

Spectrum Checklist

What do I need to deposit an article in Spectrum?

- To log into Spectrum (<https://spectrum.library.concordia.ca/>) you'll need your Concordia NetName (used for logging into MyConcordia portal). If it's your first time using Spectrum, you will need to register.
- Does the publisher allow authors to deposit a copy of the journal article in a repository? Consult SHERPA/RoMEO (<http://www.sherpa.ac.uk/romeo/>), a not-for-profit database devoted to keeping an updated record of publisher policies on self-archiving. Librarians and other library staff responsible for Spectrum are available to follow up with you if further information about a publisher's policies need to be obtained. Let us know if you need help: lib-spectrum@concordia.ca.
- Basic information about the journal article *OR* the DOI of your article, i.e., name of journal, name of article, year, volume, issue, abstract, etc. If you know the DOI (digital object identifier) of your article, the deposit will be quicker
- A version of the article, depending on what the publisher allows (e.g. your peer-reviewed post-print, the Publisher's PDF, etc.)

What if the journal publisher does not appear in SHERPA/RoMEO?

- Contact the publisher directly to ask if they allow authors to deposit in an institutional repository:

We have prepared a sample message that can be sent to a journal publisher.

Feel free to modify for your purposes. It can be found at:

http://spectrum.library.concordia.ca/sample_message_to_publisher.doc.

If you need assistance, contact: lib-spectrum@concordia.ca.

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