

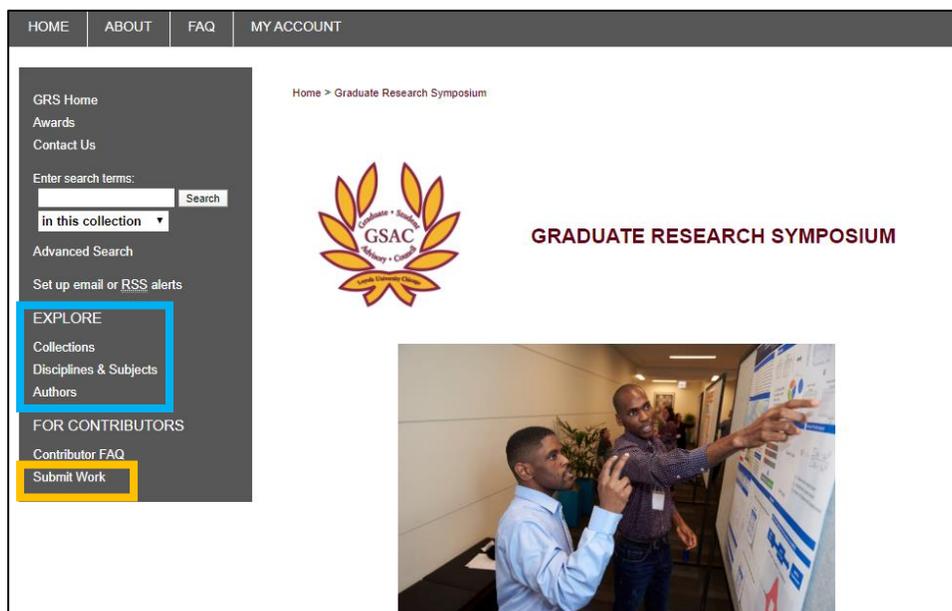
Virtual Graduate Research Symposium

Material Submission Instructions

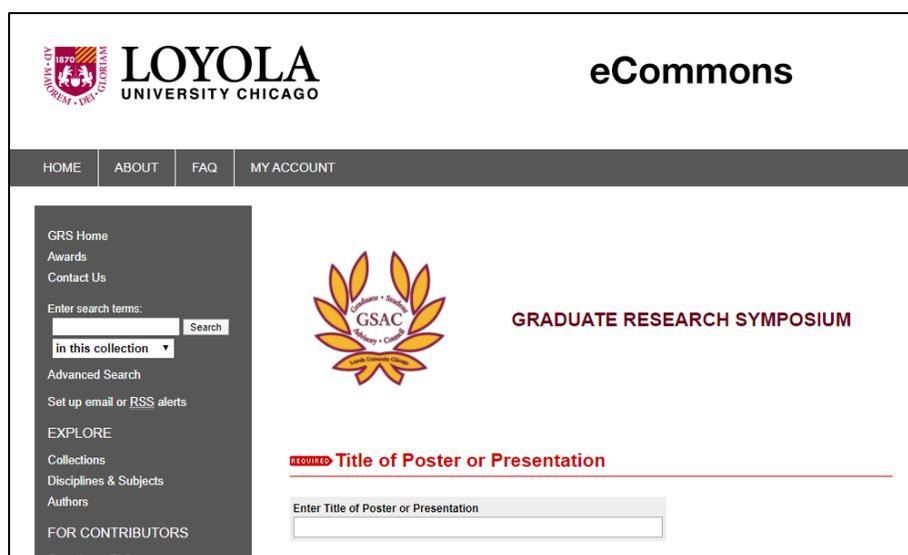
These directions are for Loyola graduate students whose abstracts have already been accepted by the GSAC symposium committee. If you are presenting live, please still make a submission. If you gave permission to have your presentation recorded and posted, the recording will be added to your submission after June 6th.

1. Go to <https://ecommons.luc.edu/grs/>, click on the “Submit Work” at the bottom of the sidebar under “For Contributors”.

The links under “Explore”, highlighted in the blue box, will take you to the wider Loyola eCommons library. The materials here are not strictly from the Graduate Research Symposium.



2. Log in using your Loyola UVID
3. This should take you to the submission form, which looks like this:



4. Enter your presentation title.
5. To add co-authors, click on the green +

The image shows two screenshots of a web form titled "Presenter Information". The top screenshot shows a search bar and a list of authors with one entry: "1 (lreynolds1@luc.edu) Lauren Wisbrock". A yellow arrow points to a green plus sign icon next to the author list. The bottom screenshot shows the same form with two entries in the author list: "1 (lreynolds1@luc.edu) Lauren Wisbrock" and "2".

6. Continue entering information about your presentation.
7. Select the type of access you would like your presentation to have. If you have any further questions about access to your work, reach out the GSAC Symposium Committee at GSAC@luc.edu.

The image shows a form titled "Access Type". It contains a paragraph of text: "Please select the access type for your submission. If you select 'Open Access', your work will be publicly accessible. If you select 'Restricted', the file you upload under 'Full Text of Presentation' will only be available to people affiliated with Loyola University Chicago." Below the text is a label "Select access type:" and a dropdown menu with "Open Access" selected.

8. Enter your abstract. This will be published on the eCommons website and the first thing seen when others look at your submission.

