

# cIRcle Submission Guide

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## What is cIRcle?

cIRcle is UBC's institutional repository. This means it acts as a permanent place to digitally store and access research done by the UBC community and its partners. cIRcle accepts a wide variety of digital materials including papers, multimedia materials, and datasets. Like a blog or personal website, cIRcle is a way to make your paper or project available online to the public. However, using cIRcle instead of a blog or personal website has some big advantages:

- *Permanence* - Unlike a blog or personal website, material on cIRcle is permanent. It won't be subject to site deletions, dead links, or become buried in a long list of posts.
- *Credibility* - Posting material on cIRcle affiliates your work with UBC as an institution, affirming the quality of your work. This means you can include your cIRcle link in your online portfolios or resumes to show your work to prospective employers or clients.
- *Visibility* - Search engines such as Google check cIRcle regularly, increasing the visibility of your research by making it quick and easy for others to find and access your work. cIRcle also records view and download statistics for each item in cIRcle so you can track interest in your work from around the world.

## cIRcle Submission Process

### Choosing a Group Representative

If you are working in a group, choose one member to represent the group. This person will be responsible for the submission process. This does not mean that they bear all responsibility, only that they will be the person who performs tasks which only need to be done once per project, such as license agreement and paper/project submission.

### Checking Copyright

All submissions to cIRcle must comply with copyright law. If your paper or project contains copyrighted materials, those materials must be used with proper permission. UBC has a guide to copyright for students as well as a set of copyright guidelines including a flow chart at the following URLs:

- Copyright for Students: <http://copyright.ubc.ca/guidelines-and-resources/faq/student-faq/>
- Copyright Flow Chart: <http://copyright.ubc.ca/guidelines-and-resources/copyright-guidelines/>

## Determining if your paper or project has copyrighted materials

Any material which was not created by your group may be under copyright. Some questions you should ask yourself to determine if your paper or project contains copyrighted materials are:

- Does it include any images, including stock images, which were not made by members of the group?
- Does it include images that were made by members of the group but incorporate images made by others, such as edited versions of other peoples' images?
- Does it include videos that were not shot by group members?
- Does it include graphs that were not made by group members?
- Does it include logos or graphics of community partners?

## If your paper or project contains copyrighted materials

If your paper or project contains copyrighted materials, you must obtain permission from the copyright holder to use them. These permissions must be included in your paper or project.

## Help with Copyright

Copyright can be complicated. If you aren't certain if your paper or project contains copyrighted material or how to properly use copyrighted material, you should ask your instructor or a reference librarian for assistance.

## Preparing your project or paper for cIRcle

cIRcle has certain requirements which all submissions must meet before they can be uploaded to cIRcle. You must make certain your project or paper is in a form that can be submitted to cIRcle. Do this by:

- Removing all personal or private information from the paper or project. This includes student ID numbers, phone numbers, addresses, etc. Names and institutional affiliation (UBC) do not count as personal or private information.
- Making sure there are no annotations or feedback on the copy you're sending to cIRcle. Your submission must be clean and unmarked.
- Making sure the completed version is submitted, incorporating instructor feedback. Once a paper or project is submitted to cIRcle, it cannot be changed or updated!
- Create a title page for your paper or project with the following information:
  - Title of the paper or project
  - Names of group members
  - Course name, term, year and Instructor
- Save your paper or project:
  - *Name*: lastname\_firstname\_et\_al\_coursename\_term\_year. As an example, if John Smith wrote a paper with 3 of his classmates in LFS 450 in Fall 2013, he would name their paper 'Smith\_J\_et\_al\_LFS450\_Fall\_2013'.
  - *File Format*: If you are submitting a paper, save your paper in PDF format. If you are submitting a video or other audiovisual material, save your project in an open non-proprietary format such as MP3 (audio) or MP4 (video). Non-proprietary formats are those which can be opened by a variety of programs.

## **Agreeing to the cIRcle License**

In order to submit to cIRcle, every paper's author must agree to cIRcle's non-exclusive distribution license. Agreeing to this license means cIRcle can host your work, make copies for back-up or preservation, and provide (distribute) the work to the public. You retain all rights to your work. When cIRcle distributes your work, it is protected with a Creative Commons (CC) license. This license is you telling the public how your work can be used.

The default CC license cIRcle uses is CC License 2.5 in form BY-NC-ND, and agreeing to this default license means:

- *Non Commercial* - All use of your work without your express approval must be for non-commercial purposes. (Your work cannot be used in advertisements or to help a business).
- *No Derivatives* - Your work may not be altered and presented in a new form (for example - a remix of a song would be a derivative of the original song).
- *Attribution Required* - Anyone using your work must give you proper credit for doing so.

If you want to change your paper's CC license to be more open, you can. Any change in license must be agreed to by all of a paper or project's authors. A full explanation of Creative Commons license options can be found at <https://creativecommons.org/licenses/>.

*Note: If not all authors agree to the cIRcle license, please contact your instructor. If you have any questions or concerns about license meaning, please contact cIRcle at [ubc-circle@lists.ubc.ca](mailto:ubc-circle@lists.ubc.ca)*

## **Submitting the License Agreement**

- Go to cIRcle's license form at: <http://circle.sites.olt.ubc.ca/forms/license-form/> .
- Have each group member read over the License form carefully and agree to its components.
- Have the representative fill in the License form and submit it after double-checking to make certain all fields were filled in properly.

## **Submitting Your Paper to cIRcle**

After your representative has completed the License Form, they should email your paper or project as an attachment to [ubc-circle@lists.ubc.ca](mailto:ubc-circle@lists.ubc.ca).

## **After your project is uploaded to cIRcle**

After your paper or project is uploaded to cIRcle, it is assigned a persistent URL. This URL will not change, ensuring it will always point to your paper or project. This allows you to easily link to and find your paper or project in the future.

The easiest way to find your paper's URL is by searching in Google using the 'site' command. The 'site' command tells Google to only include results from a particular web site. In this case, the search will only include results from cIRcle.

- Go to Google.
- Type in the name of your paper followed by 'site:circle.ubc.ca'
- Click on the result that matches your paper to be taken to cIRcle's record
- Scroll down on the record until you find the label 'URI'. The link next to that label is your paper or project's permanent URL. A picture showing where to find this and what to look for is located at: [http://wiki.ubc.ca/File:Permanent\\_URL.png](http://wiki.ubc.ca/File:Permanent_URL.png)

You can also view statistics that tell you how often your paper or project has been viewed or downloaded within the last six months. To do this, go to your paper or project's URL (as discussed above) and scroll down to the bottom of the page. Click 'Show Statistical Information'. More information on statistics, including more advanced uses, can be found on cIRcle's website at: <http://circle.sites.olt.ubc.ca/user-guides/#fragment-a4d1fec9e689c2be7e7650fbfa3a4fbe-3>