Introduction

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This document outlines policies and guidelines regarding the submission of content to ValpoScholar, including submission criteria, author and user rights, and procedures for removing posted content.

Submission Criteria

To best represent the spectrum of Valparaiso University scholarly work, ValpoScholar maintains an inclusive collection policy based on the principle of Open Access (OA), which emphasizes broad electronic dissemination of scholarly works. Members of the Valpo community interested in submitting materials should review the policies and guidelines below prior to submission. Please contact a ValpoScholar administrator for questions or clarifications. Appropriate content may be added following the guidelines below:

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- The author must own the copyright to all components and content within the work, or have received and shown permission to have the material available in ValpoScholar
- The author or representative of the organization or department must sign a release form prior to material being uploaded to the repository, granting Valparaiso University the right to distribute and preserve the material via ValpoScholar
- Content submitted by students will require the approval of a faculty mentor or sponsor involved in the creation of the work
• Contributors may include non-affiliated scholars if they are co-authoring with Valpo authors, are affiliated closely with the university, or are submitting via a Valpo-sponsored publication, conference, or event
• Although most content is open access, some material may be available only to current university faculty, staff and students, or may be the subject of a publishing embargo for a fixed period
• The work must be in digital form, including supplementary materials. Ideally, all of the digital components of a submission will be provided as a set
• A wide range of file formats is accepted (including text files, datasets, audio files, and video files) and there is no formal limit to size of material. Examples of possible content include:
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  b. Published articles or preprints when copyright and/or license allow
  c. Books or book chapters when copyright and/or license allow
  d. Working papers, conference papers, and technical reports
  e. Honors projects, senior theses, and other distinguished student work
  f. Datasets
  g. Institutional or organizational newsletters, reports, and related materials
  h. Image collections or audiovisual materials, either primary or supplementary

Please note that the following content is not permitted for submission/publication to ValpoScholar:

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• Content barred by law or regulation from publication
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