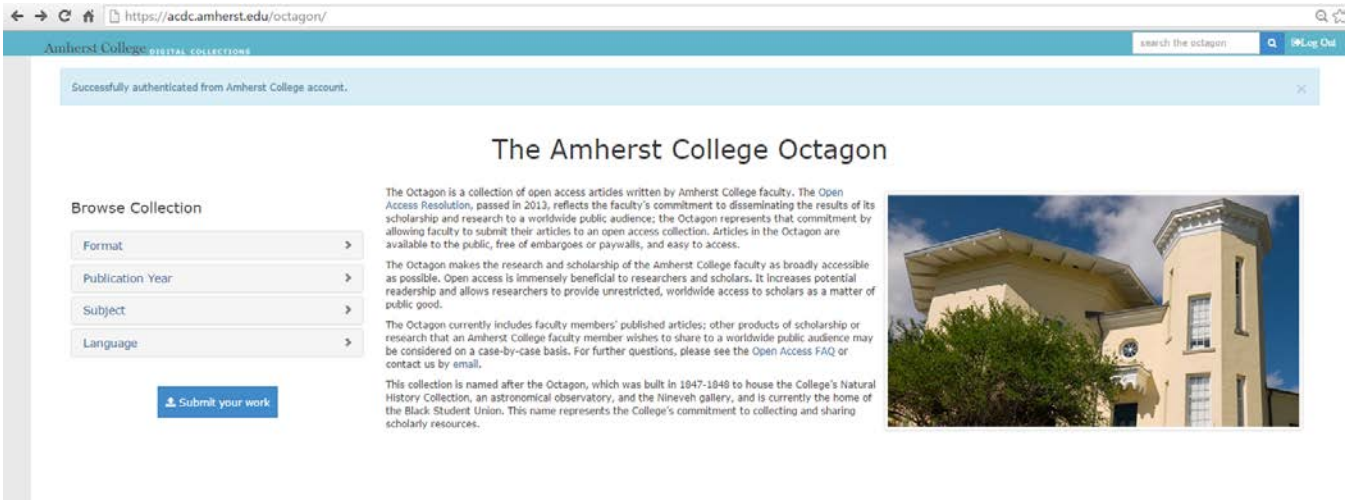
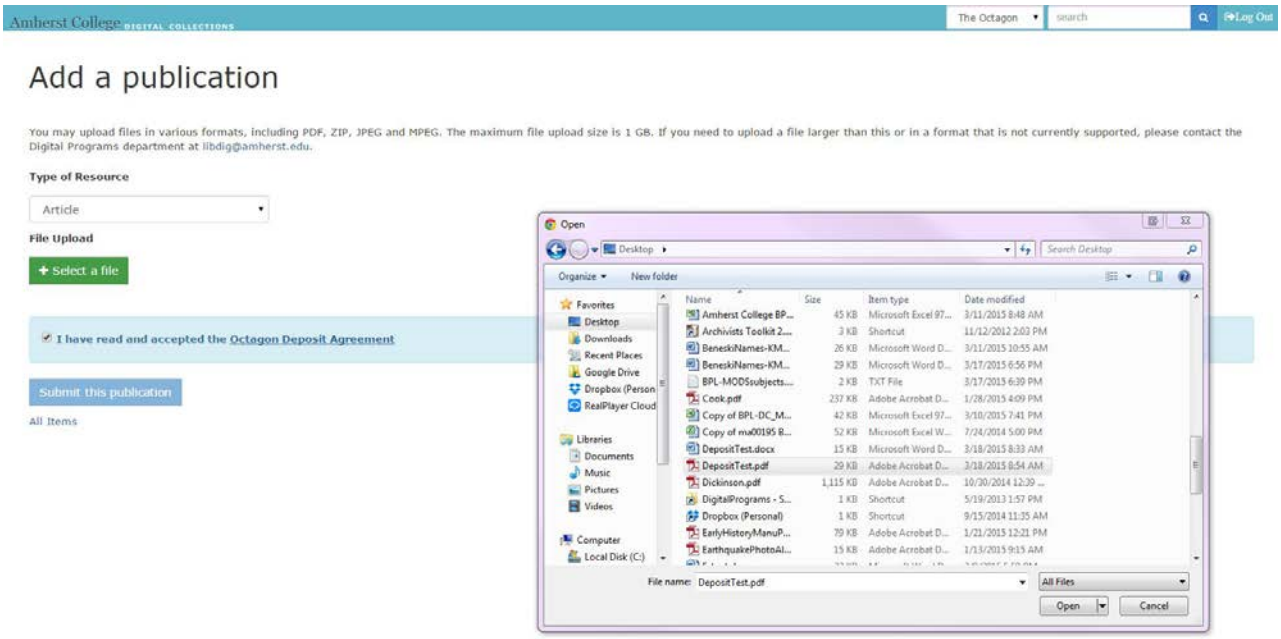
Instructions for submitting an article to The Octagon

