

BCC Library CUNY Academic Works Procedures¹

Bronx Community College (BCC) Library has created the following procedural document pertaining to various aspects of submission to *CUNY Academic Works*. Please contact [CUNY's Scholarly Communications Librarian](#) if you have questions about [CUNY Academic Works policies](#).

WHO can join?

Any BCC faculty, researcher, department, research unit, lab, center, or institute is eligible to join. Hereafter, any of these is referred to as the "unit" in this document.

WHAT can be included?

CUNY Academic Works is intended primarily as a repository for previously-published work, and not as an independent publishing platform for new research articles. However, *CUNY Academic Works* does offer departments or units the ability to publish and disseminate their existing working articles, paper series, journal articles, posters, or theses.

Supported materials types

Authors/units may submit works for which they are the sole rights holders, or for which they have obtained permission to submit from all co-authors. The repository accepts a wide range of digital materials, including text, images, video, and audio files. Possible kinds of content include, but are not limited to the following:

- Journal articles
- Working papers
- Conference papers
- Datasets
- Images

Personal works not published elsewhere and/or not published under the auspices of a BCC unit, center, or department are not appropriate for the repository.

Supported Formats

¹ These procedures have been adapted from the Georgetown University's *DigitalGeorgetown* Lauinger Library Institutional Repository Policies (2015, August 21). Retrieved from <http://www.library.georgetown.edu/ir/policies>

CUNY Academic Works supports various formats such as .pdf, .mp3, .mp4, .jpeg. We recommend that you submit your documents in one of the above mentioned access-level-formats or contact [CUNY's Scholarly Communications Librarian](#) to convert from your current format to the access-level format.

HOW can you participate?

Individuals:

Please use the online [submission form](#) to upload your files. If you do not have an account with Academic Works, please select the “Sign Up” button on the right to create your account. During the submission process, you will be asked to review our license, and indicate your consent to its terms.

Departments, centers, units:

Departments should contact the Archivist Prof. Cynthia Tobar at cynthia.tobar@bcc.cuny.edu who will be authorized to manage submissions.

For publications at the department/unit level — such as working paper series — the department is responsible for establishing editorial guidelines, and for ensuring compliance with existing policies.

The Archivist will act as a conduit for information, and disseminates to the department's authors all relevant documents, or communications regarding the procedures and policies for the repository.