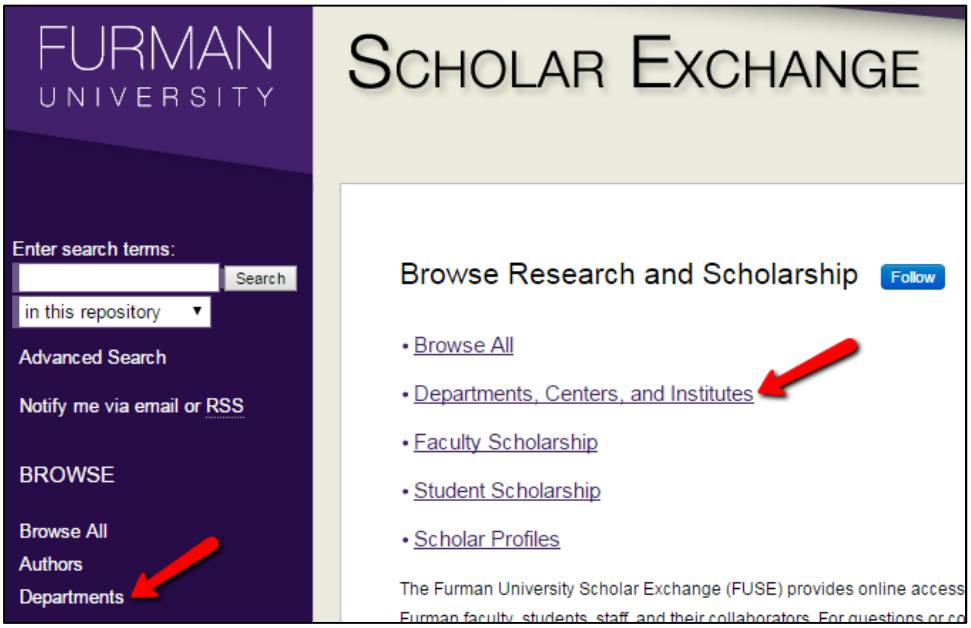
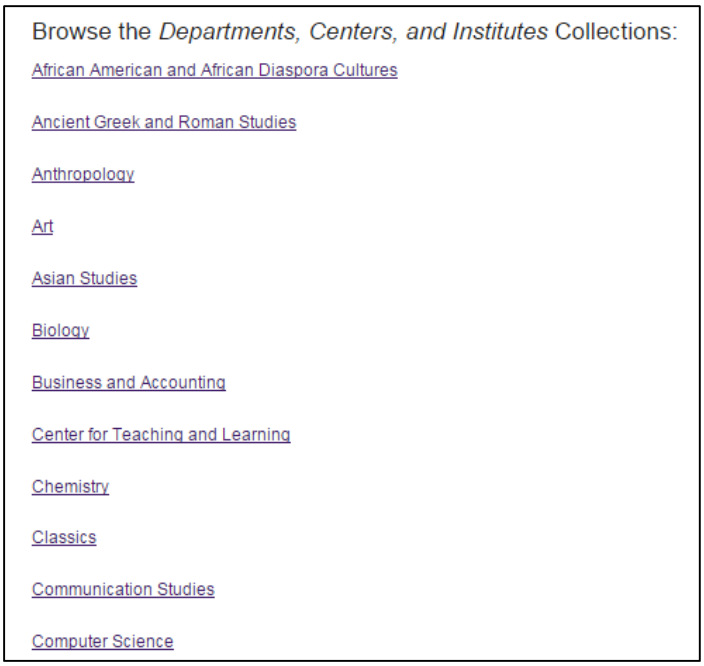
Uploading a Submission to FUSE from a Department Collection

1. Go to FUSE: http://scholarexchange.furman.edu/

2. Click “Departments, Centers, and Institutes” from the *Browse Research and Scholarship* area or “Departments” from the left sidebar.



3. Select the home Department, Center, or Institute for the work. If you do not see your Department, Center, or Institute listed, please contact the FUSE Administrators at scholarexchange@furman.edu



