

DigitalCommons@CalPoly Self-Submission FAQ

When I copy and paste abstracts into the Submit form, some text is missing, quotes look odd, or strange characters appear in the abstract. What's going on?

When copying abstracts from a word processing file or a PDF file, and pasting the text into the submission form, you are taking text from an environment that may support fonts and special characters (like symbols or "smart quotes"). Because the abstract is intended to be presented on the web, the format of the abstract needs to be reduced to plain text with no fonts or special characters. We recommend the following changes to keep your titles and abstracts legible on the web:

- Change "smart" single and double quotes to straight quotes.
- Change an ellipsis to three periods (...)
- Change em- and en-dashes to hypens.

If you would like to use **bold** and *italic* in your abstracts, you may do so using the corresponding HTML codes. If submitting an abstract in HTML format, please be sure to select the corresponding option on the submission form.

The following HTML tags are recognized by the system and may be used to format an abstract (use lowercase tags):

How to include HTML tags

HTML tags	
<p> - paragraph	
<code><p>This is the first paragraph.</p></code>	This is the first paragraph.
<code><p>This is the second paragraph.</p></code>	This is the second paragraph.

 - line break	
<code><p>This is a line of text with a linebreak here.
 This is text after</p></code>	This is a line of text with a linebreak here. This is text after
 - strong/bold	
<code>bold text</code>	bold text
 - italics/emphasis	
<code>italicized text</code>	<i>italicized text</i>
<sub> - subscript	
Text with <code><sub>subscript</sub></code>	Text with subscript
<sup> - superscript	
Text with <code><sup>superscript</sup></code>	Text with superscript

How do I include accents and special characters in the abstracts and titles?

The repository software supports the ISO 8859-1 character set (this includes the numbers 0-9, upper- and lower-case letters A-Z, and standard English punctuation). Although you may take advantage of the complete character

set, we recommend you consider not using special characters as these may inhibit user searches, both on the web and on the site.

How do I revise a submission?

You will only be able to revise submissions with “pending” or “under review” status. Once the item is posted to DigitalCommons, you will not be able to make changes to your submission.

To determine the status of your submission, log into your account by clicking on the “My Account” section in DigitalCommons. On your account page, you should be able to see the status of your paper next to the title of your paper.

1. Go to digitalcommons.calpoly.edu and click on [My Account](#) to log in.
2. In the list of pending submissions, click the title of the article you want to change.
3. Click **Revise Submission** from the list in the top left.
4. Enter your changes in the Revise Submission form, and click **Submit** at the bottom of the page to submit your changes. (You only need to modify the portion of the form that corresponds to the changes you wish to make.)

How can I submit a multi-part file, such as multiple chapters for a book?

Combine all the sections together as one Microsoft Word file or PDF file and submit that.

To make one PDF file from multiple files, open the first PDF file, then choose **Document>Insert Pages** from Acrobat's menus to insert the second file (indicate it should go after the last page of the first file), and repeat for all documents. The result will be one compound PDF file which may then be submitted.

If you feel that the one large PDF file might be too large for some people to download, we suggest that you submit the consolidated file as the full text of the article, and then upload the separate chapters or sections of the document as **Associated Files**. These files will appear on the web page alongside the complete document. For more information about uploading associated files, see below.

Can I post related files (sound clips, data sets, etc.) alongside the published article?

Yes. The bepress system refers to these supplementary items as **Associated Files**. You will be prompted to submit Associated Files when you upload your submissions. The name of the files you upload will appear on the web site along with your short description of it. Users must have the necessary software installed on their computers to open your files.

Please be sure that there are no permissions issues related to use of the associated material. Sometimes, especially with images, you must write a letter seeking permission to use the material before it can be posted. If you are unsure of the permissions required, please consult a member of the Digital Commons staff.

Also note that where possible, items such as images, charts and tables that are referenced in the document (or otherwise an integral part of the document) should be included directly in the article itself and not posted just as associated files.