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*Scholarship, Publication, and Preservation*

Pepperdine University Libraries

Content Submission Policies and Guidelines

**Introduction**

Pepperdine Digital Commons, a service of Pepperdine University Libraries, is a digital repository and publication platform designed to collect, preserve, and make accessible the scholarly output of Pepperdine faculty, students, staff, and affiliates. This document outlines policies and guidelines regarding the submission of content to Pepperdine Digital Commons, including submission criteria, author and user rights, and procedures for removing posted content.

**Submission Criteria**

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- 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
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  o Honors projects, senior theses, and other distinguished student work
  o Datasets
  o Institutional or organizational newsletters, reports, and related materials
  o Image collections or audiovisual materials, either primary or supplementary

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