

NSGL Publication Distribution Online Transmittal Form Guidelines

(updated July 2011)

Please fill in and submit an online transmittal form < <http://nsgl.gso.uri.edu/ptf.html>> for each new title prior to sending the actual physical hard copies to the NSGL. Once this form is submitted please send two hard copies of every new item to the NSGL, along with the automatically generated summary page. **[Please note that if the document is a thesis/dissertation or is only available electronically, only 2 hard copies of the introductory pages (i.e. title page/abstract, table of contents) or the frontpage (for html or websites) is required.]**

The following instructions and helpful hints were compiled to assist program staff in filling out the NSGL publication online transmittal form and to help streamline the entire process and maintain consistency. Please feel free to contact us with any additional questions.

1. Originating Program:

- Carefully select your program's name from the pop-up menu; if the wrong program is selected, the information will be automatically sent to the wrong directory and requires additional editing.

2. Title:

- Please use the exact title from the title page. All letters should be in lower case except the first letter of the first word in the title and proper nouns.
- For newsletters and magazine-type periodicals, please include the volume/issue number and date in parentheses following the title e.g. (Volume 28, Number 4, February 2009).

3. Author(s):

- Use the exact spelling of the author's name as it appears on the document (only use first initials/nicknames if that is how it appears on the paper).
- When more than one author, keep the names in the order printed on the documents.
- Be sure to check off whether these are editors or if there are additional names besides the three spaces provided.

4. Publication Year:

- Select the publication year from the pop-up menu.

5. Citation:

- If the item is not a journal reprint, book chapter, workshop/conference item (paper, poster, PowerPoint) or newsletter reprint, please skip this section.
- Please do not abbreviate the journal title that the item is reprinted from, unless of course this information was not provided to you.
- If the item is a conference presentation, please be sure to include a citation, along with the dates of the conference and where it was held.

6. Program document identification number:

- This is a unique number assigned by your program; if your program doesn't assign a number, then leave blank.

7. Publication Type:

- Select the publication type that best defines the document. This helps to automatically begin to build the NSGL document number in the database file, however the NSGL reserves the right to make changes in order to maintain consistency within our cataloging system.

8. Project Numbers:

- Separate projects numbers with a semicolon when a publication is associated with 2 or more projects, (ex. R/B-42; R/PT-3); please do not use this space for grant award numbers.

9. Page Numbers:

- This should be the total number of pages (please do not add pp. or pg. after the number).
- This section can also be used to record the length of videos/DVDs (ex. 29 minutes).

10. & 11. Availability/Price info:

- **List only one source where the document is MOST easily accessible from under availability.** Even though journal reprints can usually be obtained from the publisher, this route is sometimes costly or not easily available if your university doesn't subscribe to the journal. Therefore, if your program is not distributing the item, we would suggest checking off the "available on loan from the NSGL" as the easiest source for obtaining the reprint. Our service is free and the patron is allowed to make a photocopy for research purposes under the "fair use" provision of the Copyright Law.

- Check off "online only" **only** if the publication will **never be distributed in print form** at all and there are no hard copies; topical websites are considered online pubs as well.
- Please only indicate "**no charge**" for items that your program **is distributing for free**; avoid selecting this for items that are only available electronically or on loan from NSGL, as this confuses our system.

12. Electronic status:

- In this section you may alert the NSGL to the electronic status of the item and either grant or deny permission to make the item electronically accessible via the NSGL's online search service.
- When at all possible, please submit an electronic version of each document. While we do not make some of them (such as journal reprints) publically accessible due to copyright restrictions, we still electronically archive them. Likewise, even if permission has been denied by a program, the NSGL can still electronically archive, store, and maintain them here.
- PDFs and other electronic files can be submitted directly via the online form or a URL can be provided for html documents; the NSGL will also accept CDs sent via the mail.
- When supplying a URL, please provide the direct link to the actual publication, not a publication page, a doi number, or a newsletter or other index of titles
- **Please do not include a URL to the publisher's electronic version because, although your institution may have access to it, access will be denied to those trying to gain access through institutions that don't subscribe to that particular journal.**
- **If available, please send PDFs of entire thesis or dissertation.** While only the abstract or introductory pages are required for the hard copy of these works in the NSGL system, it is highly desirable to have a PDF of thesis/dissertation that we can link to from the database record.

13. DOI Number:

- **A digital object identifier (DOI)** is a character string used to uniquely identify an electronic document. If one is associated with the document please include it here. Please do not precede the number with any other characters, such as "doi:".

14. Abstract:

- **Add an abstract when at all possible.** This significantly improves the retrievability of the item and makes the document much more accessible. Often times it can easily be cut and pasted from the electronic version. If an abstract is not included in a document, often the first few introductory paragraphs will suffice. You may also wish to list newsletter or periodical article titles here.

- Only 1 space in between sentences is required.
- If you are not supplying a full abstract please do not put anything in this field, such as a DOI number or "See reprint" .

In general, please:

- **do not send the online submittal form until you are ready to send the physical copies.** This will minimize outstanding items from previous months which make them difficult to track.
- **send a copy of the summary page** (the page that is automatically generated after hitting the submit button) with the hard copies of the document. Our system automatically takes the information you provide and puts it into the appropriate format required for each field in our database. This summary is a quick review of the data you've submitted and is not necessarily how it will appear in the database.
- **add only the information you have or are sure of.** If you do not have information to add to a field just leave it blank. Do not add N/A to fields as these letters will actually be added to this field in the database, which we then have to manually delete.
- **do not resubmit an item after an error or mistake is made on the form.** You can just manually add the correct information to the transmittal summary sent with the document and the correct information will be inserted on our end during the editing process.

Thanks very much for your help and continued support. If you have any questions regarding this form or the submittal process please let us know.

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