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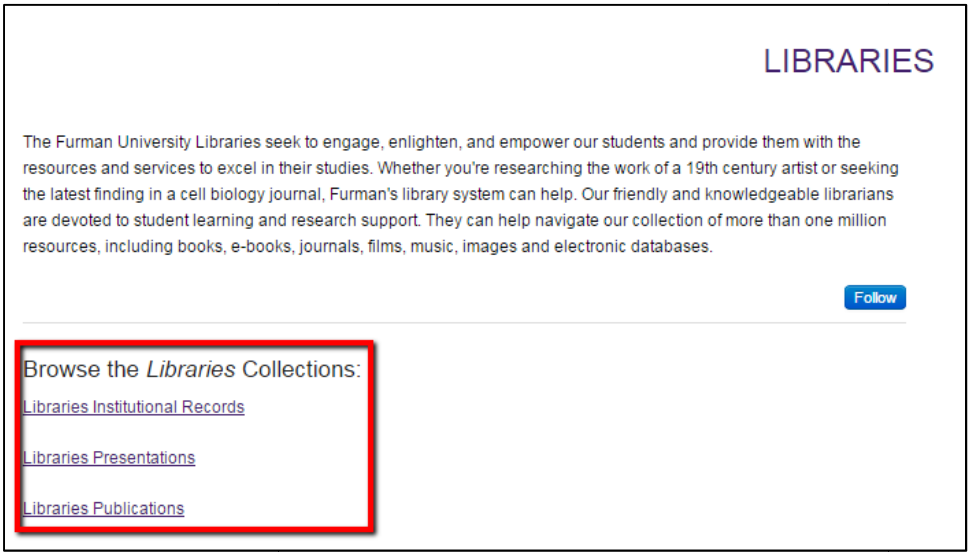
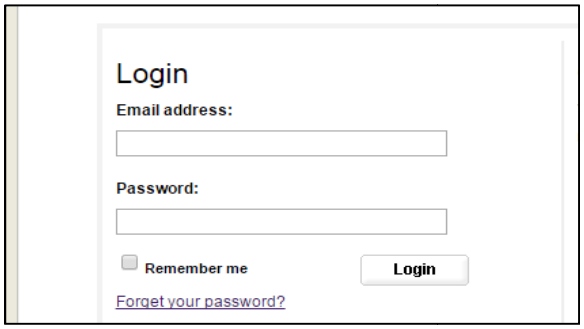
4. Select the most appropriate Collection for the work. If you do not see an appropriate Collection or if you are unsure which Collection to select, please contact the FUSE Administrators at scholarexchange@furman.edu



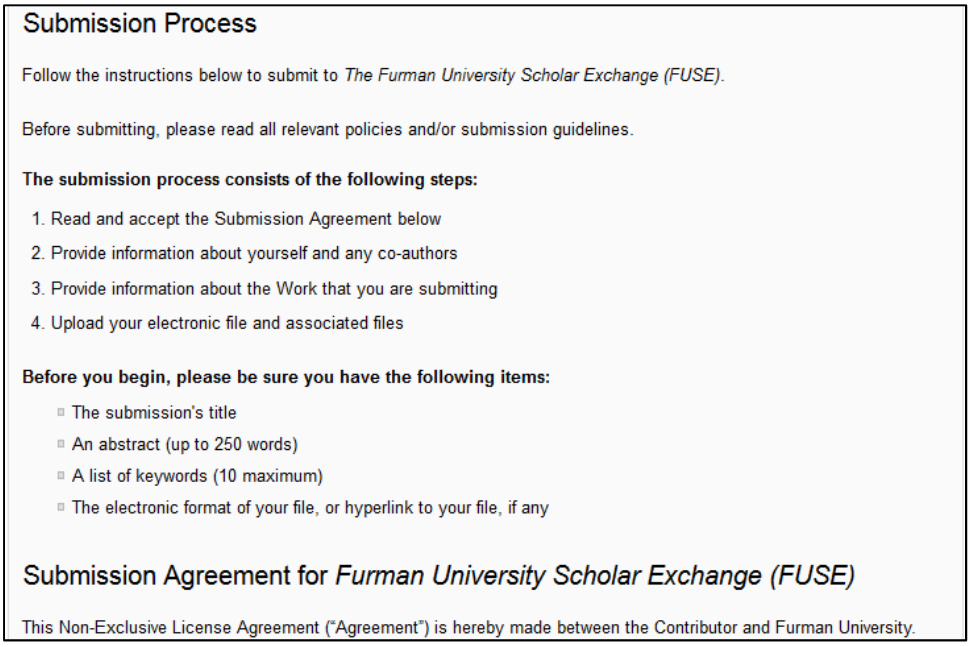
5. Click the "Submit Research" link in the left sidebar.

6. Log in using your user name and password.



Uploading a Submission to FUSE from a Department Collection

7. You will see a page outlining the "Submission Process" and listing the "Submission Agreement." Please read it. If you agree with the Submission Guidelines, check the box at the bottom.



