

## **Rowan Digital Works**

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### **Benefits of depositing your poster in Rowan Digital Works:**

1. Receive a permanent URL for your poster to include in a resume or graduate school application.
2. A permanent archive of your poster
3. Major search engines such as Google, Google Scholar and Bing will index your poster and make it discoverable by a global audience
4. Receive monthly emails with download counts

**Note: Before loading your poster please be sure that your faculty sponsor has signed off on having your poster in an open access repository which is accessible to the entire world.**

1. **[Download the Faculty Sponsor Permission Form](#)**

**([https://rdw.rowan.edu/student\\_symposium/](https://rdw.rowan.edu/student_symposium/))** and get it signed by your faculty sponsor.

**Note:** *Please make sure that any images on your poster adhere to copyright laws. If you copied an image from a book or other published work(s) permission must be requested from the author(s).*

**Note:** *Campbell Library has access to scanners in order to scan the signed faculty sponsor permission form.*

Scanner locations in Campbell Library

<u>Campbell Library Room #</u>	<u>Type of scanner</u>
1st Floor: Circulation Desk	Scannx
2nd Floor: 240	Scannx
2nd Floor: Performing Arts Center	Scannx
3rd Floor: Atrium (near elevator)	Scannx

The image is a screenshot of the Rowan University STEM Symposium website. The header features the STEM logo with icons for a DNA helix, a globe, a gear, and a person, followed by the text 'STEM ROWAN UNIVERSITY STEM SYMPOSIUM'. Navigation links include HOME, ABOUT, FAQ, and MY ACCOUNT. The main content area is titled 'Student Research Symposium Posters' and includes a breadcrumb trail: Home > CONF EVENTS SYMPOSIA > STUDENT SYMPOSIUM. Below the title is a 'Follow' button and a section for browsing the contents of the posters, with a link for the year 2018. On the left side, there is a search bar with a 'Search' button and a dropdown menu set to 'in this collection'. Below the search bar are links for 'Advanced Search' and 'Notify me via email or RSS'. The 'Browse' section lists 'Collections', 'Disciplines', and 'Authors'. The 'Author Corner' section is highlighted with a red box and a red arrow pointing to it. It contains three links: 'Download Faculty Sponsor Permission Form', 'Instructions for Loading Posters', and 'Submit Poster'.

2. After form has been signed and scanned proceed to the following page:

[https://rdw.rowan.edu/student\\_symposium/](https://rdw.rowan.edu/student_symposium/)

3. Click on **Submit Poster** when ready to upload your poster.



# Student Research Symposium Posters

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## STUDENT RESEARCH SYMPOSIUM POSTERS

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4. **Log in with your Rowan University Credentials.**



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5. Review the **Submission Agreement** and click **Continue**.



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## STUDENT RESEARCH SYMPOSIUM POSTERS

### Submission Agreement

Follow the instructions below to submit to *Student Research Symposium Posters*. You will be notified shortly regarding the suitability of your submission for the series/journal.

Before submitting, please read all relevant policies and/or submission guidelines.

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

1. Read and accept the Submission Agreement below
2. Provide information about yourself and any co-authors
3. Upload your electronic file, if any, and associated files

#### Before you begin, please be sure you have the following items:

- ▣ The submission's title
- ▣ The abstract (up to 250 words)
- ▣ A list of keywords (10 maximum)
- ▣ The electronic format of your file, or hyperlink to your file, if any

### Submission Agreement for *Student Research Symposium Posters*

**Note: this text is offered as a suggested model, not as legal advice.**

By checking the box below, I grant *Student Research Symposium Posters* on behalf of Rowan University the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the Rowan Digital Works.

#### I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that the Work has not been published elsewhere with the same content or in the same format; and
4. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

**NOTE:** It is suggested that you print this page for your records.

**Please check this if you agree to the above terms.**



6. Input your poster information: poster title, author(s), date and time presented, your college, an abstract, keywords, and discipline(s).

7. You will upload the **PDF of your poster as the main document** and the faculty permission form as a supplemental file.

**REQUIRED** Poster Upload

- Upload file from your computer
- Import file from remote site

Upload PDF of your poster

**REQUIRED** Supplemental File

Check this box to upload your signed Faculty Permission Form on the following screen.

This may take a while. Please

Click to upload your scanned permission form



# Student Research Symposium Posters

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### Author Corner

✓ **Uploaded Permission form for Rowan Undergraduate Research Posters.pdf**

### 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
Permission form for ...	<input type="text" value="Final Signed Permission Form"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Checked items will appear with the published poster.

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

*Uploading Faculty Sponsor Permission Form as a supplemental file.*

8. Once your submission is complete, it will be reviewed by a Campbell librarian who will make sure your content is accurate before approving the poster submission and going live in Rowan Digital Works.

Questions can be sent to Dan Kipnis, Life Sciences librarian, Campbell Library:

[kipnisd@rowan.edu](mailto:kipnisd@rowan.edu) or 856.256.4474