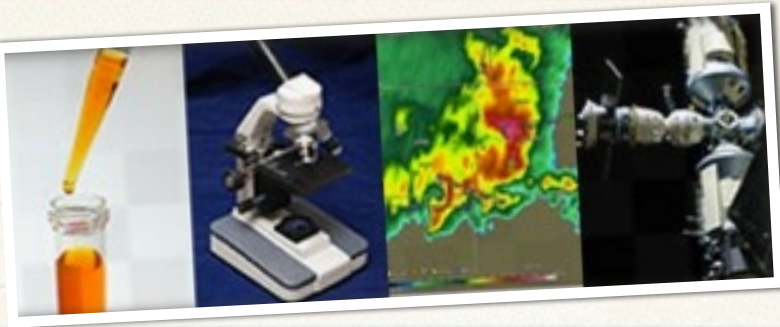


# SHAREOK: Submitting Your Open Access Publication



## ABOUT SHAREOK

SHAREOK is the joint institutional repository for the University of Oklahoma Libraries (OU) and Oklahoma State University Libraries (OSU). It serves as the home for the intellectual output of both communities, and will ultimately include digital dissertations, faculty publications, digital special collections, open access publications, open educational resources and much more.

## CONTRIBUTING TO SHAREOK

**Who?** Faculty, students, staff and other individuals or entities associated with OU or OSU can contribute content. If you have questions, email [shareok@ou.edu](mailto:shareok@ou.edu).

**How?** Review the Institutional Repository Policies & Guidelines, login to SHAREOK with your 4x4 and password, then click on Submissions in the My Account area.

**What formats?** Any file format can be submitted. Depending upon the

format of the file there may be limitations on the OU/OSU Libraries ability to preserve it and for the ability of others to use it. Review the Institutional Repository Policies & Guidelines for information on currently supported data formats.

**When is it available?** A submission will appear in SHAREOK after it has been determined to meet community and collection policies, has been reviewed for completeness, and the metadata has been enhanced.

**Embargoed works:** SHAREOK can support embargoed works if needed.

**Copyright:** You own the copyright of works placed in SHAREOK, unless part of the work has been previously published and copyright was transferred to the publisher. Submitting work to SHAREOK does not impact your copyright. You may choose to use a Creative Commons license so that others may use your

## The Step-by-Step Process

1. Login to SHAREOK with your OUNetID
2. Start a new submission
3. Select the "University of Oklahoma Faculty Open Access Publication" Collection
4. Describe your publication
5. Review your item
6. Upload your files
7. Review your submission
8. Agree to the license.
9. Your submission is complete. You should receive an email confirmation.
10. Once submitted, it will go through a review process and become public once it is approved. Edits to the submission should be emailed to [shareok@ou.edu](mailto:shareok@ou.edu).

## NEED HELP WITH A SUBMISSION?

Please contact:

David Corbly

Director, Repository Services  
University of Oklahoma  
Libraries

(405)325-6878

[shareok@ou.edu](mailto:shareok@ou.edu)

## BENEFITS OF CONTRIBUTING

- Your work will be indexed by Google and other web search engines, increasing its reach and impact, and potentially increasing citation count.
- You aren't limited by medium; SHAREOK can store images, multimedia files, and other content.

- SHAREOK provides download counts and other statistics to demonstrate how often your work is accessed.
- Items in SHAREOK are provided with a permanent URL which you can share on your website or send to colleagues.
- SHAREOK is secure and reliable.

Visit **SHAREOK.ORG**  
to get started!