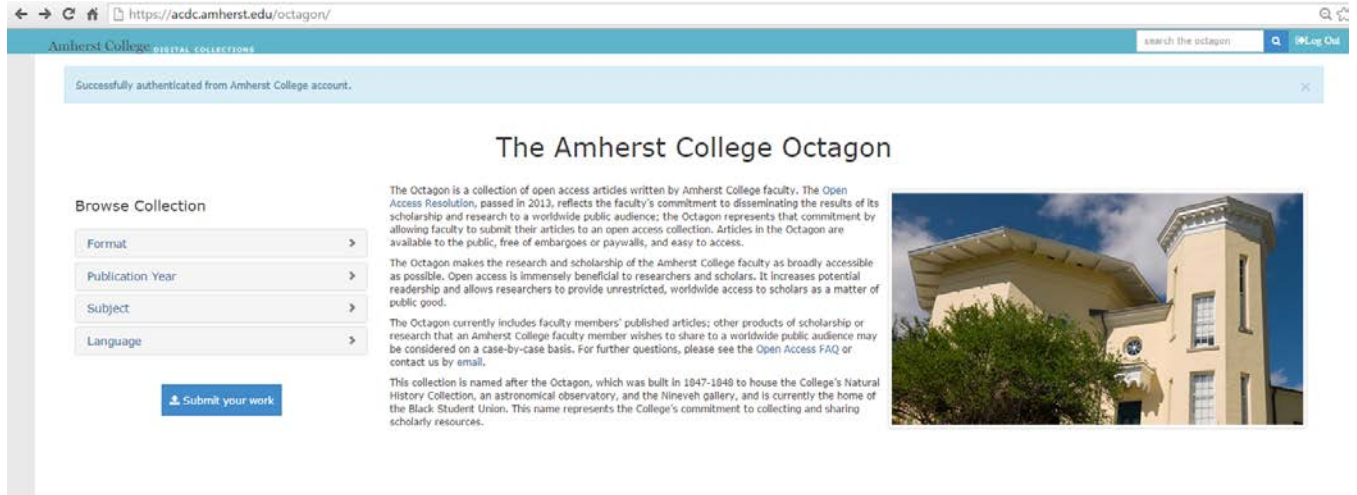


# Instructions for submitting an article to The Octagon

At <https://acdc.amherst.edu/octagon> log in with your Amherst College username and password. When logged in, click the *Submit your work* button.



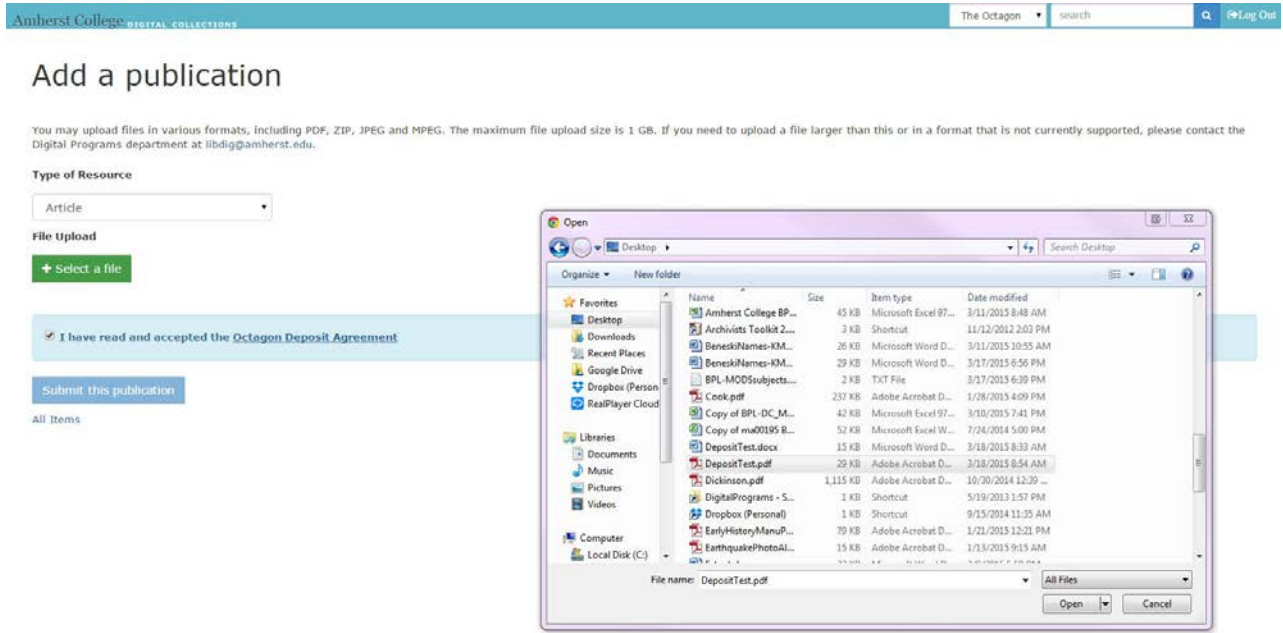
The screenshot shows the Amherst College Octagon website. At the top, there is a navigation bar with the Amherst College logo and the text "DIGITAL COLLECTIONS". A search bar and a "Log Out" link are also present. Below the navigation bar, a message states "Successfully authenticated from Amherst College account." The main heading is "The Amherst College Octagon". To the left, there is a "Browse Collection" section with filters for Format, Publication Year, Subject, and Language, and a "Submit your work" button. The main content area contains three paragraphs of text explaining the Octagon's mission and the types of articles accepted. To the right, there is a photograph of a building with a prominent tower.

