

**Sharing Your Scholarly Activity:
Using JCCC's ScholarSpace for Mathematics**
October 16, 2008

ScholarSpace is the name of JCCC's online repository, and it is powered by Digital Commons software. It is a place where scholarship can be electronically housed, and available anywhere in the world. The software groups the materials into "series", and each series is similar to a journal or magazine. The mathematics program has set up four series, each with a different emphasis:

- Contributions to the Math Classroom – for math education
- Horizons in Applied Math – for applications of math
- Innovations in Math Technology – for math technology
- Topics in Mathematics – for pure mathematics

Who can submit? Submissions may be authored by anyone affiliated with JCCC at the time of creation of the submission. In other words, full-time and adjunct faculty, students, and staff may all submit mathematically related papers to the math categories of ScholarSpace. Students pursuing honors contracts in math should be encouraged to meet the other requirements stated herein and publish in this environment (if not elsewhere). If an item has multiple authors, all authors must agree to the submission.

What can I submit? Each submission must have mathematics, statistics, or mathematics education as its primary focus. If the primary focus of the submission lies in another discipline (e.g. education), then a different department would probably be responsible for accepting the submission.

Each submission should either have publication quality or be intended for a professional public audience (or both). Publication quality requires neither peer review nor prior publication, only that the submission is similar to items that are commonly published. A professional public audience would consist of mathematicians and math teachers not affiliated with JCCC. Non-publication quality submissions where the primary audience consists of either students or of department faculty (e.g. lesson plans or internal position papers) are inappropriate.

Submissions can take many forms. Books, chapters, articles, papers, videos, software, and PowerPoint presentations are all welcome. Some submissions will be published in ScholarSpace in full, and some will have only an abstract (due to length or copyright issues).

Why should I submit? Besides being a feather in your own cap, your contributions help to further educate anyone interested in your topic. Furthermore, the college gains recognition for the quality of its faculty, making JCCC a more desirable choice of college for the prospective student.

How do I submit? Follow these easy steps.

- Point your browser to <http://scholarspace.jccc.edu>
- Click on the link that says “Submit Research”
- Choose the series where you would like your scholarship to reside (see the four math series above)
- If this is your first submission, select the “Create a FREE account” link and register
- Log on to the system
- Read and accept the Submission Agreement
- Enter the title, date, keywords, disciplines, abstract, and comments for your scholarship
- Upload a file, preferably in pdf format (or provide a link)
- Then press the Submit button

What happens next? The JCCC digital librarian will be notified of your submission, and will contact the math review board to determine if your submission meets the above requirements. If approved, your submission will be accepted into the system, and you should receive a notice when it is available.

What is the role of the JCCC digital librarian? The JCCC digital librarian is responsible for maintaining the collection, and for obtaining permissions when copyright issues are involved.

What is the role of the Math Review Board? The math review board, consisting of five math faculty, is responsible for ensuring that the integrity of the mathematics series is maintained. Therefore, they verify that the submitter is affiliated with JCCC, that the submission meets the requirements stated above, and that an appropriate series is selected. The review board does not perform a peer review of content, but only of appropriateness for the math portions of ScholarSpace. At least three members of the board must approve a submission, and a submitter cannot approve their own submission.