

Governance Committee Self-Archiving

When the minutes of a meeting of your committee have been finalized they are ready to be uploaded to CUNY Academic Works. MS Word or PDF formats are acceptable; Academic Works will automatically convert Word format uploads into PDF format for public access.



Log into your Academic Works account and click the “My Account” tab in the top menu and find the BCC Governance Archives collection. Click “upload”

For the Title field enter the name of your committee and then the date, a comma, and then the year, in this format:

REQUIRED Title

Please use Headline Style Capitalization e.g., *The*

Enter title:

Maintain consistency in the titles by using only this format; avoid other forms of titling the submission;

~~ABC Committee January 3rd 2020~~

~~ABC Committee 1/3/20~~

~~ABC Committee – January 3, 2020~~

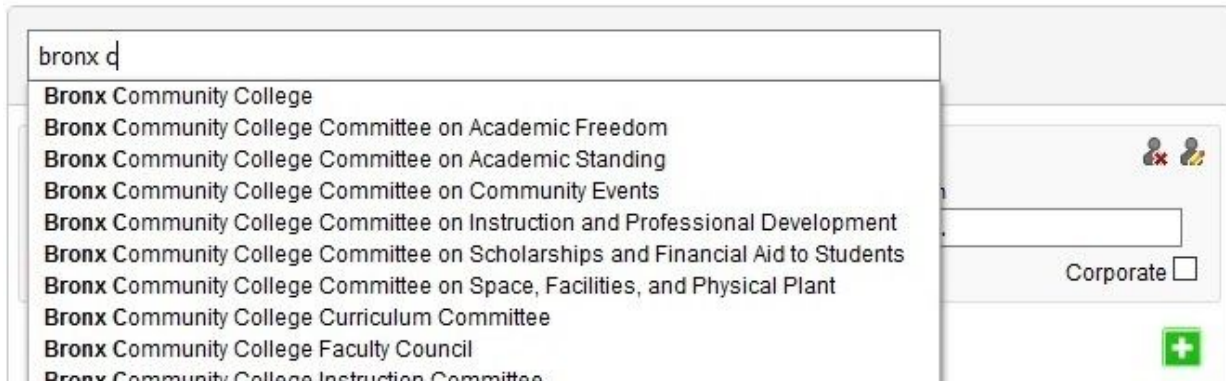
~~ABC Committee, January 3, 2020~~

~~ABC Committee 3 January (2020) etc.~~

For the Author field enter the name of your committee. Entering just a few letters will bring up an auto-complete list which will include your committee’s name. Select it to save time. This will also automatically check the box denoting a corporate author, which applies to all committee minutes.

REQUIRED AUTHORS

Your name, e-mail address, and affiliation will automatically appear in the author field. Click the green plus-sign to add any additional co-authors.



REQUIRED Document Type

Select from the following:

“Meeting Minutes” is the only available document type for this collection.

REQUIRED Publication Date

Enter the date of the minutes:

Enter your work's publication date. The year is requ

Enter a simple description in this format:
Meeting for the meeting of the (committee name) on (date):

Season	Month	Day	Year
--	January	3	2020

Description

Provide an abstract or description of your work. While not required, an abstract [improves the discoverability](#) of your work in Google and Google Scholar.

Paste or type your description:

Minutes for the meeting of the ABC Committee on January 3, 2020.

Lastly, select the file to be uploaded and click “submit”.

REQUIRED Upload File

Upload the file from your computer or provide a link to the file and Academic Works will import it.

- Upload file from your computer
- Import file from remote site

Please upload the full text of your submission:

ABC Committee Minutes 01-03-20.docx

This may take a while. Please only click once.

After submission, the upload will be reviewed and approved by an administrator and posted to the collection. After the site is updated, the post will be publically visible.

Remember: Existing uploads from your committee can always be used as a model for new uploads to maintain consistency in metadata.