Welcome to the Aquatic Commons Repository

http://aquaticcommons.org/
To register, go to http://aquaticcommons.org and click on Create Account, fill in the information, and submit it.

Once you have received confirmation of your registration by email, you may return to the Aquatic Commons, Log in, and begin sharing your items with your colleagues.
To begin, click on **Manage deposits**.

Then click on **New Item**.
This will open up a series of screens where you can complete the metadata (descriptive information) about the item you wish to deposit.

- Fields must be completed.

If you need help, click on the ? in the upper right corner of the field name for formatting guidelines.

After selecting the Type, click on Details and fill in information for each of the applicable fields.

Note: Clicking on the ? will provide a drop down explanation of how to format the entry for that particular field.
Continue filling in the appropriate information

Once you have finished completing the **Details**, move on to **Subjects**.

These are extremely broad categories, choose one or more. You must choose at least one.
Next, you will **Upload** your digital file (most commonly a pdf). Use the Browse button to find the file, then click on **Upload**.

Click on Show Options, to display fields for adding additional descriptions of a file for example if there are several files for the document eg. Description of pages in file.

Click on Update Metadata
The final step is to click on the **Deposit Item Now** button. In doing this you confirm that what is submitted is not in copyright violation, that non-exclusive rights are given to IAMSLIC Aquatic Commons for internet distribution for non-commercial educational use only and that necessary format changes can be made for preservation of the digital package.
Submitting items to the Aquatic Commons is a straightforward process.

As soon as your item is reviewed by one of the editors, it will be moved into the active repository.

We aim for a 48 hour turn around time.

The Aquatic Commons Management Board will continue to work to make this a user friendly, functional resource supporting IAMSLIC’s goal of resource sharing among the marine and aquatic communities.

Information and Contacts

Any correspondence concerning the content of this repository should be sent to AquaticCommons@gmail.com.

Technical questions should be directed to

Aditya Kakodkar: a.naik-kakodkar@unesco.org

or

Pauline Simpson: psimpson07@aol.com

04 May 2011