Globethics.net Library

How do I Submit a Document in the Globethics.net Library?

1. Register as a Globethics.net participant, click here. This allows you the creation of your user profile, and free access to the library content, network and services. [Alternatively, if you are already a registered participant, go to 2.]

2. Sign in with your username and password (top of the screen on the right)
If you forgot your password, click: http://www.globethics.net/-/library-tip-how-to-reset-your-password

3. Follow the link http://www.globethics.net/library/submit-my-document and click: "Submit your document"

4. Select the relevant type of document and click on the button "next"

5. Browse your computer to find your document's file (as PDF)
NB: the file has to have a name without accents or special characters, without space and maximum 25 characters long, as for example: ethique_religieuse_chine.pdf

6. Once your file appears in the field "new document", click on the button "upload"

7. Instead of 5-6 you can also provide an external link (URL). If possible please upload the document since it reduces the risk of losing the full-text (URL addresses are usually not stable).

8. Choose the right statement about license:

- I am entitled to upload the document with permission of the license/copyright holder.

- There is no third party license/copyright. I submit the document under the open Creative Commons license.

9. Choose the relevant subject that your document is dealing with in the provided list and click "next"

10. Fill in the mandatory (*) fields of the metadata. Click on "save".

11. You get an email alert for each submitted document with a permalink to your submission that you can share in your circles, add to your website, etc. Any submitted document stays listed in your user profile under My submissions

12. Any time you can come back to the document you have submitted and modify and/or replace or delete it if needed: a research paper may be updated until the paper is published as many times needed the permalink will remain unchanged

13. A team of professional reviewers are working, coordinated by Globethics.net Library staff: to ensure top quality control of the submissions via a back end process.

14. You're done. (One submission needs about 10 minutes to be completed.)

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