eScholarship instructions for Bending the Curve faculty

Step by step process for publishing selected capstone thesis projects
Timeline

1. The first few weeks of class, p. 3-4
2. After student capstones have been turned in, p. 5-11
3. After student capstones have been published, p. 12-13
1. First few weeks of class

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<thead>
<tr>
<th>Materials you need</th>
<th>Student communication</th>
<th>eScholarship to do</th>
</tr>
</thead>
<tbody>
<tr>
<td>→ Instructor guide for the course</td>
<td>→ Describe how capstones will be selected and published</td>
<td>→ Make sure you can log into eScholarship &amp; that you are an administrator for the capstone series (see below for detailed instructions)</td>
</tr>
<tr>
<td>→ Permission form for students, downloaded from</td>
<td>→ Distribute a copy of the permission form</td>
<td>→ For campus copyright consulting, email <a href="mailto:help@escholarship.org">help@escholarship.org</a></td>
</tr>
<tr>
<td><a href="https://escholarship.org/uc/bending_the_curve/submissionGuidelines">https://escholarship.org/uc/bending_the_curve/submissionGuidelines</a></td>
<td>→ Explain what open access means technically and legally</td>
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Steps to log into eScholarship & check permissions

Create an account
Create account at https://submit.escholarship.org/subi/register using your university email address (the email associated with the Bending the Curve course you are teaching)

Log in
Log in at https://submit.escholarship.org/
If you need to reset your password: https://submit.escholarship.org/subi/forgotPassword

Check permissions
“Bending the Curve: Climate Change Solutions Student Projects” should appear below the “Manage Existing Deposits” heading
→ Not there? Email help@escholarship.org
2. After capstones have been turned in

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<tr>
<td>→ Capstone projects &amp; any supplemental files</td>
<td>→ Inform students of intention to publish open access</td>
<td>→ Publish final capstones to eScholarship (see below for detailed instructions with screenshots)</td>
</tr>
<tr>
<td>→ Signed permission forms* with signatures of all students involved</td>
<td>→ Give students permission form if they agree</td>
<td>→ Technical problems? Email <a href="mailto:help@escholarship.org">help@escholarship.org</a></td>
</tr>
<tr>
<td>*It is your responsibility to manage &amp; store these records</td>
<td>→ Collect permission forms with signatures for your records</td>
<td></td>
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- Email help@escholarship.org for technical problems.
Steps for publishing items to eScholarship

Log in to submit

→ Log into eScholarship https://submit.escholarship.org/
→ Under “Manage Existing Deposits,” select “Bending the Curve: Climate Change Solutions Student Projects”
→ Click orange “Submit new item” button

Create submission

→ Enter appropriate metadata, upload item and any supplemental files (see next slide for detailed instructions with screenshot)
→ Accept the Deposit Agreement
→ Click orange “Submit” button

Publish submission

→ Review Item Summary page. If changes are needed, click “Make Changes” to return to submission form.
→ When item is error-free, click “Publish” button. The item may take up to an hour to appear on the live site.
Submission form instructions

→ Select “Paper/Article,” “No” for Peer Reviewed, and “Not yet published.”

→ Ignore the DOI field. Enter the publication date (year only is fine) and title of the capstone thesis.
The system will default to entering your name as author. Delete your name and enter the names of all students, along with the campus. Use the icon to the right of the author name field to add additional authors. Entering student email addresses is optional but ensures they will receive readership statistics.

Add appropriate discipline(s) from the dropdown menu.
→ Add the main file for the capstone thesis by dragging and dropping the file or clicking “Browse” to select the file from your computer.

→ If there are supplemental files that should be published with this item (like illustrations, diagrams, or data sets), select “Supplemental Files” in the “Data Availability” dropdown field, and add the files there. Otherwise choose the default option “No data associated with this publication.”
→ Click the “Add keywords, abstract, etc” button to add 5-7 keywords and an abstract, if one exists. Ignore the “custom citation” field.
Ignore the checkboxes about embargos and reuse. Check the box next to the Deposit Agreement only if you have a record of the permission form signed by all students.
3. After capstones have been published

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<td>→ URL for each capstone thesis you have published to eScholarship</td>
<td>→ Inform students that capstones have been published and send each student the URL for their capstone project</td>
<td>→ If students provide any corrections, edit the metadata and re-publish the item (see below for detailed instructions)</td>
</tr>
<tr>
<td></td>
<td>→ Ask students to review item metadata for any corrections</td>
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</table>
Steps for making corrections to published items

Find the item
→ Log into eScholarship, click on the capstone series title, and locate the item on the “Manage Items” page.
→ Click on the item title to enter the Item Summary page.

Edit submission form
→ Click “Make Changes” button on Item Summary page to return to submission form
→ Make changes to submission form as needed, making sure to re-check the “Deposit Agreement” box

Re-publish item
→ Add a comment in the “Revision Comment” box explaining what you changed.
→ Click “Submit”
→ Click “Publish” on the Item Summary page. Changes may take up to an hour to appear on the live site.
4. Need help?

For help with the eScholarship site:

→ First, search the help center: https://help.escholarship.org/
→ If you can’t find an answer there, contact help@escholarship.org

For open access, digital scholarship, and rights questions:

→ Your campus library is the best resource, especially scholarly communication librarians
→ If you need help finding them, contact help@escholarship.org