Checklist: Submitting a Paper or Project to cIRcle

This checklist is for undergraduate students for whom their course instructor has already coordinated deposit of your work with cIRcle staff. Otherwise, please email ubc-circle@lists.ubc.ca for assistance.

# Process:

* Choose a group representative to go through the submission process on behalf of the group. (Note: The rest of the group still needs to be involved, the representative makes sure that cIRcle only receives one copy of the paper or project.)
* Check your paper or project for the following copyrighted materials:
	+ Images not created by group members
	+ Videos not created by group members
	+ Logos/graphics from community partners
	+ Images edited by group members using other images as a source
* If your paper contains copyrighted materials, obtain permission to use them and include the permissions in the paper or project.
* Remove all private information such as student ID numbers, telephone numbers, and addresses from the paper or project.
* Make certain the paper or project does not include annotations or comments/feedback by others such as your instructor.
* Re-check to make certain the paper or project is complete and not a draft. Papers and projects cannot be updated once they are uploaded to cIRcle!
* Create a title page including:
	+ The title of the paper or project
	+ Names of all group members
	+ Course name
	+ Course term and year
	+ Instructor name
* Save your paper or project as with the following name: *lastnameofrepresentative\_firstinitial\_et\_al\_coursename\_term\_year*
* Have all group members agree to the terms on cIRcle’s license form.
* Fill out and submit the cIRcle license form.
* Email your paper or project as an email attachment to ubc-circle@lists.ubc.ca

For the most up-to-date version of this documentation, check the online version at: [http://wiki.ubc.ca/Documentation:Library/Circle/Undergraduate\_Student\_Submissions](http://wiki.ubc.ca/Documentation%3ALibrary/Circle/Undergraduate_Student_Submissions)