



### Submitting to SOAR@USA

#### Instructions for Faculty and Staff Research

To watch a video of these instructions, visit <https://youtu.be/VIE1Aunad5c>

1. On <https://soar.usa.edu>, click “Submit Research” under Author Corner
2. In the list under Faculty and Staff Research, select a discipline based either on your department, or the main topic of your work. If you feel there should be a discipline listed that is not, please contact [soar@usa.edu](mailto:soar@usa.edu) before submitting. We can also have your work show up in multiple disciplines, when appropriate. In that case, select one discipline, and email [soar@usa.edu](mailto:soar@usa.edu) with details on what other discipline(s) are relevant.
3. Sign up for an account using your USA email address. Or if you already have an account, log in. Note this account is specific to SOAR@USA and is what will allow you to track downloads for your work.
4. Read the Submission Agreement details. If you understand and agree to all the terms, check the box and click Continue.
5. Enter the Title of your work in Headline Style Capitalization, e.g. The Effect of Coffee on Busy Faculty Members
6. Under Authors, your name will appear by default. Please enter any additional authors. If additional authors are also USA employees, try to search for their last name first before manually adding them. Include authors in the same order they appear on the work.
7. Select the Document Type that best matches the work you are submitting.
8. Enter the Publication Date for your work. This would be the date the work was originally published, e.g. the month and year of the journal issue, or the date of the conference presentation.
9. If you need to set an Embargo Period for your work, enter the date you wish the full text to become openly available. Note that most works will not have an embargo period. Some publishers stipulate that a work may not be made available until a certain length of time has passed. Your copyright agreement with the publisher, or the SHERPA/RoMEO website can help you understand if your work is subject to such a stipulation. This feature is also useful if you are submitting a poster, but don’t want it to be available until the day of the conference presentation. If you do not need to set an Embargo Period, simply enter today’s date here.

10. Enter 5-10 Keywords taken from MeSH vocabulary (<https://www.ncbi.nlm.nih.gov/mesh>). If you need assistance with selecting appropriate MeSH terms, please contact your librarian or [soar@usa.edu](mailto:soar@usa.edu).
11. The Discipline will likely be pre-selected for you, but if you would like to add 1-2 additional disciplines, select from the list of disciplines available.
12. Paste your Abstract into the box provided. If your work has no official abstract, please include a brief summary of the work.
13. Include any additional Comments that may be useful. For example, for a poster presented at a conference, include a note like: Poster presented at the American Physical Therapy Association (APTA) Combined Sections Meeting, February 2018, New Orleans, LA. If your copyright agreement with a publisher requires you to include specific language about the version you are uploading, the Comments section is a good place for that as well. Note that everything in this field will be published, so avoid including a note to the librarian who will look at your submission. Please email [soar@usa.edu](mailto:soar@usa.edu) to share those comments.
14. You may enter a Recommended Citation to override the automatically generated one. This could be the citation for the article in its final published form in a journal.
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16. If you have Additional Files, you may now add them. This could be a supplemental file you want published along with your main file, or this could be a copy of your copyright agreement for the librarian to confirm and which would not be published.
17. Submit your work. A librarian will review your submission and either publish your work with no changes, or contact you for further clarification or questions.