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

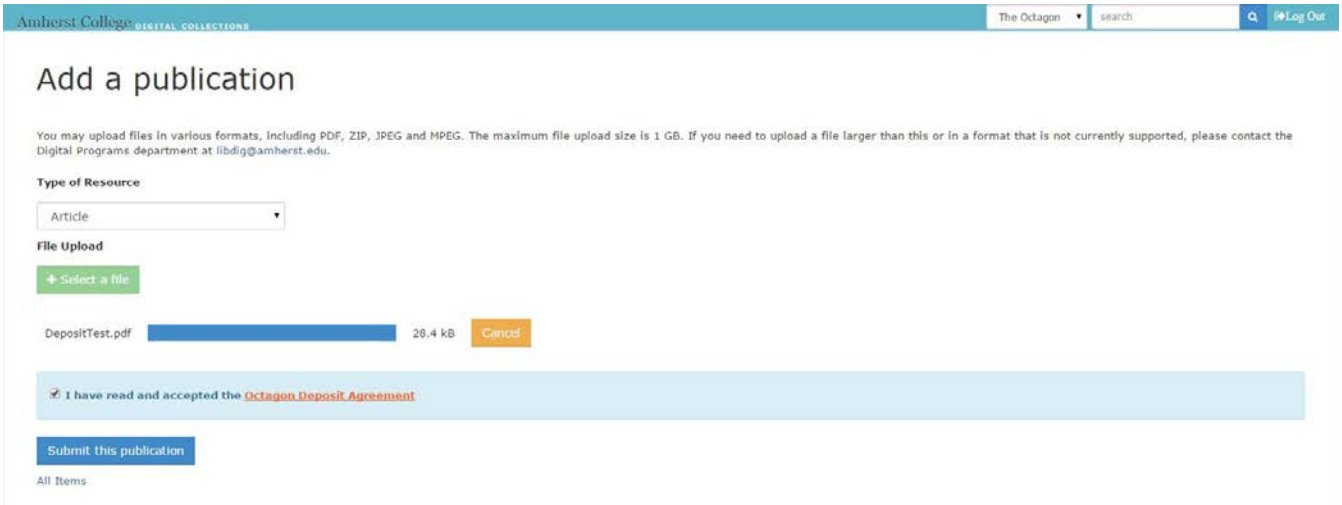


You will be taken to the *Add a publication* page. Please note the file formats accepted by the system. Word files are not accepted.

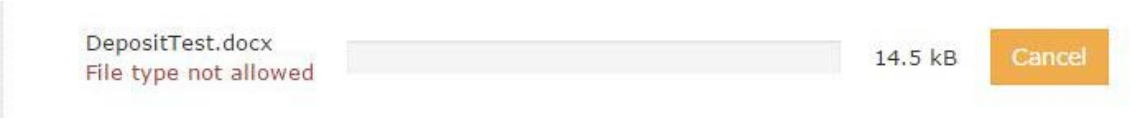
After selecting the type of submission from the *Type of Resource* dropdown list and checking the box indicating you have read and accepted the Octagon Deposit Agreement, click the *Select a file* button and navigate to the file you want to submit.



