

Instructions for submitting to 2022 SURF

1. Have your poster and any supplemental files (slides, etc.) ready.
2. Go to <https://scholars.carroll.edu/register>
3. Register for a new account (or sign in at <https://scholars.carroll.edu/login> if you have already completed this step).

Sign in to Carroll Scholars

E-Mail Address: *

Password: *

[Forgot your password?](#)

Register new user

Register an account to subscribe to collections for email updates, and submit new items to Carroll Scholars.

[Click here to register.](#)

4. Go to the online submission form at <https://scholars.carroll.edu/handle/20.500.12647/10481/submit>
5. Complete the online submission form (detailed instructions are on the following pages of this guide). You will upload your poster and supplemental files at the end of the form.

Item submission

Describe Describe Upload Review CC License License Complete

Describe Item

Authors: Enter your name and the names of any other presenters.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Enter the names of the authors of this item.

Advisors: Enter your faculty advisor's name.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Add

Enter the names of faculty advisors for this item.

Title: * Enter the title of your presentation.

Example Presentation

Enter the main title of the item.

Date of Issue: * Enter the year.

Year

Month

Day

2021



Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

Department:

Department: **Optional.**

Add

Enter the author's Carroll department

Type: * **Make sure "Presentation" is checked.**

Presentation

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

Language: **Select the language of your presentation.**

English (United States) 

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

Save & Exit

Next >

Click Next.

Describe Describe Upload Review CC License License Complete

Describe Item

Abstract: *

Example Abstract|

Enter your abstract. An abstract is a one paragraph summary of your presentation.

Enter the abstract of the item.

Description:

Optional. Any other comments you want to appear with your presentation can go here.

Add

Enter any other description or comments in this box.

Course Number: Optional. Enter the course number if research was done as part of a course.

Enter the course number e.g.HS 301

Course Name: Optional. Enter the course name if research was done as part of a course.

Enter the course name, e.g. Senior Seminar

Major: Enter your major. Click Add for additional majors.

Add

Enter the major for student authors

< Previous

Save & Exit

Next >

Click Next.

Describe Describe Upload Review CC License License Complete

Upload File(s)

File: *

Choose File No file chosen

Click "Choose File" and upload your file.

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description: Optional.

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Embargo until specific date: LEAVE THIS BLANK.

mm/dd/yyyy



The first day from which access is allowed. Accepted format: yyyy, yyyy-mm, yyyy-mm-dd

Embargo reason:

LEAVE THIS BLANK.

The reason for the embargo, typically for internal use only. Optional.

Upload file & add another

Optional. Click this button to upload any additional or supplemental material (slides, etc.).

Files Uploaded

Primary	File	Size	Description	Format
---------	------	------	-------------	--------

You must click Next to save your changes.

< Previous

Save & Exit

Next >

Click Next.

Item submission

Describe Describe Upload Review **CC License** License Complete

Review Submission

Describe Item

Title: Example Presentation

Date of Issue: 2021

Type: Presentation

Language: English (United States)

Correct one of these

Describe Item

Abstract: Example Abstract

Correct one of these

Upload File(s)

Invoice-ELC-1339.pdf - Adobe PDF (Known)

Correct one of these

< Previous Save & Exit Next >

Click Next.

Item submission

Describe Describe Upload Review CC License License Complete

License Your Work

If you wish, you may add a Creative Commons License to your item. **Creative Commons licenses govern what people who read your work may then do with it.**

You can ignore this page.

License Type:

Select or modify your license ...

You must click Next to save your changes.

< Previous Save & Exit Next >

Click Next.

Item submission

Describe Describe Upload Review CC License License Complete

Distribution License

There is one last step: In order for Carroll Scholars to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

...

Distribution license:

I Grant the License

We ask for your permission to show your research presentation online as part of Digital SURF.

Check this box.

< Previous Save & Exit Complete submission

Click Complete.