Submitting a Paper or Project to cIRcle

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