

Online Research Commons Submission Guide

ATU Scholars Symposium

Submission must be uploaded to the Online Research Commons by March 30th!

If you experience problems uploading that are not covered by this guide, email Charity Park at 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 at <https://www.atu.edu/orgs/gradcollege/symposium.php>. 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 features the ATU logo, the text "Ross Pendergraft Library & Technology Center", and the main title "Online Research Commons". A navigation menu at the top includes "Home", "About", "FAQ", and "My Account", with a blue arrow pointing to "My Account". The main content area is divided into several sections: a "Browse" sidebar with links for "Collections", "Disciplines", and "Authors"; a "Links" section for the "Ross Pendergraft Library & Technology Center"; a search box with the text "Enter search terms:", a search button, and a dropdown menu for "in this repository"; and an "Author Corner" section. The main content area displays a profile for "THE DR. TIM SMITH PIANO SOUND RECORDINGS" with a portrait photo. 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 Arkansas Tech University logo and the Ross Pendergraft Library & Technology Center name. The main title is "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] 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 sign-up area:

- LOGIN:** Email address: [input field], Password: [input field], I'm not a robot (reCAPTCHA), Remember me, [Login button], [Forget your password?](#)
- CREATE NEW ACCOUNT:** You will need to create an account to complete your request. It's fast and free. [Sign up button]

A blue arrow points from the "Sign up" button to a black arrow pointing right, indicating the next step in the process.

- 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/aturs/2026/>

- 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

ATU ARKANSAS TECH UNIVERSITY

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

- 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.
- 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		
	<input type="button" value="Select »"/>	
	<input type="button" value="« Remove"/>	

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

Abstract

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

Submission Abstract:

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

| | |

17. Leave the Comments fields blank.

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

REQUIRED Full Text of Presentation

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

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!