences about your project.
- Keywords (optional): Enter single words or short phrases that describe your work. Separate keywords with semicolons.
- Creative Commons licenses (optional): Creative Commons licenses allow others to use (copy, distribute, and make other uses of copyrighted work) while keeping copyright with the author. More information about each license option can be found at <http://creativecommons.org/about/>. **It is important that all authors agree to the application of a Creative Commons license.**
- Additional Files (optional): If your poster had supplemental files that you would like to share, we are able host additional files. For example, if you had a handout, small data set, or images you can include them here. Contact us to learn more about accepted formats, file size, and total number of supplemental files.

Upload your poster (required): Please upload a PDF of your poster. The PDF format assists viewers without access to proprietary software as they are more likely be able to view a PDF than MS PowerPoint or Publisher document.

Click Submit, and you are done (almost!).



This may take a while. **Please only click once.**

## What happens after your poster is submitted?

First, **you and your faculty co-author will get an email confirmation from us.** The email will include the Submission Agreement for your records and ask the faculty author to tell us if they do not agree to have the work posted. This is a conversation that should happen between you and your faculty co-author *prior to submission of the poster.*

Next, the **Digital Scholarship@UNLV team will review the metadata you provided** and make minor edits if needed. We may also add controlled subject terms, disciplinary designations, and other metadata to help with discovery. We will also check to make sure the PDF file renders correctly. If the poster was not submitted as a PDF, we will convert it to a PDF.

Then, and as long as your co-author has not objected to the inclusion of the poster in the repository, **we will post your work and send you a permanent link**. The permanent link is great for directing people to your work from resumes and CVs, personal websites, social media, and more.

Once the poster starts being discovered and viewed by others, **you will begin to see downloads details via monthly Readership Reports from Digital Scholarship@UNLV**. You also get access to an author dashboard that shows downloads by date and location.

## Download and Reach metrics

Example record in McNair Posters Presentations:

54

MCNAIR POSTER PRESENTATIONS

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Which Data Checking Method is More Accurate?

[Sarah Cobb](#) *University of Nevada, Las Vegas*  
[Kimberly A. Barchard](#) *University of Nevada, Las Vegas* [Follow](#)

**Document Type**  
Poster

**Publication Date**  
2013

**Publisher**  
University of Nevada, Las Vegas; Center for Academic Enrichment and Outreach

**Abstract**  
Researchers use multiple methods for data checking. Each method can help identify and fix errors that were introduced during the data entry process. Fixing the errors that were introduced during the data entry process increases the accuracy of the research results. Accuracy is important because if a researcher publishes inaccurate results other researchers would not be able to replicate those results and draw the same conclusions.

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Example map of poster downloads from author dashboard:

