CROSSWORKS SUBMISSION INSTRUCTIONS

To submit work for deposit in CrossWorks, email crossworks@holycross with the following:

1. File of the work
2. Digitally-signed CrossWorks Submission Agreement
3. Additional files of supplemental content (recordings, images, slide presentations, etc.)
4. Abstract, if one is not included in the work

ABOUT THE CROSSWORKS SUBMISSION AGREEMENT

The [CrossWorks Submission Agreement](#) is a fillable form. To complete:

- Download the PDF
- Open the PDF by double clicking (in your file manager) or using Adobe Acrobat Reader
- Go to Tools menu
- Use "Fill & Sign" feature to add the appropriate information

Select an access option:

- **Open Access** *(preferred)* permission to make Work available online for anyone to read]
- **Limited Access** permission to make Work available online for anyone to read after a delayed release
- **Restricted Access** permission to make Work available only to users logged in to the Holy Cross network, with the option to make it available to anyone online after a delayed release
- **Metadata Only** submit the Work in its entirety, but give permission to display the Work's title, author(s), date, date, and abstract available online for anyone to read. The Work itself will not be accessible or downloadable by any users

Other fields

- Include an **email address** where download reports can be sent
- Add **keywords**, preferably that are unique from words in the title. Think of terms you would use to find this item
- **Advisor's signature** - Required if the submission is part of or related to faculty-sponsored research or another project, or has been reviewed by an advisor. Adding the advisor's name indicates that the intention to submit the work to CrossWorks has been discussed and approved. Advisors will be cc'd on upload notifications

Save the form using "Save As…" and keep as a PDF to preserve the data

- Use the file naming convention: *permission_YourLastName_YourFirstInitial_YYYY*
  Ex. permission_Doe_J_2020

Email crossworks@holycross.edu with questions or to request assistance with identifying content for submission.

Approved March 2024 by Abby Stambach, Head of Archives & Distinctive Collections