

# **Pepperdine Digital Commons**

## *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**

To best represent the spectrum of Pepperdine University's scholarly communications, Pepperdine Digital Commons maintains an inclusive collection policy based on the principle of open access, which emphasizes broad electronic dissemination of scholarly works. Members of the Pepperdine community interested in submitting materials should review the policies and guidelines below prior to submission. Please contact the Digital Collections Coordinator for questions or clarifications. Appropriate content may be added following the guidelines below:

- The work must be original, produced and submitted, or sponsored by a faculty, staff, student, organization or department of Pepperdine University
- The work must be creative, scholarly in nature, research oriented, or of institutional significance
- 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 Digital Commons
- The author or representative of the organization or department must sign a permission form prior to material being uploaded to the repository, granting Pepperdine University the right to distribute and preserve the material via Pepperdine Digital Commons
- 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 Pepperdine authors, are affiliated closely with the university, or are submitting via a Pepperdine-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:

- Journals produced by the Pepperdine community
- Published articles or preprints when copyright and/or license allow
- Books or book chapters when copyright and/or license allow
- Working papers, conference papers, and technical reports
- Honors projects, senior theses, and other distinguished student work
- Datasets
- Institutional or organizational newsletters, reports, and related materials
- Image collections or audiovisual materials, either primary or supplementary

Please note that the following content is **not** permitted for submission/publication to Pepperdine Digital Commons:

- FERPA-protected information, including student email addresses
- HIPAA-regulated information (protected health information), including any information related to the past, present or future physical or mental health of an individual, except only if the individual has authorized release of his or her information in writing, and such release is in the hands of the publisher
- Content barred by law or regulation from publication
- Intellectual property for which the submitter does not have permission to submit and distribute
- Non-public personally identifiable financial or contact information of any kind, including, but not limited to, social security numbers, credit/debit card numbers, account numbers, account balances, and private residential addresses, except only where such records preexist as legitimate publicly accessible records outside the university
- Photographic depictions of individuals in areas where a reasonable expectation of privacy exists, except only if all individuals depicted have given written consent to publication of their image
- Records protected by state privacy laws. Please note that privacy laws vary by state, and protect their residents even when they are out of state

### **Author Rights**

- The author retains the copyright for all works submitted
- The author is free to reuse the content, but it is his or her responsibility to check the terms of the publication agreement if a document published in Digital Commons is published elsewhere
- Authors may update and add to existing works
- Click this link for Pepperdine University's Copyright and Patent Policy:  
<http://www.pepperdine.edu/provost/content/CopyrightPatent.pdf>

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Pepperdine Digital Commons is a permanent repository. Once deposited, an item will not be withdrawn unless removal is legally required. However, under some circumstances a work may be removed from view:

- Authors or affected parties may request that works be removed for reasons of factual inaccuracy, plagiarism, or potential copyright infringement
- No materials will be removed without an attempt to reach the author
- If a work is removed, a citation including original metadata will always remain, with a note regarding the removal, e.g. “removed at request of author,” or “removed at the discretion of ...,” or “removed by legal order”

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