The image shows a form titled "Abstract or Description". It contains a paragraph of text: "Your abstract will be published to the website, along with your uploaded documents and title." Below the text is a label "Enter abstract:" and a rich text editor with various formatting options (bold, italic, list, link, unlink, image, video, audio, x, x*) and a large text area for entering the abstract.

9. If you have a pre-recorded presentation you would like to share, you can provide the link under “Streaming Media”.

Streaming Media

To display streaming audio or video with your submission, enter the link to the file below and select the format of the file from the drop-down list.

Enter the link to your remote media file:

Select media format:

Flash/HTML5 Audio (m4a,mp3) ▾

10. “Comments” is a place you can add additional context, links, or information for readers if you have them.

Comments

Any additional information you feel we need.

Additional Information (HTML/Hyperlinks Supported):

B *I* | | | | HTML

11. The primary file associated with your presentation should be uploaded under “Full Text of Presentation”.

If you have other files, check the box under additional files. You won’t upload them at this time (see step #13)

Full Text of Presentation

Upload file from your computer
 Import file from remote site
 Link out to file on remote site

Additional Files

Please check this if you'd like to add additional files

12. After choosing which Creative Commons License you would like to use, click “Submit” at the bottom of the page.

Creative Commons License

Creative Commons licenses provide a standardized way for authors to control the use of their work. Choose the license that best fits your submission. The default “Attribution-Noncommercial-No Derivative Works” allows you to retain the maximum amount of control over your work. ([Learn more about Creative Commons licenses](#))

Creative Commons Attribution-Noncommercial-No Derivative Works 3.0 ▼

This may take a while. Please only click once.

13. If you selected to add more files, you’ll be taken to the form below to add them
- Click on “Upload a New File” and select the file you’d like to upload
 - Wait a moment for it to appear on the table (as seen in the picture)
 - You can do this for any supplemental materials you’d like to add
 - Click “Save” then “Continue”

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

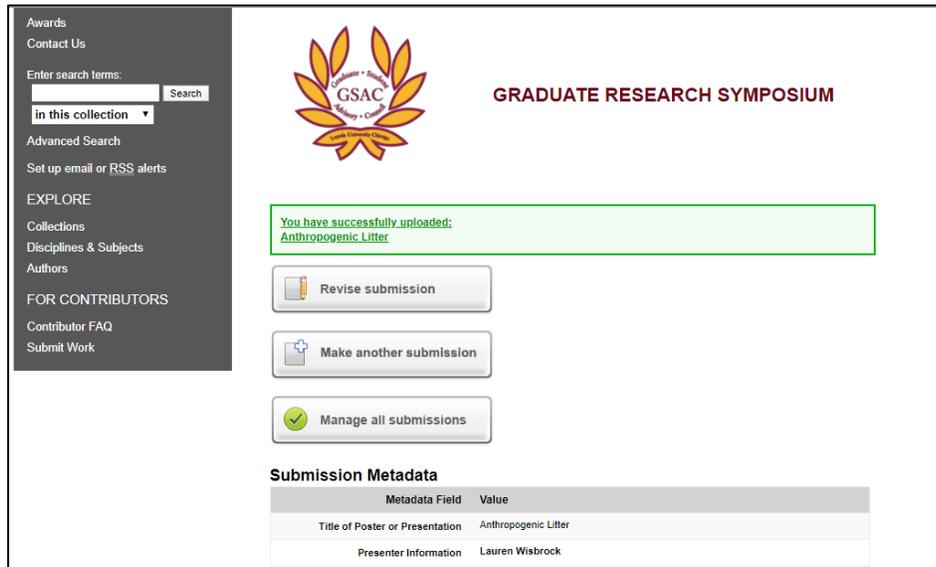
Upload a new file: No file chosen

Filename	Description	Upload new version	Sort	Show
LaurenWisbrock_TestI...	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	1	<input checked="" type="checkbox"/>
LaurenWisbrock_TestP...	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	2	<input checked="" type="checkbox"/>
LaurenWisbrock_TestW...	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	3	<input checked="" type="checkbox"/>
LaurenWisbrock_TestV...	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	4	<input checked="" type="checkbox"/>

Checked items will appear with the published event.

Please click the **Continue** button once after you've attached your supplemental files.

14. Once the submission is complete, you will see an acceptance screen
- Your materials won't be visible on the eCommons website right away, they must first be published by an administrator.
 - You are able to revise your submission until it is published.
 - Once it is published, if you would like to make changes, send revisions to GSAC@luc.edu



The screenshot displays the submission interface for the Graduate Research Symposium. On the left is a dark sidebar with navigation links: Awards, Contact Us, Enter search terms (with a search box and 'in this collection' dropdown), Advanced Search, Set up email or RSS alerts, EXPLORE (Collections, Disciplines & Subjects, Authors), and FOR CONTRIBUTORS (Contributor FAQ, Submit Work). The main content area features the GSAC logo (a laurel wreath with 'GSAC Graduate Research Symposium' text) and the title 'GRADUATE RESEARCH SYMPOSIUM'. A green-bordered box contains the message: 'You have successfully uploaded: Anthropogenic Litter'. Below this are three buttons: 'Revise submission' (with a pencil icon), 'Make another submission' (with a plus icon), and 'Manage all submissions' (with a checkmark icon). At the bottom, a 'Submission Metadata' table is shown.

Metadata Field	Value
Title of Poster or Presentation	Anthropogenic Litter
Presenter Information	Lauren Wisbrock