Submission Process

Follow the instructions below to submit to *The Furman University Scholar Exchange (FUSE)*.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and any co-authors
3. Provide information about the Work that you are submitting
4. Upload your electronic file and associated files

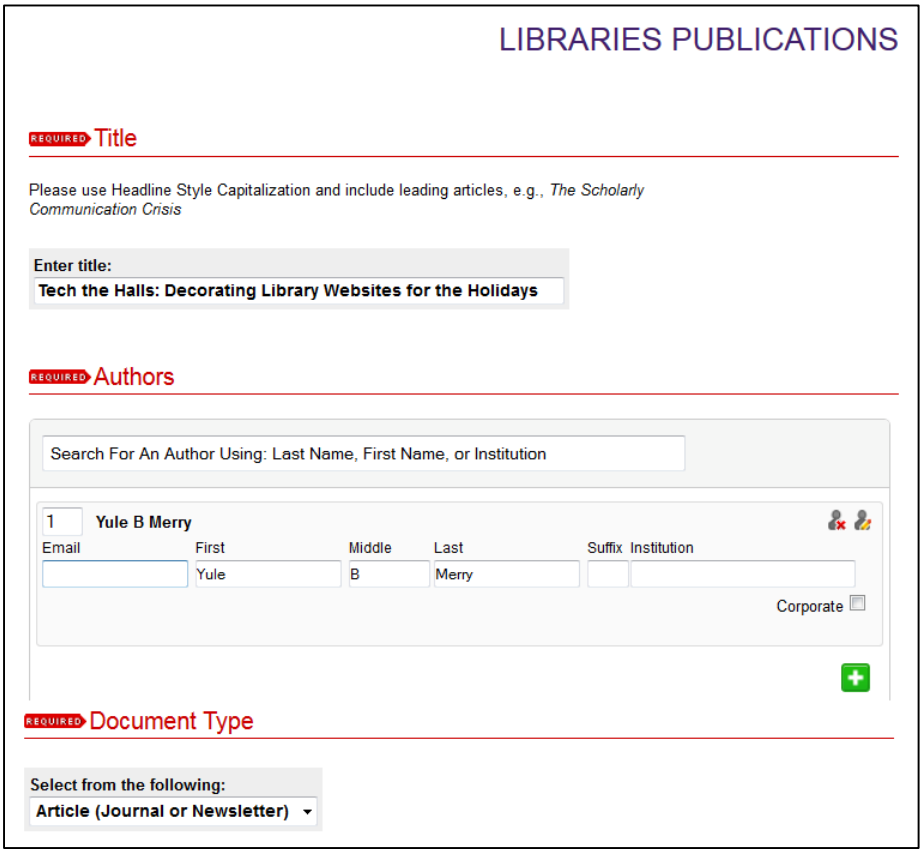
Before you begin, please be sure you have the following items:

- The submission's title
- An abstract (up to 250 words)
- A list of keywords (10 maximum)
- The electronic format of your file, or hyperlink to your file, if any

Submission Agreement for *Furman University Scholar Exchange (FUSE)*

This Non-Exclusive License Agreement ("Agreement") is hereby made between the Contributor and Furman University.

8. Fill out the Submission Form with information about your submission's title, author(s), abstract, etc.



LIBRARIES PUBLICATIONS

REQUIRED Title

Please use Headline Style Capitalization and include leading articles, e.g., *The Scholarly Communication Crisis*

Enter title:

Tech the Halls: Decorating Library Websites for the Holidays

REQUIRED Authors

Search For An Author Using: Last Name, First Name, or Institution

1 Yule B Merry

Email	First	Middle	Last	Suffix	Institution
	Yule	B	Merry		

Corporate

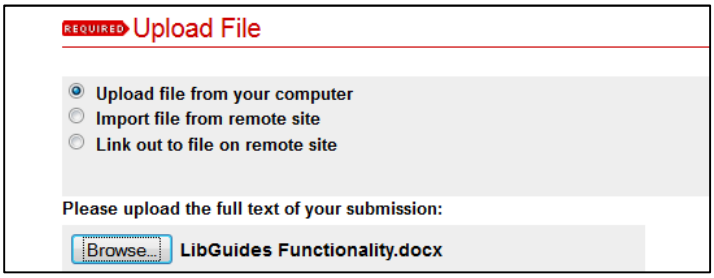
REQUIRED Document Type

Select from the following:

Article (Journal or Newsletter)

Uploading a Submission to FUSE from a Department Collection

9. At the bottom of the Submission Form, you will provide full-text access to your submission. You can do this by uploading a file from your computer or linking out to a free, fully accessible, full-text version online.



10. Click the "Submit" button at the bottom of the Submission Form. You will see a confirmation screen and will receive a confirmation e-mail indicating that your upload was successful. The e-mail will also provide you with a link to edit the submission, if needed.

11. The FUSE Administrators will review your submission within 3 business days and will either post it online or contact you with questions.