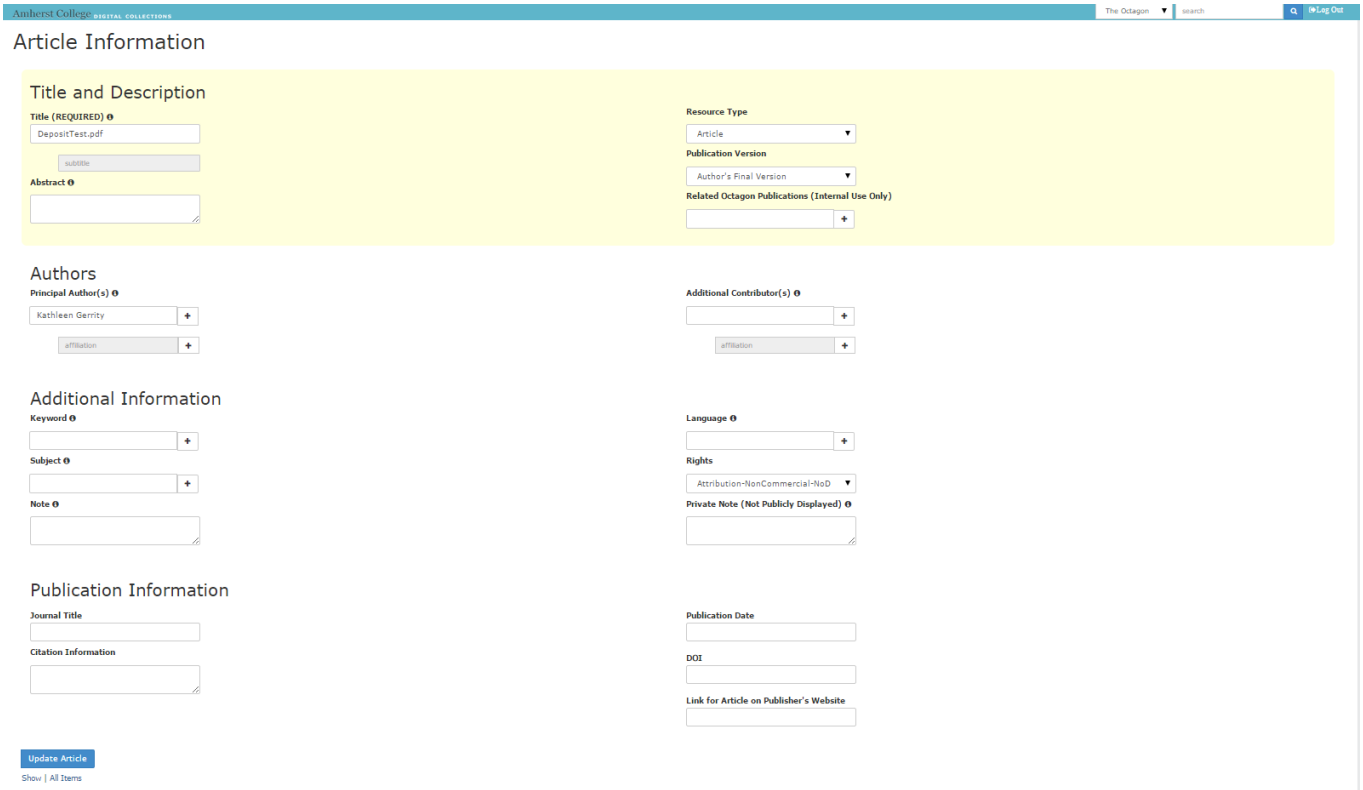
Once the file is highlighted, click the *Open* button in your directory window and the file will be uploaded. Now click the *Submit this publication* button.



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

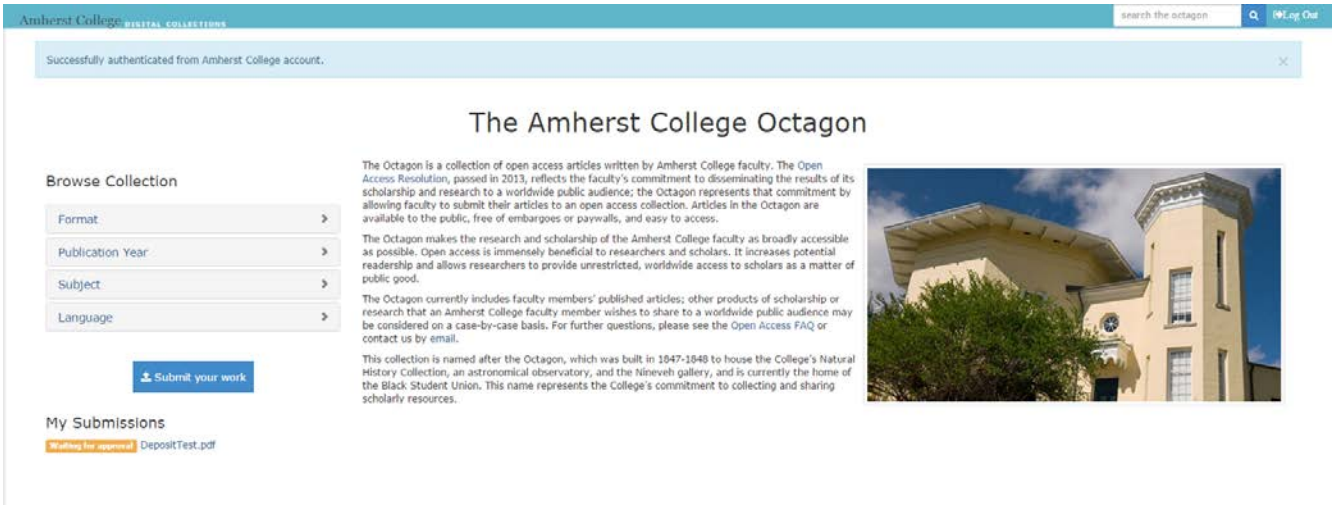


After successfully uploading a file, you will be taken to the *Article Information* page where you can provide some information about your submission. Note that only the *Title* and *Author(s)* are required. Hover over the "i" icon for more information on what data can be entered in the fields and how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



