

## ***Instructions for partners to publish content on nanoHUB and include that content as part of their group page***

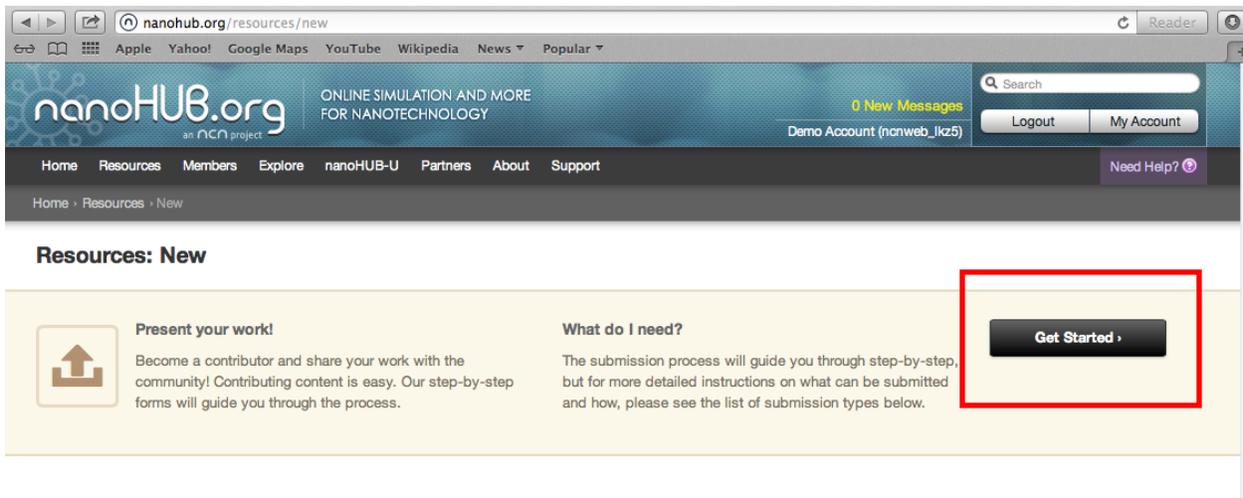
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1. Authors who will be credited as the authors/owners of the content item need to be identified and create nanoHUB accounts ahead of time, if at all possible. If an author is not available to create their own nanoHUB account, their name can still be credited without an account. People who are contributing content on behalf of someone else SHOULD NOT create accounts on behalf of others.
  - a. To create an account, the authors should go to:
  - b. <https://nanohub.org/register/>

- c. Create a user name and password and enter other required information, such as name and email, then click “create account.” Users may also choose to create and link their account to an existing Facebook, LinkedIn, or Google account such that they can use those credentials to access nanoHUB in the future.
  - d. Respond to the confirmation email so that the account is activated
  - e. Optional: login to nanoHUB, click on “My Account” near the upper right. Click on the “Profile” tab and fill in the rest of profile information. Any field can be set to private if the author desires, but their name is required to be public since they will have published content on nanoHUB.



2. To begin to upload content, look for “Upload your own content!” on the home page and click the “Get Started” link, or go to:
  - a. <https://nanohub.org/resources/new>



- b. Click on “Get started” near the top right
    - c. Select the type of the resource by clicking on the appropriate choice from the selections provided. This step is not critical. Our production team will change the type if you did not pick the best category. For many of our partners submitting learning materials such as PowerPoints and PDFs, “Teaching materials” is the best selection.
    - d. If you have several items comprising a “module”, they should be submitted together as one resource. If in doubt, contact us and ask ([contact@nanohub.org](mailto:contact@nanohub.org)). You can also submit a support ticket using the “Need Help?” button in the upper right of any nanoHUB page.
    - e. Anything input in the contribution process can be changed or updated at a later time
3. In the first step of the Contribute process
  - a. The title is required – should be descriptive of the content item
  - b. Abstract is optional, but very important. This is a paragraph that gives the user a good idea of what the resource content is about. This information not only shows up on the landing page for the resource, but in searches as well. A good abstract helps people know right away whether the item is what they are looking for, or not.
  - c. Other information in this step is optional, but some that can be helpful to fill out:
    - i. Bio – a few sentences about the author(s) background (helps users understand the author(s) expertise in the subject area)

- ii. Sponsored by – credit to funding agency supporting the project
    - iii. References – sources the authors would like to share with the user
  - d. When required and desired fields are complete, click on “next”
- 4. Step 2 – attach
  - a. Attach the file for the content item. Most common file types (.ppt, .pptx, .doc, .docx, .pdf, etc.) are accepted. If you have any questions or problems with file types, please submit a support ticket.
  - b. More than one file can be attached. It is helpful to our production team if multiple files are named in such a way that they are easy to make sense of.
  - c. When all files are added and showing in the list on the page, click “next”
- 5. Step 3 – authors
  - a. If the content item is to belong to a group, the submitter must be a member of that group. From the group pulldown, select the appropriate group. If you want the item published, set access to public. If it is to be hidden for group members only, select private. Most content uploaded to nanoHUB should be set to public unless there is a strong reason to keep it private within the group.
  - b. The person uploading the files will already show in the author list. If they are not an actual author, they should go to the Pull down next to their name and select “submitter” instead. Affiliations can be changed here as well if they were are to be listed differently than the user’s profile. Be sure to “save changes.”
  - c. Add other authors one by one in the author field. It is an auto-completer, so if you begin typing the person’s last name, choices will show up from registered users. Simply click on the correct one to select, and then click “add.”
  - d. When all authors are added, click “next.” Authors who do not yet have nanoHUB accounts can be added later.
- 6. Step 4 – tags
  - a. Tags help users find content and also help with collecting usage statistics for centers and groups, so please take time to do this step well.
  - b. Begin typing the tag name and a list of matches will show up. Click to select if you see the tag you are looking for. Otherwise, complete typing and hit the tab key to create a new tag.
  - c. Centers should always add their center name as a tag (e.g., needs, nanobio, neatec, npt, etc.)
  - d. Those loading K-12 content should always add K-12 as a tag
  - e. Add as many tags as appropriate and then click “next”
- 7. Step 5 – Review and authorization
  - a. Read the contribution agreement and click the required box if you agree to the terms
  - b. Select a creative commons license (optional). Many authors select Creative Commons 2.5 (CC-BY-NC-SA) which allows others to copy and adapt your material with credit, for non-commercial use. If you prefer another license, please select the appropriate one, or if you choose not to license with creative commons, simply do not make a selection and all rights are reserved to author. Creative Commons licenses are considered to be “non-

revocable.” Once the work has been distributed with a particular license, anyone obtaining that work during the time the license was in effect can continue to use the work under the terms of the license, even if the author subsequently decides to change the license for future use. For further information, please see:

<http://creativecommons.org>.

- c. Click “submit contribution”
8. Your item is submitted and is awaiting processing, approval, and publication by our production team.
9. You can check the status of your submission (and make changes and updates before publication) by going to either:
  - a. “My Account” (<https://nanohub.org/members/myaccount>) and looking for the box titled “Uploads in progress”
  - b. or, <https://nanohub.org/resources/new>, where you will also see a list of submissions in progress
10. To submit more resources, return to step 1.