

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

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- The work must be original, produced and submitted, or sponsored by a faculty, staff, student, organization or department of Pepperdine University
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- 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

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- 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

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- Content barred by law or regulation from publication
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