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- **Authors**: Required field.
- **Title**: Required field.
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- **Citation**: Recommended, but not required. Any citation style will work. (Italics and bolding will not display.)
- **Publisher**: Optional.
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- **Type**: Required field. If you do not see your item "type," select "other."
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- **Subject Keywords**: Recommended, but optional. Enter a keyword or phrase and select "Add" before entering a new keyword (3-5 keywords is plenty).

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Upload File(s) Step

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1. Before uploading your file(s), convert to a format with a long lifespan—such as, PDF.
2. Check your document for accessibility.
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4. Use a short file name with no spaces to make a better hyperlink.

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