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If you have questions about whether or not the content you would like to contribute is appropriate for the archive, please email Dr. Jodi Jacobson Frey at jfrey@ssw.umaryland.edu.

**Step 1: Obtain Authorization to Submit Documents**

Please send an email to Dr. Jodi Jacobson Frey to obtain authorization to submit documents to the Employee Assistance Archive.

**Sample Email**

To:jfrey@ssw.umaryland.edu

Subject: Submission Authorization Request for Employee Assistance Archive

Body: I would like to request authorization to submit documents to the Employee Assistance Archive. [Please provide your name, title, affiliation, email, and phone number]

*You will receive an email from the Archive confirming your authorization to submit together with a Non–Exclusive License (see Step 3).*

**Step 2: Register as a User**

- Register with the Archive in order to contribute at: [https://archive.hshsl.umaryland.edu/register](https://archive.hshsl.umaryland.edu/register)
• After you register your email address, you will receive an email from the UMB Archive.

To complete registration for a UMB Digital Archive account, please click the link below:

https://archive.hshl.umd.edu/register?token=e940ccf7c0d22a0374bb20f75bebafe6

If you need assistance with your account, please email ArchiveHelp@hshl.umd.edu

The UMB Digital Archive Team

• You will need to fill out the required Registration Information.

Step 3: Sign a NonExclusive License (License)

Sign the Non-Exclusive License, which is a one–time sign–off to submit materials for which you own the copyrights. If you are not the sole author, you need to obtain permission from the other authors. You must send the signed Non–Exclusive License to UMB Archive at archivehelp@hshl.umd.edu or via fax at 410-706--0067.

Once UMB Archive receives the License, it will grant you the access for submission.

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If you are submitting a published work on behalf of an author, you may want to request copies of the manuscript as some publishers allow manuscripts to be deposited into the Archive. However, always check with publishers or the Sherpa/Romeo site for confirmation. You are now ready to contribute to the Employee Assistance Archive!!!

**Step 4: Login to the Archive to Start a Submission**

- From the UMB Digital Archive homepage ([https://archive.hshsl.umd.edu](https://archive.hshsl.umd.edu)), click on “Login to My UMB Archive”

  ![Login Page](https://archive.hshsl.umd.edu/)

- Log In with Email and Password

  ![Sign In Page](https://archive.hshsl.umd.edu/)

  Login page: [https://archive.hshsl.umd.edu/password-login](https://archive.hshsl.umd.edu/password-login)

- Click “Submissions”
• Click “Start a New Submission”
• Select Employee Assistance Archive School of Social Work from the “Collection” drop-down menu (it will be the only option to select).

**Item submission**

Select a collection

<table>
<thead>
<tr>
<th>Collection:</th>
</tr>
</thead>
<tbody>
<tr>
<td>School of Social Work → Employee Assistance Archive School of Social Work</td>
</tr>
</tbody>
</table>

Select the collection you wish to submit an item to.

Next

**Please note:** If at any point you need to leave the submission process, click on the Save and Exit button at the bottom of the page. Choose the Save option (or the Remove option if you just want to start over later). The next time you log in, the Unfinished Submission will be listed.

**Step 5: Describe Your Submission**

- **Authors (mandatory):** Enter the author’s full name, with the last name first. Middle name or initial can follow the first name in the same box. You may also use the “lookup” feature to find an author who already has work in the Archive. Clicking the “Add More” button will provide additional boxes for more author names. Please be consistent with a person’s name when submitting the person’s works.

- **Advisors (optional):** Use mainly for thesis or dissertation advisors.

- **Title (mandatory):** Enter the full main title of your item. If the item does not have a proper title, please enter a descriptive title.

- **Other Titles (optional):** Enter any alternative titles that the item has, such as a translated or abbreviated title.

- **Date (mandatory):** Enter the date of original publication, presentation, distribution, or creation. At the very minimum, you must enter at least the year. If the year of publication is unknown, enter 0001 in the year box, and include a note in the Description box giving an approximate date.

- **Embargo Date (optional):** If applicable, please enter date when embargo expires.
- **Publisher (optional):** Enter the name of the entity responsible for the publication, distribution, or imprint of any previously issued instance of the work.

- **Citation (mandatory for published works only):** Enter a bibliographic citation for the item if it was published. Please follow the format of Title Year Month: Vol# (Issue#): Start page-end page.
  - For example: American Journal of Gastroenterology 2012 Nov;107(11):1675--83

- **Series/Report No. (optional):** If the item is part of a series, enter the name of the series and the number of the item within the series.

- **Identifiers (optional):** Enter any identifiers that the item may have, especially for published works, such as a PMID, DOI, ISBN, ISSN, or URI, and select the type in the drop-down menu. If the item has a locally created identifier, choose Other from the drop-down menu.

- **Published (mandatory):** Please indicate whether or not the item has been published.

- **Type (mandatory):** Select the type of item you are adding.

- **Language (mandatory):** Select the primary language for your item.

- **External Resource (optional):** You may link the record to an Internet source by entering its URL here, such as a full text article. It is not advisable to link to a source that will not exist perpetually on that Internet site.

- **External Resource Name (optional):** Give a name of the URL for the external source, such as Full Text.

- **Subject Keywords (mandatory):** Add keywords or phrases that describe the content of the item. Clicking the Add More button will provide additional boxes for more keywords.

- **LCSH Subject (for librarian only):** Library of Congress subject headings.

- **MeSH Subject (for librarian only):** Medical subject headings from the National Library of Medicine.

- **Abstract (optional):** Enter text from the formal abstract or summary of the item.

- **Sponsors (optional):** Enter the names of any person or group that funded or sponsored the development of the item.

- **Peer Reviewed (optional):** Enter the names of the reviewers. If peer reviewed but no reviewer names, enter “Yes”. Leave it blank if not peer reviewed.

- **Table of Contents (optional):** Enter the table of contents.

- **Description (optional):** Enter any additional description of the item (number of pages, or approximate date, for example.) Do not enter file type or size, the archive will detect and add this information in another field.
**Step 6: Upload a File**

“Click” *Choose File* and navigate to the appropriate file on your computer.

Please note: If your item consists of more than one file, you will be able to upload each of them separately.

**File Description (optional):** You can enter a brief description of the file you are currently submitting to differentiate it from the others.

If you successfully uploaded the correct file, either select the *Add Another File* button if you have additional files to be part of the same item, otherwise click Next.
**Step 7: Verify Submission**

Verify that all of the information entered to this point is correct. If you need to correct something, click on the *Correct One of These* button adjacent to the section of information that you need to correct.

**Step 8: Grant the License**

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**Step 9: Submission Complete**

Your item has been submitted for review and you will receive an email confirming the submission. Once the review process is complete, your item will be publicly available. The librarian will contact you with any questions during the review process. You will receive an email indicating that your item officially has become part of the UMB Digital Archive.