Faculty/Staff Submission Guidelines for Cornerstone

1) All works submitted must be clear of copyright violations and plagiarism, must not violate any laws of the United States, the State of Minnesota or International laws, break any University or MnSCU policies (such as policies defined in the MnSCU Board Procedure 1C.0.1 - Employee Code of Conduct), breach proprietary contracts, invade a person’s privacy, or include materials used solely for commercial or monetary gain.

2) Faculty and staff can submit works that have been approved through individual departments’ processes. Individual departments will be responsible for selection of works and any review.

3) Faculty/staff works must be of a research/scholarly/academic nature such as:
   a. articles from scholarly, professional journals or trade publications
   b. articles published in a professional society’s newsletter
   c. departmental newsletters
   d. department/University produced journals and magazines
   e. grants funded
   f. datasets/data including those required by NSF grants
   g. creative works such as artistic works or musical compositions (audio and scores)
   h. conference posters or presentations (as long as permission has been granted by the conference organization)

4) Examples of works not accepted include:
   a. personal blogs or websites
   b. twitter feeds
   c. personal items posted to social media sites
   d. defamatory/derogatory remarks or comments
   e. unsubstantiated, faulty research, data, or claims

5) Library Services reserves the right to reject works from inclusion that do not meet these criteria.

6) Faculty/staff works must contain full citations if published previously or if the work has been accepted for publication via a third party (i.e. journal publisher or conference organization). The faculty/staff member submitting the work must ensure that no third party’s rights have been violated by submitting the work to Cornerstone.

7) Many publishers have clauses in a publisher’s agreement that do not allow you to post a copy of your article either before it is published (pre-print) or after (post-print) on the web or in an institutional repository. For example, many publishers state that you cannot post the publisher’s version (the actual PDF of the final article as it is published in a journal) in an institutional repository like Cornerstone. Here are some definitions that you should be aware of:
   a. Pre-print means a work before it has been peer reviewed, edited or prepared for publication by a publisher.
b. Post-print means a work in the form accepted for publication in which the author has incorporated into the text the outcome of the peer review.

c. The definitive version is the publisher's version which includes further editorial refinement and preparations made by the publisher for producing a version for publication.

It is therefore recommended that you talk with your publisher to ensure that no agreements are violated. Many publishers’ policies on posting pre or post-prints in an institutional repository like Cornerstone can be found in the SHERPA/RoMEO site at: http://www.sherpa.ac.uk/romeo/. If there are questions about publisher agreements, please talk to Heidi Southworth, Digital Initiatives Librarian.

8) Additionally, you may be able to use an author addendum to add your article to Cornerstone. An author addendum allows you to select which individual rights out of the bundle of copyrights you want to keep, such as distributing copies in the course of teaching and research, posting the article on a personal or institutional Web site or creating derivative works. If more information on the use of an author addendum, contact Heidi Southworth, Digital Initiatives Librarian.

9) Permission for inclusion in Cornerstone must be granted by all parties involved in the creation of a work. For example, if a work was created by a faculty member and a student, the student must give permission to deposit the work in addition to the faculty member. Additionally, for works created by a Minnesota State University, Mankato faculty/staff member and a member(s) of another university/college, the other party(s) must grant permission for submission.

10) Works must be submitted electronically through the Cornerstone submission process in properly formatted files. If a work is not in digital form, contact Heidi Southworth, Digital Initiatives Librarian, for further details.

11) Works must be clearly identified, have the proper file names, and must contain the following information:
   a. Author/Creator’s Full Name (First, Middle, Last)
   b. Co-authors or co-creators Full Names
   c. College
   d. Department
   e. Title of work
   f. Creation Date (YYYY-MM-DD if available or YYYY-MM or YYYY)
   g. Current email address
   h. Full Citation (if previously published)
   i. Keywords/Subjects for the work
   j. Abstract and/or Artist’s Statement
   k. Other descriptive information about the work (ex. if a poster was displayed at a poster session at a conference)
   l. Plagiarism acknowledgement
m. Copyright clearance and proof of permission for use of copyrighted materials in the work that are not covered by Fair Use OR a statement indicating that the copyrighted materials are used under Fair Use. Please include a copy of the Fair Use Checklist found at the MnSCU Fair Use Analysis page = http://www.copyright.mnscu.edu/forms/FAIR%20USE%20ANALYSIS.pdf

n. Creative Commons license selection

o. Embargo/exclusion options

p. Acceptance of license agreement

q. Electronic Signature

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