How to Submit an Item to eScholarship@Goucher- Undergraduate Version

Once you have registered with mdsoar and received your confirmation email you can submit an item.

1. Go to www.mdsoar.org and click on the login button on the upper right hand side of the screen.

2. Enter your email address and password and sign in.
3. You will then see the list of communities in our consortium. Select eScholarship@Goucher which is Goucher College’s institutional repository.

4. What you are submitting determines what community or collection you will select. Once you locate your proper community, select the link. For this example I am going to be an undergraduate student submitting my senior capstone project. So I will select Goucher College Undergraduate Student Collection.
5. Select submit a new item to this collection.

6. Here is where you enter information about your work. The only two fields that are required are Title and Type but the more information you enter the easier it will be to locate your piece during a google search.
7. Here you can see that the Program is prepopulated with Bachelor’s Degree. For the Type you want to select the option that best represents your item. Since I am submitting a written paper I will select text but you can see all of the options from the drop down window. The format depends on what you are submitting as well- some examples may be capstone or thesis. You can also add your abstract or keywords using this submission form as well.
8. At this point you will be asked to upload your file.

9. The next step is to review your submission. It is at this point that you can make corrections on the information you entered.
10. Next you will have the opportunity to add a Creative Commons License to your item. These licenses let others know how they can use your material. You can select which license, or none at all, using the drop-down box.

11. The last step is the Distribution license. Here you are agreeing to grant Goucher College a no cost, non-exclusive right to your materials. This means that while you have given permission to Goucher College to make this item freely available online, Goucher College does not own the copyright. You, as the author, still retain copyright and are able to publish the item in other formats.
12. Once you complete your submission, Goucher College Library receives your work and will edit/add any necessary metadata.

Please contact repository administrator Kristen Welzenbach with any questions, comments, or suggestions.