Submission Policies and Guidelines for Chapman University Digital Commons

Chapman University Digital Commons is a digital repository and publication platform designed to collect, preserve, and make publicly accessible the scholarly and creative output of Chapman University faculty, students, staff, and affiliates. This document outlines policies and guidelines regarding the submission of content to Chapman University Digital Commons, including submission criteria, content guidelines, author rights, and procedures for removing posted content.

Open Access Policy

All material in Chapman University Digital Commons, unless stated otherwise, is freely available for users around the world to view, download, and print. Except as allowed by fair use (<u>Title 17</u>, §107 U.S.C.) or any purposes allowed under applicable law or granted by a Creative Commons license, users may not reproduce, republish, perform, alter, transmit, distribute, or use for commercial purposes any work from this web site in any physical or digital form without the permission of the copyright owner.

In select cases, certain material may only be available to Chapman University faculty, students, and staff, or to subscribers of a particular journal.

Please visit our full Rights and Terms of Use for more information.

Submission Criteria

To submit work for inclusion in Chapman University Digital Commons, authors must:

- Own the copyright to the Work(s) in question, or been granted or otherwise secured the appropriate permissions to display the work in the repository.
- If the author owns the copyright, they must sign a submission form that grants Chapman University the nonexclusive right to publicly display, preserve, and distribute the Work within Chapman University Digital Commons.

For published works, if you have transferred your rights to your publisher, you may still be able to publish your Work in Chapman University Digital Commons. Please check SHERPA/RoMEO to determine your publisher's policies toward self-archiving/deposit into institutional repositories. If you do not retain the right to deposit your Work, we may still be able to post a link to the publisher's version of record, as well as an abstract where allowed. It is your responsibility to inform any co-authors that the Work is being submitted to the repository. For works of authorship created by two or more persons, otherwise known as "joint works", subject to any applicable publication agreement, a co-author may be able to grant permission, though it is encouraged that you obtain the permission of all co-authors.

Appropriate Content Guidelines

To be included in Chapman University Digital Commons, the Work in question must be:

- Original
- Produced or sponsored by a Chapman University faculty or staff member, student, department, or organization
- Scholarly, creative, research-oriented, or significant to Chapman University

A wide variety of digital formats are acceptable (including text, images, video, audio, and data files). A non-exhaustive list of possible content includes:

- Faculty publications, including books, book chapters, published articles, or preprints
- Unpublished faculty works
- Monographs
- Working papers and technical reports
- Conference papers or presentation materials
- Chapman-produced journals and other publications
- Data files
- Image collections
- Audiovisual materials
- Theses and dissertations
- Honors projects, senior theses, and other distinguished or faculty-sponsored student work
- Institutional or organizational reports, newsletters, marketing materials, and related materials

Supplementary or supporting files can also be submitted along with the Work.

Content Not Allowed

The following content is not acceptable for inclusion in Chapman University Digital Commons:

- Intellectual property the submitter does not have permission to distribute
- Content barred by law, regulation, or contract from publication
- FERPA-protected information
- Protected health information
- Records protected by applicable privacy laws.
- Non-public, personally identifiable contact or financial information (including, but not limited to, private residential addresses, account numbers or balances, social security numbers, etc.)
- Photographs, images, or audio recordings of individuals, unless all individuals depicted have given explicit written consent to publication of these materials

Works Under Embargo

For published works currently under embargo, only a citation, and in certain cases, an abstract and a link to the publisher's version of record will be displayed in the repository. Embargoes may also be set for unpublished works at the author's discretion. Upon expiration of the embargo, the full work will become available in Chapman University Digital Commons if permitted.

Author Rights

Unpublished Works

Authors retain copyright for all unpublished works submitted to Chapman University Digital Commons. Authors are free to reuse these works or submit them for publication elsewhere, but it is their responsibility to check the terms of any future publication agreements to ensure they do not conflict with the terms of deposit in Chapman University Digital Commons. The copyright addenda listed in the Author Rights, IDs, and Research Profiles guide may be useful additions to future contracts; they include provisions for self-archiving or depositing work into an institutional repository, and can help authors retain other rights as well.

Exceptions to this policy may include:

- Works commissioned by Chapman University
- Institutional works (e.g. instructional/business records and documents; University planning documents; strategic reports; accreditation reports; ordinary business correspondence, forms, and templates; and works that are the result of improvements or modifications to works owned by the university)
- Works created through exceptional non-ordinary use of the services of University non-faculty employees or University resources
- Works developed under contract, grant, sponsorship, or other arrangements with a third party
- Syllabi and courseware

In the above exceptions, copyright may belong to Chapman University.

Previously Published Works

Copyrights to previously published works are subject to the terms of the publication agreement between the author(s) and publisher.

Updates or Revisions to Existing Works

Authors may update or add to existing works in Chapman University Digital Commons; the updated content will be displayed alongside the original.

Digital Object Identifiers (DOIs)

Digital Object Identifiers (DOIs) may be provided for certain original works of scholarship, such as data sets, theses and dissertations, or Chapman-published journals. DOIs cannot be provided for any research involving human subjects collected in the European Union.

Withdrawal Policy

Chapman University Digital Commons is intended to serve as a permanent repository and dissemination tool of the scholarly and creative work of Chapman University. Once deposited, the Work will remain in Chapman University Digital Commons unless the author requests that it be removed. Works deposited in Chapman University Digital Commons may also be withdrawn if it shown that the Work was deposited in breach of copyright or other intellectual property rights, or that it contains content that is not allowed according to the submission policies. A full bibliographic citation of the work will remain in Chapman University Digital Commons with a note regarding the removal.

Requests for withdrawal should be sent to the <u>Chair of Resources and Scholarly Communication</u> Librarian.

Questions?

If you have questions about any of these policies or whether your work is appropriate for deposit into Chapman University Digital Commons, please contact the Chair of Resources and Scholarly Communication Librarian, Kristin Laughtin-Dunker, at laughtin@chapman.edu.

Please note: This document can only provide guidelines and should not be relied upon for legal advice.

Portions of the content of this document are used with permission from the coordinators of the Claremont University Consortium Scholarship@Claremont and Pepperdine Digital Commons.

http://scholarship.claremont.edu/Author_Copyright.pdf

http://digitalcommons.pepperdine.edu/pepperdine_digital_commons_policy.pdf

rev, 11/01/2021