

CONCORDIA COLLEGE

Institutional Repository for Undergraduate Research

Purpose

The goal of the institutional repository for undergraduate research is to gather, disseminate, and preserve examples of exemplary research of Concordia College students. In so doing, the repository accomplishes three important objectives:

- provides an elite outlet for students to strive for academic excellence and publication;
- serves as a historical snapshot of student academic life and output;
- demonstrates the quality of Concordia academics thereby serving as a recruitment tool for student, faculty, and staff prospects.

Collection Scope & Guidelines

Contributors

Many individuals may contribute to an institutional repository including faculty members, students, staff members, and individuals outside of an academic institution. Because Concordia College's institutional repository is in its initial stages, contributions from students will be the only content actively solicited. Research created for the following projects will be the focus of the repository:

- Conference papers & presentations
- Research grants & awards
- Centennial Scholars
- Student Lecture Series
- Departmental honors papers
- Sustainability Lecture Series
- Library Exemplary Research Award (only recipients of the award)
- Inquiry Seminar papers (only recipients of the award)

Content types

Current capacity of the repository limits the type of content that will be accepted. All content must be academic papers that have been vetted by faculty either in a departmental program or through participation in a campus-wide scholarship activity (such as Centennial Scholars). All papers must be accompanied by a basic description including title, author, date, and abstract, which will be requested on the submission form.

File formats

Submissions must be in a .doc/.docx file format unless arrangements have been made **prior** to submission.

Versions

Only the final version of papers will be accepted. All papers must be proofed and edited for grammar, spelling, and proper citation format.

Withdrawal & retention

The Concordia College institutional repository reserves the right to make content available in perpetuity. Content will not be withdrawn from the repository unless legal concerns, such as copyright, libelous content, or privacy issues, arise.

Preservation

One of the primary goals of institutional repositories is the long-term preservation of content. Submitting material to a repository guarantees that the material will be backed up and migrated, which is not the case for materials housed on individual computers or web pages.

Submissions

Every contributor is expected to complete and sign a submission form. This process delineates the responsibilities and rights of both Concordia College and contributors to the repository. Submissions will only be accepted through this process and only if contributors adhere to the guidelines established by the repository. Submissions will be accepted on a continual basis during the academic year but must be received by June 1 following the academic year in which the paper was produced.

Use of Content

The material in Concordia College's institutional repository may be viewed, printed, and downloaded for personal use. Users are responsible for providing proper attribution and citation. All other uses of content must be approved by the repository's staff.

Because the goal of an institutional repository is to provide open access to quality research, access to materials will not be restricted. Access will only be restricted if demanded by a publisher or to protect the future publication or patent registration of content.