

Center for Academic Enrichment & Outreach

Submitting Posters to Digital Scholarship@UNLV

Table of Contents

Contact information/get help	1
Introduction	1
Instructions	1
Sign in or create an account	1
Navigate to the Poster Collection	3
Read and accept the Submission Agreement	3
Provide information about the poster, yourself, and your co-author(s)	4
What happens after your poster is submitted?	5
Download and Reach Metrics	5

Contact information/get help

Andrea Wirth, Scholarly Communication Librarian

andrea.wirth@unlv.edu, 702-895-1974

OR digitalscholarship@unlv.edu

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. Create an Account or Login (you only need to provide your name, email address, and choose a password to have an account)
2. Read and accept the Submission Agreement
3. Provide information about the poster, and your and your co-author(s) names and emails
4. Upload the PDF of your poster

Sign in or create an account

Visit digitalscholarship.unlv.edu. Click My Account on the top right of the page.


If you have an account, login. If you do not have an account, choose “Sign up” at the bottom of the login screen.

Login

Email

Password

Remember me

I'm not a robot  reCAPTCHA
Privacy - Terms

[Forgot your password?](#)

Don't have an account? [Sign up](#)

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

Create Account


Email

First Name

Last Name

Password

Confirm Password

I'm not a robot  reCAPTCHA
Privacy - Terms

- Must be at least 8 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number.
- Must contain a special character.

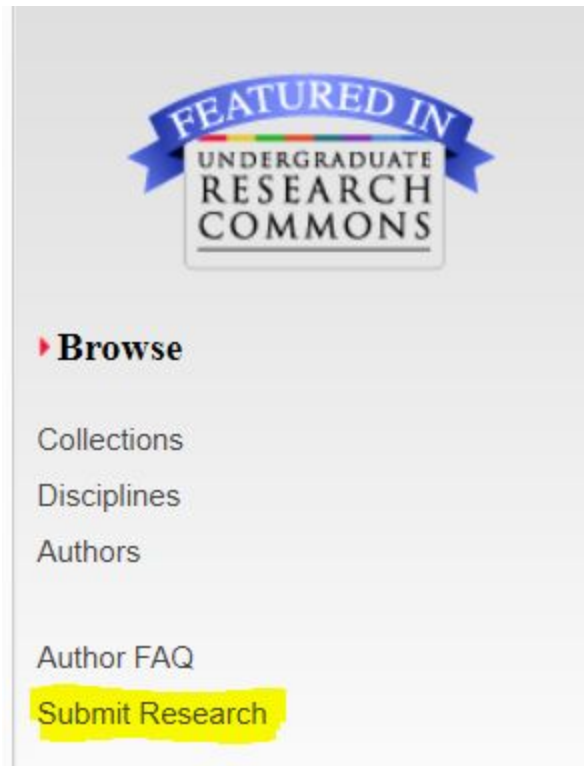
By creating an account, you agree to [bepress's terms of service.](#)

Navigate to the Poster Collection

From https://digitalscholarship.unlv.edu/academic_enrichment_outreach/, choose the correct program for your poster.

- AANAPISI Poster Presentations (https://digitalscholarship.unlv.edu/aanapisi_posters)
- LSAMP Poster Presentations (https://digitalscholarship.unlv.edu/lisamp_posters)
- McNair Poster Presentations (https://digitalscholarship.unlv.edu/mcnair_posters)

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



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, you and your co-author 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.

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/faculty advisor'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!).

Cancel

Submit

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

