

ScholarWorks@UNO Guidelines

The purpose of ScholarWorks@UNO is to collect, preserve, and share the scholarly and creative work of faculty and students of the University of New Orleans. Through participation in the Open Access publishing model, ScholarWorks@UNO facilitates global discovery of and access to UNO's intellectual and creative output. Our goal is to increase the visibility and impact of the University while providing a stable, long-term home for this digital scholarship.

I. Participants

Any college, department, center, or other unit of the University can participate as a community in ScholarWorks@UNO. Each campus unit works with the [department's liaison librarian](#) or the [ScholarWorks administrator](#) to develop the unit's content in the repository. Individuals wishing to submit content must be affiliated or sponsored by a community registered with ScholarWorks. If a contributor to the repository leaves UNO, his or her content will remain in the repository unless she or he requests its withdrawal.

Communities work with the UNO Library in determining:

- The kind of content appropriate to a particular community collection
- Which electronic formats are acceptable in a particular community collection
- Who may add items

The ScholarWorks Administrator and the liaison librarians typically upload content to ScholarWorks. If a unit wishes to upload its own work, one or more individuals can be designated series administrators for a community and will be given training by the ScholarWorks Administrator.

II. General Content Guidelines

All submissions must meet the following guidelines in order to be included in ScholarWorks:

- The work must be produced, submitted, or sponsored by UNO faculty (including retirees), researchers, or staff.
- The work must be scholarly, research-oriented or creative.
- The work must represent the intellectual life of the University and have enduring archival value, as defined by the community.
- The work must be in digital form. If parts of the item require different file formats, ideally all of the digital pieces will be provided as a set.
- Works can be co-authored with non-UNO authors.
- Bibliographic citations or abstracts alone are not accepted without the referenced paper.

III. Types of Content

ScholarWorks@UNO accepts a wide range of digital formats, including text, images, video, and audio files. The Library reserves the right to convert and optimize file format and size to facilitate download and distribution.

Possible types of content include:

- Articles (including those previously published and pre/post prints)
- Technical Papers
- Grey literature (Unpublished conference papers, presentations, and pamphlets)
- Working papers
- Conference proceedings
- Books

- Selected undergraduate research papers or projects
- Creative Works
- Software
- Data Sets

III. Journals and Peer-Reviewed Series

ScholarWorks can support the publication of peer-reviewed series and journals. The Digital Commons platform offers a professional-grade peer-review and publishing tool that simplifies and expedites the peer-review process by tracking submission and referee activity, automatically emailing appropriate reminders, and providing a mechanism for anonymous correspondence between reviewer and author. Units interested in starting a peer-reviewed series or journal should contact the [ScholarWorks administrator](#) .

IV. Conference Proceedings

ScholarWorks@UNO provides a dynamic and elegant platform to support the entire conference lifecycle, from calls for papers to the archiving and dissemination of content after the event. The complete submission and review process, including communication with submitters, organization of sessions, and posting of papers and presentations online, can be handled through a streamlined central workflow within ScholarWorks. Units interested in hosting a conference in ScholarWorks should contact the [ScholarWorks administrator](#).

V. Copyright and Author Agreements

When materials are submitted to ScholarWorks the author/copyright holder grants the University a non-exclusive license to distribute the work and preserve it in perpetuity through ScholarWorks@UNO. The copyright is not transferred and the author/copyright holder is still free to reuse the content elsewhere.

Contributors must confirm that they have the right to grant the rights contained in the license and that the submission does not infringe upon anyone else's copyright. If the author has previously assigned copyright to a publisher, the publisher's permission to contribute the work to ScholarWorks@UNO must be obtained. The Library will assist authors with checking on copyright restrictions and/or securing copyright permissions.

VI. Acceptable Use

For previously published works for which the publisher retains copyright, permission has been granted (where necessary) to post the material in ScholarWorks. For any use which exceeds personal use or fair use under U.S. copyright law, permission may be required by the copyright owner of the material.

For previously unpublished scholarly or creative works, the right to download or print any portion of this material is granted by the copyright owner only for personal or educational use. The author/creator retains all proprietary rights, including copyright ownership. For any use which exceeds personal use or fair use under U.S. copyright law, or which is not specified by a Creative Commons license, permission of the copyright owner may be required.

Permission does not need to be obtained for linking to or harvesting metadata from ScholarWorks content.

VII. Preservation and Perpetual Access

Please note that while the Library will make our best efforts to maintain the content, structure and functionality of work deposited, not all formats can receive the same level of preservation commitment, particularly with proprietary or uncommon file formats. To ensure long-term operability and improved search engine results, files in PDF format are encouraged when appropriate. If a PDF is not available or your work exists only in print format, the Library will assist you.

The Library's commitment to preserve and provide perpetual access to content in ScholarWorks applies only to material housed on servers maintained directly or under contract by the UNO Library. Links and access to content—

of any format—referenced outside ScholarWorks cannot be guaranteed by the UNO Library or Berkeley Electronic Press.

VIII. Removing Content

ScholarWorks@UNO is intended to be a permanent scholarly record of activity at UNO. If a contributor to the repository leaves UNO, his or her content will remain in the repository unless she or he requests its removal. If a currently employed member of UNO wishes to remove an item, he or she should contact the ScholarWorks administrator and together we will determine the best course of action. The Library reserves the right to withdraw an item in rare circumstances, such as copyright infringement concerns.

Contact

Questions and comments regarding ScholarWorks@ UNO should be directed towards the ScholarWorks Administrator. Email scholarworks@uno.edu or call (504) 280-6547.