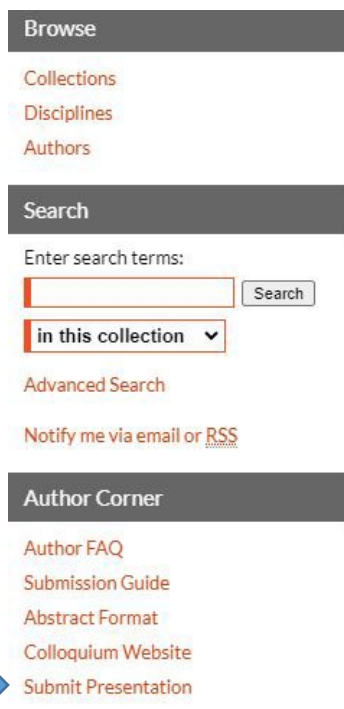


Submission Guide

NOTE: This year, as our Submission Portal, we will continue using the UTRGV Institutional Repository called “ScholarWorks”. This will allow us to capture your abstract for the Colloquium as well as for the repository. Institutional Repositories (IRs) bring together all of a university’s research under one umbrella, with an aim to preserve and provide access to that research. IRs are an excellent vehicle for working papers or copies of published articles and conference papers. Presentations, senior theses, and other works not published elsewhere can also be published in the IR.

The instructions to submit are as follows:

1. **Step # 1:** Go to: <https://scholarworks.utrgv.edu/colloquium/>
2. **Step #2:** Click on Submit Presentation, located on the bottom left-hand side of the menu under “Author Corner” (blue arrow below).



Follow

SOM RESEARCH COLLOQUIUM

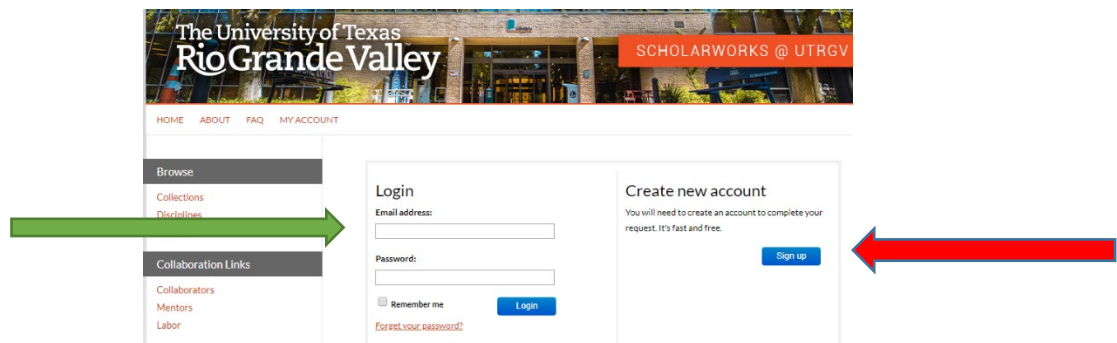
This is your opportunity to share your ideas, or present an update of your current research with all your peers! The purpose of this Colloquium is for SOM research scientists and trainees to describe any active or phase of any research or scholarly activity.

3. **Step #3:** Log in using your ScholarWorks credentials.

- a. **Existing user:** if you already have an account, log in using your account credentials (**green arrow** below).

NOTE: This **may or may not** be the same as your UTRGV login credentials. It depends on how you created your account.

- b. **NEW user:** Under “Create new account”, click on “sign in” button (**red arrow** below).



Step #4: After logging in, read the **Submission Agreement**, check off the box at the bottom, and click continue.

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

By checking the box below, I grant *Research Colloquium* on behalf of University of Texas Rio Grande Valley the exclusive right to distribute my submission ("the Work") over the Internet and make it part of the *Research Colloquium* archive.

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 constitute an invasion of the privacy of any person or third party;
3. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of to any third party, and that I have no such agreement with any third party.

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

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You will now see the submission portal for the Research Colloquium (image below).

- **NOTE:** Complete only the required fields shown with **red markers** (see **blue arrow** below). All fields not marked as required are optional.
- (Images below are for illustration purposes only).



REQUIRED Presentation Title

Enter Title of Presentation

- Now, LIST ALL AUTHORS,** starting with the first author.
- NOTE:** The first author's name will be the only name appearing on the Program Agenda and any other printed materials. It is up to the submitter to make sure the abstract and final presentation contains the name of ALL the authors.
- After listing the first author, add ALL remaining authors by clicking on the green icon** (see **blue arrow** below).

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- d. Next, starting with the 1st author, select the “**Academic Level**” and “**Discipline/Specialty**” for each author listed.



Academic Level (Author 1) (REQUIRED)

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Faculty ▼

Discipline/Specialty (Author 1)

Select UTRGV School of Medicine Discipline/Specialty (if applicable)

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Academic Level (Author 2)

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- e. Next, select the “**Discipline Track**”.

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- f. Under “**Abstract**” text box, copy and paste the text of your abstract into the text window. **This step is optional.**
- g. Next, select the “**Presentation Type**”, oral or poster.
- h. Under “**Keywords**”, this step is optional.
- i. Under “**Disciplines**”, this step is optional.
- j. Under “Creative Commons License”, leave the default answer (NONE), if you prefer to retain all your copyrights.

- k. Under **“Full text of Presentation”**, typically, click on **“upload file from your computer”**, but select the most appropriate for you.
- l. Then, click on **“choose file”** button, find your file, and click **“open”** to upload the file.
- m. Next, under **“Additional Files”**, **do not use this option**. If submitting multiple abstracts, please submit them separately. This will help us maintain the file and metadata separately.
- n. **Lastly, click on “submit” button to complete your submission process.**
- o. After clicking submit, you will see a message letting you know your submission was successful. (See image below).



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