



How to Deposit An Article in Spectrum

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1. Log in to Spectrum with your Concordia Netname and Netname password. You will be on the “Manage Deposits” page.
2. Click on the “New Item” button.
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 - a. In the metadata section below the Text icon, go to the “Visible to” dropdown menu and select “Repository staff only”.
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 - a. Item has been deposited.
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Your article will not be online immediately. After you deposit, your article will be checked by a Spectrum editor before it is put online.

Thank you for your deposit!

If you need help, please contact Spectrum editors at lib-spectrum@concordia.ca.

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