Instructions for submitting a SCaRP applied research paper, a.k.a. option paper, or capstone project paper, to the Georgia Tech SMARTech digital repository:
https://library.gatech.edu/smartech-submission

SECTION 1: Contact Info

a. **Name:** Type in your full name

b. **Email:** Type in your best email address to be reached at by the library team.

c. **Status:** If you haven't yet graduated, select "Student". If you have already graduated, select "Other" and enter "alumnus/alumna" in the "Enter other" field.

SECTION 2: Item Details

a. **Item Title:** Type in the title of your applied research paper/capstone project.

b. **Item Author(s):** Type in your name. If you are an alum and your name has changed since graduation, please type in your name as it was when you were a SCaRP student. If there is more than one author, use the + and – buttons as directed by the website.

c. **Item Abstract:** This should be a short description of the purpose and findings of your research project. Please use simple sentence structure and active tense verbs.

d. **Item Description:** Please enter whichever of the following is applicable: "MCRP applied research paper" or "MS-GIST capstone" or "MSUA capstone".

e. **Keywords**: This field works as metadata for the webpage that SMARTech generates for your uploaded paper. Enter in as many terms as you want so that search engines can find your paper easily. The form directs you to use + and – buttons to add additional keywords.

f. **Georgia Tech Academic or Research Unit:** Please type: "School of City and Regional Planning"

g. **Publication Year:** List the year your paper was finished and submitted to your professor.

h. **Publication Month:** The month your paper was finished and submitted to your professor.

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i. **Publication Day:** Leave empty.

j. The radio buttons that follow the Publication Date fields (Will/has this item been published in a journal, conference proceeding, or other publishing venture? Yes/No, and Is this item supplementary material to a published article, conference proceeding, or other type of publication? Yes/No) are required fields. Please click the appropriate radio button.

k. **Embargo Option:** Does not apply to student option papers or capstone projects. Choose "none."

l. **Additional Information**: Typically left blank, unless you want to assign Creative Commons or are requesting that the Georgia Tech library provides a DOI number.

SECTION 3: Upload

Select your upload type: You can upload directly if your file is less than 200MB; If it is larger, select your preferred option: provide a link or upload to the Library's Dropbox.

SECTION 4: License

Please read the SMARTech License Agreement and select "yes" from the drop-down menu. After you do that, you will be able to click on the yellow "Submit" button.

Fred Rascoe or one of his colleagues from the SMARTech Library team will send a confirmation email to the email address you provided after your submission is reviewed – this may take a few days. Once your paper is uploaded to https://smartech.gatech.edu/, it will be accessible for others to read. You will have a unique permanent link you can use to share your work whenever and wherever you want.

SMARTech serves as the official archive for all SCaRP studio reports, option papers, capstone projects and theses. Outstanding option papers and capstone projects are also featured on the SCaRP website at https://planning.gatech.edu/student-research. **Please email scarp@design.gatech.edu to let us know your submission has been received and approved by the SMARTech team and share the link with us!**

Thank you!!!

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