



Instructions for Using the Online Submission System

Getting Started

To submit documents to ERIC, you must be a registered My ERIC user. Anyone can register -- go to the ERIC Web site, <http://www.eric.ed.gov/myeric>, and create a username and password.

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). On the first page, be sure to include:
 - Document title
 - Author name(s) - institutional affiliation is appreciated but not required
 - Publication date (i.e., date of creation or completion, not of submission to ERIC)
 - Grant or contract number - if the document was funded by, or produced on behalf of, the U.S. Department of Education
 - If applicable – conference details (title of meeting, sponsoring organization, date, place)
- 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; use clear and distinct file names indicating the correct order in which the files should be assembled.

Step 1: Sign Individual Authorization Agreement

The Education Resources Information Center (ERIC) database is a digital library providing educators, researchers, and the general public with access to education literature and resources. As provided for by section 172(d)(2)(B)(ii) of the Education Sciences Reform Act of 2002 and implemented by the Institute of Education Sciences (IES), the ERIC database of published and unpublished education materials will be enhanced through the addition of free full-text documents and by providing electronic links to commercial sources.

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To verify the authenticity of your submission, please type in the security code shown in the image below. Enter each word separated by a space. If you prefer an audio alternative, click the sound icon. This step helps prevent unauthorized use by automated programs. The security code is NOT case-sensitive.

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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 (.sfk) to create one file for submission

Step 3: Provide Submission Details

Add New Materials

Step 3 of 3: Provide Submission Details

Enter the following information about this material. The document title, author name(s), publication year, and publication date (if applicable) that you enter must be identical to the information provided in your document as it appears on the title or cover page. Please note: "Publication Year" is the year that the document was completed. "Publication Date" is the month and day that the document was completed. (Typically, this is NOT the same as the year, month, and day that you submit the document to ERIC.)

* indicates required field

File Uploaded: [changes in the eric record.pdf](#)

***Document 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)

[View Narrative Abstract Guidelines and Sample](#)

[View Structured Abstract Guidelines and Sample](#)

(must be between 150-400 words)

Grantees and Contractors: Yes No

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 View My Submissions within My ERIC for updates on the status of your submissions.

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