TIPS FOR A SUCCESSFUL ONLINE OR GRANTEE SUBMISSION TO ERIC

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What Happens Next?

ERIC reviews the PDF and
• accepts and adds to ERIC, or
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Resources at
https://eric.ed.gov/

• **Selection Policy**
• **Guidelines**
• **FAQs**
• **Grantee FAQs**

CHECKLIST FOR SUBMISSIONS

When You Submit Your Work Be Sure:	Tips for Submitters	Able to Resubmit?
1 Content is in scope	• Content must be education research, an acceptable material type, in English, relevant and substantive, in final form, and free of copyright disputes. • Review the Selection Policy before submission.	Not if out of scope
2 Submitter is the author	• Only submit journal articles if you are the author. • Publishers should contact ERICRequests@ed.gov for a review of their journal for possible indexing.	Not if a full issue from a publisher
3 Content is in final form	• Review the document for errors. • Remove editing marks and tracked changes. • Remove your CV and personal information.	Yes, upon correction
4 Submission is complete	• Include a cover page with the title, author, and publication date. Use the completion date for in-press materials. • If federally funded, include the grant number and funding institution on the document and in the online form. • Include an abstract in the online form. Do not leave the section blank.	Yes, upon correction
5 Information matches between the document and online form	• Ensure data on the document match entries in the online form.	Yes, upon correction
6 Submission is in acceptable format	• Save the document as a readable PDF.	Yes, upon correction

FOR THE BEST SUBMISSION EXPERIENCE

• Review ERIC's policies and FAQs.
• Add the grant information for federally funded work.
• Provide a link to your dataset.
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