

## Submission Guide

**NOTE:** This year, as our Submission Portal, we will again be using the UTRGV Institutional Repository called “ScholarWorks”. This will allow us to capture your abstract for the Symposium 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:**

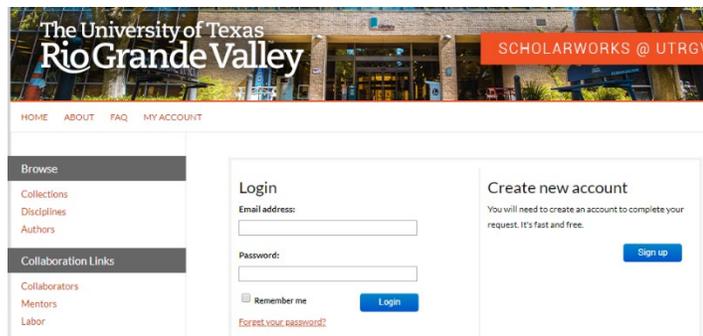
1. **Step # 1:** Go to <https://scholarworks.utrgv.edu/somrs/>

a. **Existing user:** if you already have an account, click on “My Account” (green arrow below), and log in using your account credentials. Then, skip the instructions for “New Users” below and go to Step 1-iv, “Submit Research”, of this guide.

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



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



- i. After clicking login in, you will see your **“My Account”** page.
- ii. Click on **“Edit Profile”**, then

### My Account

[Log Out](#)

JORGE L TENIENTE <JORGETENIENTE@HOTMAIL.COM>		<a href="#">ACCOUNT SETTINGS</a>
<a href="#">Edit Profile</a>	Change password, affiliation, or contact information	
<a href="#">Research Alerts</a>	Change e-mail notifications and manage e-mail preferences	
<a href="#">Follow Management</a>	Manage what you Follow	



enter your affiliation, and click on the **“Update”** button (green arrows below).  
**This will be the affiliation that will be used for the official program.**

#### Edit Profile

**Account Parameters**  
Your password must contain at least 8 characters and include at least 1 upper case letter, 1 lower case letter, 1 number, and 1 special character (e.g., !@#).

current password

new password

Please note: if you change your password, you will have to log in again using the new password.

#### About You

Email address

First/Given Name

Middle Initial

Last/Family Name

Suffix  (e.g.: "Jr.")



Institutional Affiliation  (e.g.: "University of California, Berkeley")



- iv. **Now, click on “Submit Research”** listed at the bottom of the menu on the left.

Enter search terms:

[Advanced Search](#)

[Notify me via email or RSS](#)

**Author Corner**

[Author FAQ](#)

[Submit Research](#)



Please note: if you change your password, you will have to log in again using the new password.

#### About You

Email address

First/Given Name

Middle Initial

Last/Family Name

- Step #2:** You are now in the “Submit Your Research” page. Scroll down the menu and under “Journals” collection, click on “Research Symposium”.

**Journals**

[Crosspol Journal](#)

[Eco Río: A Journal of Environmental Humanities](#)

[Hipertexto](#)

[Journal of South Texas English Studies](#)

[Río Bravo: A Journal of the Borderlands](#)

[riverSedge: A Journal of Art and Literature](#)

[LGBT+ History Month](#)

[Los Del Valle](#)

[Open Educational Resources](#)

[Research Colloquium](#)

[Research Symposium](#)



- You will now see the Submission Agreement for the Research Symposium.**
  - Scroll to read entire Agreement, **check-off the box**, and click ‘Continue’.

**RESEARCH SYMPOSIUM**

**Submission Agreement**

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

4. You will now see the submission portal for the Research Symposium.

- **NOTE:** Complete only the required fields (red arrows with word **REQUIRED**; see image below w/green arrow pointing to it). All fields not marked as required are optional.

- Under **“Presentation Title”**, enter the name of your presentation.
- Under **“Presenter Information”**, enter the name of the First/Lead Author, first. Then, add **ALL additional authors** by clicking on the “green, plus sign” (blue arrow).



RESEARCH SYMPOSIUM



**REQUIRED** Presentation Title

Enter Title of Event

**REQUIRED** Presenter Information (List ALL Authors)

Search For An Author Using: Last Name, First Name, or Institution

1 (jorgeteniente@hotmail.com) Jorge Luis Teniente, The University of Texas Rio Grande Valley  





- Under **“Presenting Author”**, list the name of primary presenter (One name only. **This will be the primary contact person for Symposium planners**).

**REQUIRED** Presenting Author

List which of the above authors will be the primary presenter. Only list one name.

- Under **“Presentation Type”**, from the drop-down menu, select either Oral or Poster.

**REQUIRED** Presentation Type

Oral Presentation ▾

- e. Under “**Discipline Track**”, from the drop-down menu, select the discipline that best describes your research.

**REQUIRED** Discipline Track

Community/Public Health ▼

- f. Under “**Abstract Type**”, select one of the three options: Research/Clinical, Program, or Case Report.

**REQUIRED** Abstract Type

Research/Clinical ▼

- g. Under “**Abstract**” copy your full abstract and paste it on the text box. (This step is optional but will expedite the development of the official program).

Abstract

Learn how the description can [improve the discovery of your work](#) in Google and Google Scholar.

Event Description:

- h. The next three fields labeled “**Keywords**”, “**Disciplines**”, and “**Creative Commons License**” are optional, and not necessary for the official program. However, you may complete them for use in ScholarWorks repository.
- i. Under “**Academic Level**”, from the drop-down menu, select the status most appropriate for your academic and/or professional position. If other, write it in the text box.

**REQUIRED** Academic Level

Select your status

Medical Student ▼

Academic Level (Other)

- j. The “Mentor/PI Department” field is **only for** UTRGV School of Medicine departments. Please select your primary department.

### Mentor/PI Department

Select UTRGV School of Medicine Department (if applicable)

None ▾

- k. Under “**Full Text of Presentation**”, select “**upload file from your computer**” (green arrow) then click on “**choose file**” (red arrow) button to upload your abstract file.

### **REQUIRED** Full Text of Presentation

Select a method to upload the primary submission file:



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

Please upload the full text of your submission:



Choose File No file chosen

- l. Click the “Submit” button (red arrow).

### Additional Files

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



This may take a while. Please only click once.

- m. You will see a message letting you know your submission was successful!

For questions, email us at [somresearchsymposium@utrgv.edu](mailto:somresearchsymposium@utrgv.edu).