

# CONCORDIA COLLEGE

## Submission Information

Thank you for your interest in submitting your work to Concordia College's institutional repository. The following guidelines delineate the rights and responsibilities of both contributors and Concordia College.

### Submission Process

#### *Submission form*

Submissions will only be accepted when accompanied by a completed submission form. Both a print and electronic copy of this form must be submitted before your work will be uploaded into the repository. Please send an electronic copy of the form with your file to Lisa Sjoberg (sjoberg@cord.edu); this information will be used to catalog and index your paper. Please send a signed paper copy to Lisa Sjoberg, Carl B. Ylvisaker Library for record-keeping purposes.

#### *Document files*

Files must be in .doc/.docx format. If a submission is not in a .doc/.docx file or if placing the information in this file type would hinder accessibility or readability, please contact Lisa Sjoberg (sjoberg@cord.edu or 218.299.3180) to discuss alternative formats **prior** to submission. Please submit all files electronically to sjoberg@cord.edu.

All submissions must be the final draft of the paper and adhere to proper citation format. Submissions will NOT be copy edited for grammar, spelling, format, or content.

#### *Deadlines*

All forms and document files must be received by June 1.

### Copyright

Contributors must ensure that they do not violate the copyright of any individual in the posting of this content to Concordia College's institutional repository and that they hold the copyright for the paper being submitted. Contributors are responsible for copyright research, including understanding the implications of placing an item in an institutional repository that may be submitted for future publication.

### Format & Duration

Concordia College's institutional repository reserves the non-exclusive right to distribute submissions in electronic format in perpetuity. Content will not be withdrawn from the repository unless legal concerns, such as copyright, libelous content, or privacy issues, arise. Submitting materials to the repository gives Concordia College's institutional repository the right to migrate and preserve content.

### **Use of Content**

The goal of an institutional repository is to provide access to high-quality scholarship. As such, Concordia College's institutional repository provides unrestricted access to its content. The material in this 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. Access will only be restricted if demanded by a publisher or to protect the future publication or patent registration of content.