

Instructions for Using the Online Submission System

>>BETA<<

Getting Started

To submit documents to ERIC, you must be a registered My ERIC user. Anyone can register. To login or register, go to the ERIC Web site: <http://www.eric.ed.gov/myeric>. Before initiating your submission you will need to assemble the following to complete the process:

- Materials in one of the approved formats (.pdf, .txt, .doc, or .rtf).
- Optional files (e.g., PowerPoint slides) – acceptable only as addenda to the complete text of your paper or report and must be included with the primary document.
- Abstract [narrative or structured – see Step 3]

Note: If you have a large single file, you may use WinZip (.zip) or Stuffit (.sfx) to create a smaller file for submission. If you are submitting multiple files you must use WinZip (.zip) or Stuffit (.sfx) to create one file for submission.

Step 1: Sign Individual Authorization Agreement

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Step 1 of 3: Sign Individual Authorization Agreement

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Step 2: Attach Your Files

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Step 2 of 3: Attach Your File

Note: Be sure your file -

- States the title, author name(s), and document date on the first page
- Is not password-protected
- Contains a complete English translation, if the original document is written in a language other than English
- Does not contain personal information relating to research participants, including: names, social security numbers, addresses, etc.
- Is the final, edited version

Use the "Browse..." button to find the file you wish to submit.

File to submit:

Acceptable file formats:

- Portable Document Format (.pdf)
- Text (.txt)
- MS Word (.doc)
- Rich Text Format (.rtf)
- PowerPoint (.ppt) - PowerPoint slides can only be submitted as a supporting file. You cannot submit a PowerPoint presentation as your only file.

If you have multiple files or your file is very large:

- You may use WinZip (.zip) or Stuffit (.sfx) to create one file for submission

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Step 3: Provide Submission Details

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* indicates required field

File uploaded:

* **Title:**

* **Author(s):** First Name: Middle: Last Name:

* **Abstract:** (Select an Abstract type and fill in the appropriate information.)
 Narrative Abstract (using a paragraph style)
 Structured Abstract (using predefined headings)

Note: You may submit immediately or save the file for later submission. After you submit your documents you will receive an email confirmation of receipt. You may check the My ERIC area on the ERIC Web site for updates on the status of your submissions.

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