

Creative Collaborations

Submitting Posters to Digital Scholarship@UNLV

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Contact information/get help

For questions about submitting your poster, contact the Digital Scholarship@UNLV team via email (digitalscholarship@unlv.edu).

Introduction

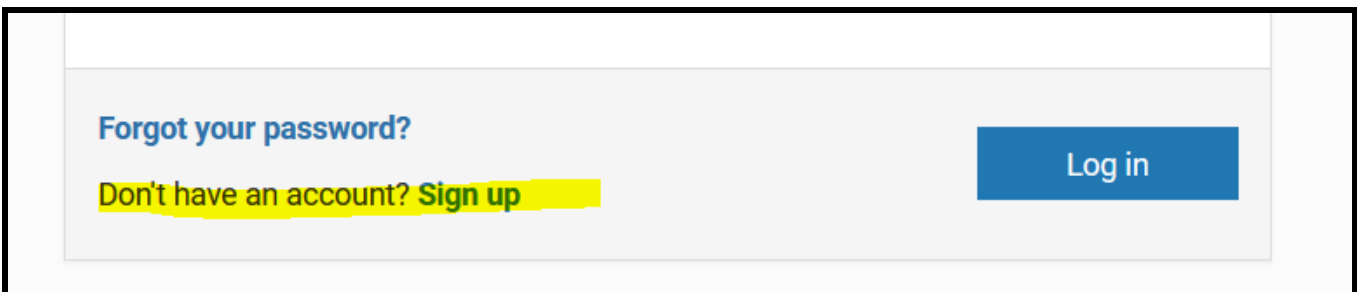
The College of Fine Arts (CFA) Creative Collaborations collection includes posters from CFA faculty about collaborations across CFA, UNLV, and internationally. The posters are included in [Digital Scholarship@UNLV](#), an open access repository of UNLV scholarly works.

Instructions

Sign in or create an account

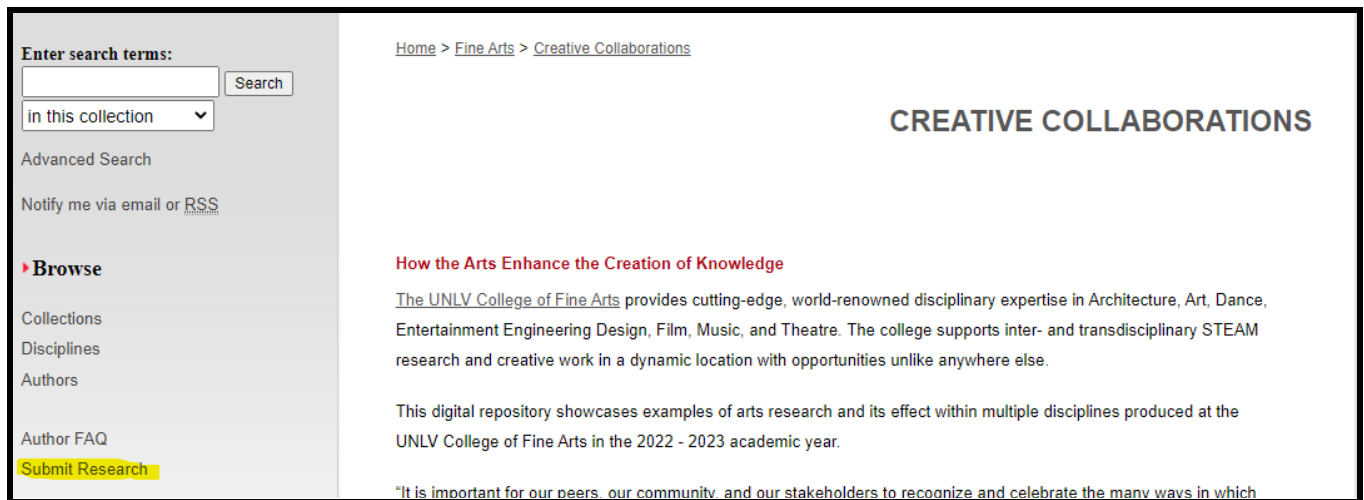
If you have an account, login. If you do not have an account, click **Sign up** at the bottom of the login screen.

To create an account, click Sign Up, then: enter your email address, name and a new password, and complete the CAPTCHA step. Then click create account.



Navigate to the Poster Collection

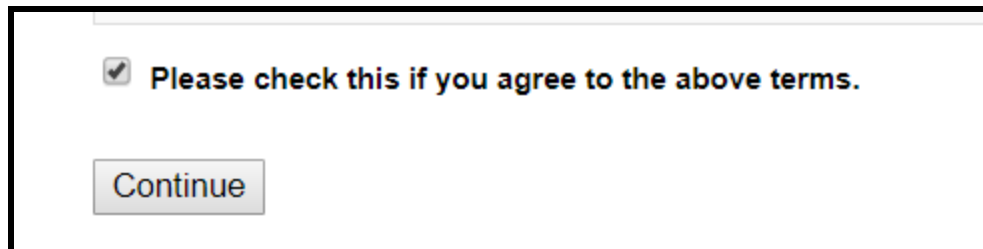
1. If not already on the poster collection webpage, navigate to the [Creative Collaborations collection](#) to start your submission.
2. Click **Submit Research** in the left side navigation (if needed, log in after creating your account).



Read and accept the Submission Agreement

Once you are signed in and have clicked Submit Research, you will be asked to review the Submission agreement.

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



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

Required Poster Information Fields:

(you will see many fields in the submission form, the fields listed below and the poster upload are the only required fields)

- **Title:** Enter the title of your poster
- **Author information:** Provide your name and the name(s) or your co-author(s) (if any) 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.

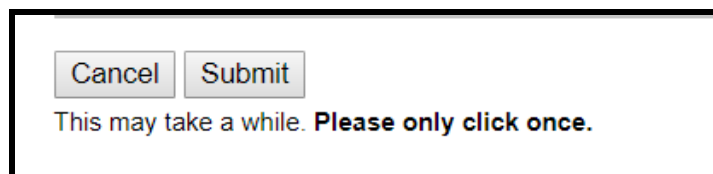
- **Description (Abstract):** Enter your abstract. If your poster does not have an abstract, please enter 1-3 sentences to describe your poster.
- **Publication date:** Enter the year of the Creative Collaborations event for which you are presenting your poster (can leave day/month blank).
- **Keywords:** Include keywords that will allow for online discoverability. Enter single words or short phrases that describe the topic(s) of your work. Separate keywords with semicolons. See the keywords for Susanna Newbury's [In Residence: Witnessing and Gentrification in Susan Silton's Los Angeles](#) as an example.
 - Also include any of the following keywords if they apply to your work:
 - Arts-integrated research
 - Transdisciplinary
 - Creative economy
 - Creative industries
 - Workforce development
 - To showcase the interdisciplinary nature of your poster, include the following keywords that apply to your work:
 - UNLV Architecture
 - UNLV Art
 - UNLV Dance
 - UNLV Entertainment Engineering Design
 - UNLV Film
 - UNLV Music
 - UNLV Performing Arts Center
 - UNLV Theatre

Optional Fields:

You will see many other fields on the poster submission form. You may disregard these. If you feel some of them apply to your poster you may use them, but the Digital Scholarship@UNLV team may contact you or make edits in order that they match our metadata practices.

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 to be able to view a PDF than MS PowerPoint or Publisher document.

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



What happens after your poster is submitted?

First, 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

