

## How Does Online Submission Work?

You'll find step-by-step assistance to guide you through submitting a document at [www.eric.ed.gov/submit](http://www.eric.ed.gov/submit) on the ERIC Web site. In brief, you'll learn how to

- Set up a free personalized My ERIC account.
- Complete an online agreement that gives ERIC permission to display your work while you retain copyright.
- Upload an electronic copy of your final paper or report.
- Provide key document details, including your name, title, publication date, an abstract, and conference details, if applicable.

### *A Special Note for ED Grantees and Contractors*

*The U.S. Department of Education requires grant and contract recipients with awards starting FY2012 onward to submit the final manuscript of peer-reviewed journal articles within 12 months of journal publication. See <http://ies.ed.gov/funding/researchaccess.asp> for more information. Be sure your document includes details, such as the grant or contract number and program title, when you submit materials to ERIC.*



## The ERIC Mission

To provide a comprehensive, easy-to-use, searchable Internet-based bibliographic and full-text database of education research and information for educators, researchers, and the general public.

### ERIC Project

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ERIC is sponsored by the Institute of Education Sciences (IES) of the U.S. Department of Education.

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## Submitting Papers and Reports to ERIC

### A Guide for Individuals Using the Online Submission System

*Join thousands within the education community who have made it a priority to share their work through the ERIC Digital Library.*

[www.eric.ed.gov](http://www.eric.ed.gov)

ERIC indexes and displays individual works as well as literature from journal publishers, book publishers, and education-related organizations. Join the thousands of researchers and other education professionals who submit their work to the ERIC Digital Library.

## Why Share Your Work Through ERIC?

For more than 45 years, individuals in the education community have committed to making their work available through ERIC to serve a global audience focused on improving education practice. Contributing to ERIC costs nothing and offers many benefits:

- **High visibility** – ERIC is searched more than 13 million times per month through Internet search engines, the public Web site at [www.eric.ed.gov](http://www.eric.ed.gov), and commercial database vendors. If your work is added to the ERIC Digital Library, it will be seen by individuals searching for education-related materials through such means as Google, EBSCO, ProQuest, and various state and local education networks that provide access to ERIC.
- **Professional contribution** – You will join thousands of researchers and educators who have made it a priority to share their work through ERIC. The U.S. Department of Education requires recipients of grants awarded FY2012 forward to submit final manuscripts of articles in peer-reviewed journals; prior awardees are encouraged to submit materials, but are not required to submit final manuscripts.
- **Ongoing availability** – If your work is in ERIC, you don't need to worry about updating your Web site or handling requests for reprints—your work will remain available as full text in PDF format with no further effort on your part.

- **Innovative showcasing** – The ERIC Digital Library includes many features to support scholarship and communication, including extensive online support, RSS feeds, search sharing, and citation management.
- **Retained copyright** – Materials in ERIC continue to be your property. Because you do not transfer copyright to ERIC, you are free to seek publication in journals and other avenues.

## What Materials Are in ERIC?

ERIC includes more than 1.4 million bibliographic records of journal articles and other education-related materials, and provides links to full text when available. You can view the lists of journals and education-related organizations with materials indexed in ERIC at [www.eric.ed.gov](http://www.eric.ed.gov).

Within the ERIC collection, you will find records for:

- journal articles
- books
- research syntheses
- conference papers
- technical reports
- policy papers
- dissertations and theses
- other education-related materials

About two-thirds of the ERIC Document (ED) records include direct access to full text. While the figure is lower for ERIC Journal (EJ) records, ERIC users may have access to additional full text through e-journal subscriptions purchased by their institutions. All documents provided by individual contributors are available as full-text PDF files.

## How Is Work Selected for ERIC?

ERIC considers submissions that are directly related to education, are written in English, and meet the following quality criteria:

- Completeness
- Integrity
- Objectivity
- Substantive merit
- Utility/importance

(See [www.eric.ed.gov](http://www.eric.ed.gov) for the ERIC Selection Policy.)

When the selection process is complete, ERIC provides email notification to the submitting author about whether the document has been accepted and updates the submission status in the author's online account.

### ERIC Selection vs. Peer Review

While ERIC evaluates submissions for compliance with the selection policy, this review is *not* the same as an academic peer-review process.

Once selected, ERIC assigns an unique ERIC accession number, adds the record to the collection, and provides free online access to the full text of the document.

### Does Inclusion in ERIC Count for Tenure?

ERIC is not a publisher; however, having a document indexed in ERIC indicates that the author has created a substantive education-related document. Many authors choose to list ERIC citations on a vitae for consideration by tenure boards.