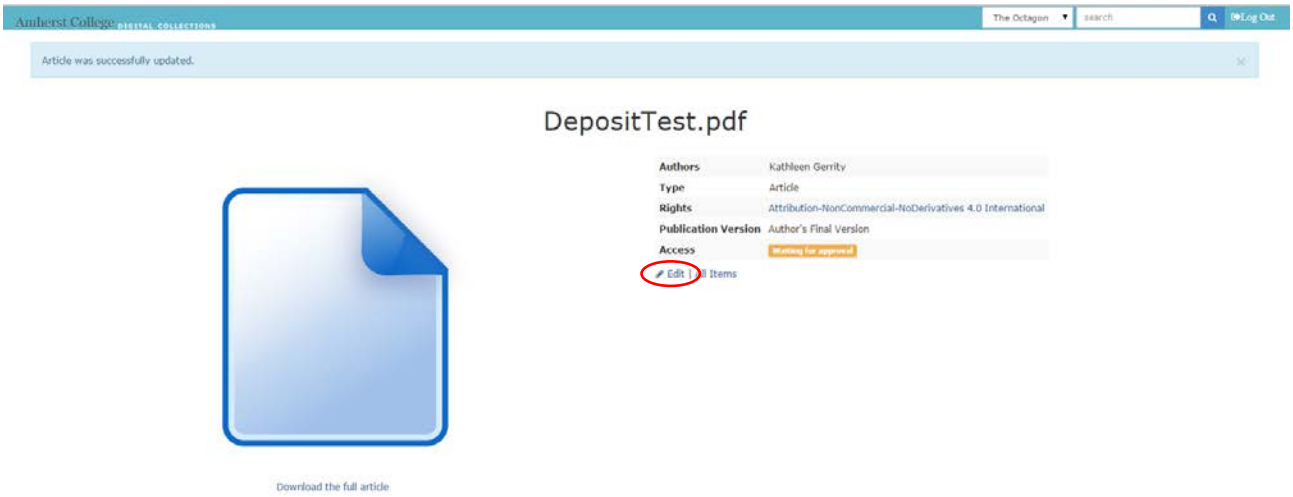
You will be taken to the page that contains your submission and descriptive information about it. At this point it has the status *Waiting for approval* and is accessible only to you and managers of the repository. Once the submission has been reviewed and descriptive information has been added by a 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.

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.

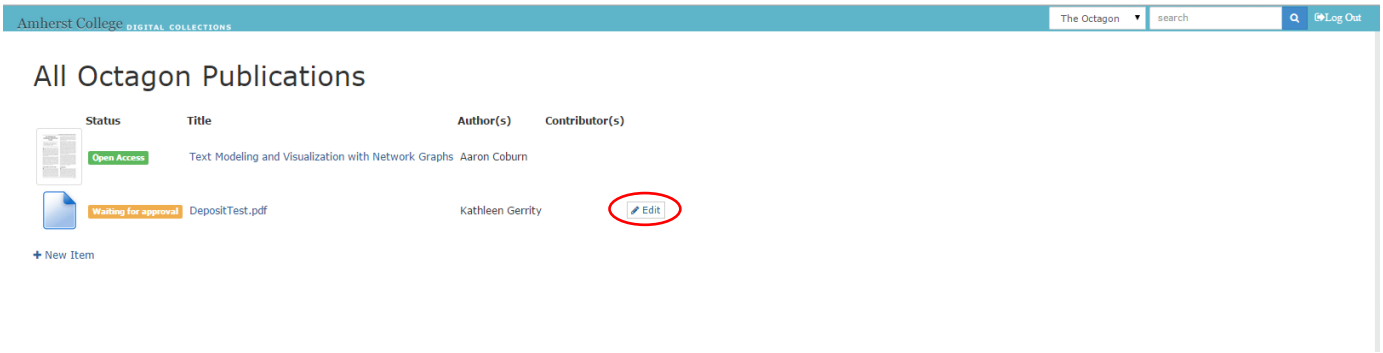


At any time while waiting for approval you can edit the descriptive information in one of two ways:

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



or from the list of your publications.



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.

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.