

## JDC Deposit: Article Submission Guidelines

Thomas Jefferson University and Jefferson Health faculty, staff, researchers, and students are encouraged to deposit their peer-reviewed articles, conference proceedings, reports, and other publications to the JDC. As publisher permissions will vary for each article, you will need to check to see what version you are permitted to legally deposit in the JDC.

Most publishers will allow the **accepted manuscript version** (a version of the article that has been accepted by a journal and has not yet been formatted by the publisher) to be shared in a non-commercial institutional repository, like the JDC. Some publishers will allow the **final published version** of an article to be shared in the JDC, if the article was published open access.

To find out which version (*accepted manuscript* or *final published*) you may deposit to the JDC, check your publisher's website for their copyright, open access, and self-archiving policies, as well as review your contract with the publisher.

If you need assistance, [contact us](#) for help in determining what version you are allowed to deposit in the JDC.

### Submit Your Article

To submit your article for deposit in the JDC, please provide the following:

- Your name
- Your position title(s)
- Your Jefferson department/center/school
- Are you affiliated with Thomas Jefferson University, Jefferson Health, or both?
- Completed [JDC Release Form](#)
- Article file(s) of the correct version (*accepted manuscript* or *final published .pdf*) of your work
  - If the article is published, include the DOI or link to your article

### File Naming Format

Save the *JDC Release Form* and article using the following file naming convention:

- **JDC Release Form (.pdf or .jpg):** date release signed YYYYMMDD\_Last Name\_First Name\_release
  - 20251201\_Smith\_Sam\_release.pdf
- **Article (.pdf or .docx):** Last Name\_First Name\_article
  - Smith\_Sam\_article.pdf

Send the completed [JDC Release Form](#) and the file(s) of your work to: [digitalcommons@jefferson.edu](mailto:digitalcommons@jefferson.edu).

The JDC Repository Manager will review your article deposit request and either reach out with follow-up questions or confirm your work is available in the JDC.

