

# Online Research Commons Submission Guide

## ATU Scholars Symposium

**Submission must be uploaded to the Online Research Commons by March 30<sup>th</sup>!**

If you experience problems uploading that are not covered by this guide, email Charity Park at [cpark@atu.edu](mailto:cpark@atu.edu).

This guide was created for all symposium participants. If you have multiple presenters, only upload **one** presentation for the group.

If you are participating in the Symposium **virtually**, you must create a video or screencast that is ten minutes or less in length. It should be saved as an .mp4 file. Any software can be used, but Kaltura is supported by ATU. See the [Creating and Downloading a Video Presentation with Kaltura](#) guide. For more assistance with Kaltura, contact the ATU Office of Information Systems.

1. Go to this webpage: <https://orc.library.atu.edu/>
2. Click on “My Account” in the top menu.

The screenshot shows the ATU Online Research Commons website. The header includes the ATU logo and 'Ross Pendergraft Library & Technology Center'. The main title is 'Online Research Commons'. A navigation menu at the top has 'Home', 'About', 'FAQ', and 'My Account', with a blue arrow pointing to 'My Account'. The left sidebar contains sections for 'Browse' (Collections, Disciplines, Authors), 'Links' (Ross Pendergraft Library & Technology Center), 'Search' (with a search box and 'Advanced Search' link), and 'Author Corner'. The main content area features a profile for 'THE DR. TIM SMITH PIANO SOUND RECORDINGS' with a photo of Dr. Tim Smith. Below this is an 'Explore' section with a 'Follow' button and four categories: Faculty Scholarship, Faculty Books, Student Scholarship, and Theses and Dissertations.

3. Create an account by clicking the “Sign up” button.

The screenshot shows the top navigation bar of the Online Research Commons website. The header includes the ATU logo (Arkansas Tech University) and the text "Ross Pendergraft Library & Technology Center" and "Online Research Commons". Below the header is a navigation menu with links for "Home", "About", "FAQ", and "My Account".

The main content area is divided into several sections:

- Browse:** Collections, Disciplines, Authors
- Links:** Ross Pendergraft Library & Technology Center
- Search:** Enter search terms: [input field] [Search button], in this repository [dropdown menu], Advanced Search, Notify me via email or [RSS](#)
- Author Corner:** Author FAQ, Submit Research

The central focus is the "LOGIN" and "CREATE NEW ACCOUNT" section. The "LOGIN" form includes fields for "Email address:" and "Password:", a "Remember me" checkbox, a "Login" button, and a "Forgot your password?" link. Below the login form is a note: "New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password." The "CREATE NEW ACCOUNT" section includes the text "You will need to create an account to complete your request. It's fast and free." and a "Sign up" button. A blue arrow points to the "Sign up" button, and a black arrow points to the "Sign up" button from the right side of the page.

- a. Use your ATU email.
  - b. Create a unique password (Not your ATU account password).
4. You will receive a verification link through your email.
    - a. Check your ATU Email.
    - b. Click on that link and then log in to your account.
  5. Go to this webpage: [https://orc.library.atu.edu/atu\\_rs/2026/](https://orc.library.atu.edu/atu_rs/2026/)

6. Click on the “Submit Research” button on the left side menu (under “Author Corner”).

Home > Student Research > ATU\_RS > 2025

**Browse**

- Collections
- Disciplines
- Authors

**Links**

Ross Pendergraft Library & Technology Center

**Search**

Enter search terms:

**In this collection** ▼

Advanced Search  
Notify me via email or [RSS](#)

**Author Corner**

- Author FAQ
- [Submit Research](#)

**Links**

ATU Research Symposium Information

**3RD ANNUAL ATU RESEARCH SYMPOSIUM**

The third annual ATU research symposium provides students with the opportunity to practice presentation skills on research topics or information salient to their chosen fields. This year's symposium will consist of a mixture of in-person and online presentations and will take place on April 29th, 2025.

[RSS](#)

ATU Research Symposium Information

7. A Submission Agreement will pop up on your screen. Read the entire agreement, check the box below to acknowledge that you understand and agree to the terms, and click on the “Continue” button.
8. Enter the title of your submission. Please use Headline Capitalization, meaning you capitalize the first letter of most words, except for (if, and, to, for, a, the) if they are not the first word of the title. It must be the same title listed on your poster or presentation.

**REQUIRED** Submission Title

Enter Title of Submission

9. Under Presenter Information, enter the information for each presenter in the order listed on the poster or presentation. For each presenter, enter their ATU email address, first and last name, and “Arkansas Tech University” as the institution. Middle names or initials are optional.

**REQUIRED** Presenter Information

- a. Faculty should not be listed as an author. There is a separate “Faculty Advisor” field for them.
- b. If you have co-authors or presenters, click the green “+” button to add their information.
- c. If you need to change the order of the authors, change the number in

10. Enter your T Number.

T Number \_\_\_\_\_

Please enter your T number here:

11. Enter the type of project you are submitting from the dropdown menu. Your choices are Graduate, Honors, or Undergraduate.

Program Type \_\_\_\_\_

None ▼

12. Enter the name of your Faculty Advisor. Use their full name and title (i.e., Dr., Mr., Ms.).

Faculty Advisor \_\_\_\_\_

13. Enter the Document Type from the dropdown menu.

Document Type \_\_\_\_\_

14. Choose either Online or Face-to-Face for your event location.

**REQUIRED** Location \_\_\_\_\_  
Event Location  
 Online  
 Face-to-face

15. Choose which Discipline(s) your presentation falls under by expanding the options by clicking on the “+” button next to your field. Double-click on your chosen discipline to select it. It will appear in the “Selected” field. If you do not see a sub-discipline that fits, select your general discipline.

**Disciplines** \_\_\_\_\_  
Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<input type="checkbox"/> Architecture		
<input type="checkbox"/> Arts and Humanities		
<input type="checkbox"/> Business		
<input type="checkbox"/> Education		
<input type="checkbox"/> Engineering		
<input type="checkbox"/> Law		
<input type="checkbox"/> Life Sciences		
<input type="checkbox"/> Medicine and Health Sciences		
<input type="checkbox"/> Physical Sciences and Mathematics		
<input type="checkbox"/> Social and Behavioral Sciences		
	Select »	
	« Remove	

16. Under Abstract, copy and paste your presentation abstract into the form.

Abstract

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Learn how the abstract can [improve the discovery of your document](#) in Google and Google Scholar.

Submission Abstract:

**B** *I* | | | | | | | | | | HTML

| | | | | | | HTML

17. Leave the Comments fields blank.

18. Under Full Text of Presentation, Check “Upload file from your computer.”

**REQUIRED** Full Text of Presentation

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Select a method to upload the primary submission file:

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site

- a. Rename your presentation file with the following naming convention:
  - i. LastName\_Presentation Title (first few words)\_Date
  - ii. Example: Smith\_Environmental Factors Affecting\_04182024
- b. Presentations and posters must be uploaded as either .mp4 or .pdf files.
- c. If you have an online presentation, upload the .mp4 file. If you have an additional poster .pdf file, add it under additional files.

19. Check the box if you have an additional file to add. You will be prompted to upload the files after you submit the form.

### Additional Files

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Please check this if you'd like to add additional files

- a. Make sure you check the box under “Show” for each file.
- 
20. Click the “Submit” button.
    - a. It may take a few minutes to submit, so only click the button once

**SUCCESS!**