You will be taken to the *Add a publication* page. Please note the file formats accepted by the system. Word files are not accepted.



The screenshot shows the "Add a publication" page. At the top, there is a navigation bar with the Amherst College logo and the text "DIGITAL COLLECTIONS". A search bar and a "Log Out" link are also present. The main heading is "Add a publication". Below the heading, there is a paragraph of text explaining the file upload process. The "Type of Resource" section has a dropdown menu set to "Article". The "File Upload" section has a "Select a file" button. Below that, there is a checkbox labeled "I have read and accepted the Octagon Deposit Agreement". At the bottom, there is a "Submit this publication" button and a link to "All Items".

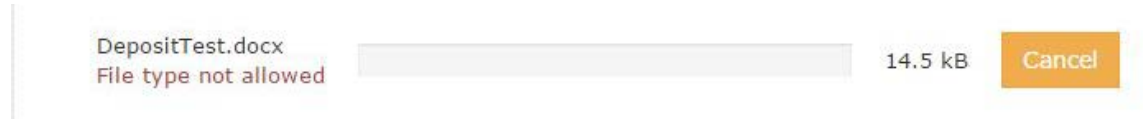
After selecting the type of submission from the *Type of Resource* dropdown list and checking the box indicating you have read and accepted the Octagon Deposit Agreement, click the *Select a file* button and navigate to the file you want to submit.



Once the file is highlighted, click the *Open* button in your directory window and the file will be uploaded. Now click the *Submit this publication* button.



Note: if you attempt to upload a file type not accepted by the system, you will receive an error message.



After successfully uploading a file, you will be taken to the *Article Information* page where you can provide some information about your submission. Note that only the *Title* and *Author(s)* are required. Hover over the “i” icon for more information on what data can be entered in the fields and how to format it. Click the *Update Article* button at the bottom of the screen to submit the information.

Amherst College DIGITAL COLLECTIONS The Octagon search Log Out

### Article Information

#### Title and Description

**Title (REQUIRED)**

subtitle

**Abstract**

**Resource Type**

**Publication Version**

**Related Octagon Publications (Internal Use Only)**

#### Authors

**Principal Author(s)**

affiliation

**Additional Contributor(s)**

affiliation

#### Additional Information

**Keyword**

**Subject**

**Note**

**Language**

**Rights**

**Private Note (Not Publicly Displayed)**

#### Publication Information

**Journal Title**

**Citation Information**

**Publication Date**

**DOI**

**Link for Article on Publisher's Website**

[Update Article](#)

Show | All Items

You will be taken to the page that contains your submission and descriptive information about it. At this point it has the status *Waiting for approval* and is accessible only to you and managers of the repository. Once the submission has been reviewed and descriptive information has been added by a librarian to enhance access to the item, the status will change to *Open Access* and the submission will be fully accessible, typically within 1 week. If we have questions about your submission we will contact you.

The screenshot shows the Amherst College Digital Collections interface. At the top, there is a navigation bar with the Amherst College logo, the text "DIGITAL COLLECTIONS", and a search bar containing "The Octagon". A notification bar at the top left states "Article was successfully updated." The main content area features a large blue document icon on the left and a metadata table on the right. The metadata table includes the following information:

Authors	Kathleen Gervity
Type	Article
Rights	Attribution-NonCommercial-NoDerivatives 4.0 International
Publication Version	Author's Final Version
Access	Waiting for approval

Below the metadata table, there is a link "Edit | All Items". Under the document icon, there is a link "Download the full article".

Your submission will also appear on the Octagon home page under *My Submissions*. Please note that this feature is connected to the login. If someone submitted the article on your behalf, it will not appear here when you log in to the system. In this case, the best way to get a list of all your articles is to use the search box at the top right and enter your name.

The screenshot shows the Amherst College Octagon home page. At the top, there is a navigation bar with the Amherst College logo, the text "DIGITAL COLLECTIONS", and a search bar containing "search the octagon". A notification bar at the top left states "Successfully authenticated from Amherst College account." The main content area features a large heading "The Amherst College Octagon" and a photograph of the Octagon building. To the left of the main content, there is a "Browse Collection" section with filters for Format, Publication Year, Subject, and Language. Below the filters is a "Submit your work" button. To the right of the filters, there is a "My Submissions" section with a link "Waiting for approval" and the text "DepositTest.pdf".

At any time while waiting for approval you can edit the descriptive information in one of two ways:

Click on the *Edit* button either from the page containing your submission

Amherst College DIGITAL COLLECTIONS

The Octagon search Log Out

Article was successfully updated.

### DepositTest.pdf

Authors	Kathleen Gerrity
Type	Article
Rights	Attribution-NonCommercial-NoDerivatives 4.0 International
Publication Version	Author's Final Version
Access	Waiting for approval
<a href="#">Edit</a>	Items

Download the full article

or from the list of your publications.

Amherst College DIGITAL COLLECTIONS

The Octagon search Log Out

### All Octagon Publications

Status	Title	Author(s)	Contributor(s)
Open Access	Text Modeling and Visualization with Network Graphs	Aaron Coburn	
Waiting for approval	DepositTest.pdf	Kathleen Gerrity	<a href="#">Edit</a>

+ New Item

Be sure to click the *Update Article* button to save the changes.

Once a librarian has reviewed and updated the article's metadata, the article will be made available to the public and you will be notified. After that, any changes you wish to make should be submitted to Library Digital Programs at [libdig@amherst.edu](mailto:libdig@amherst.edu).

For help with the upload process or information about open access and the College's open access resolution, contact your department's subject librarian, listed at <https://www.amherst.edu/library/about/subjectlibrarians>.