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How To Submit: Importing and Linking

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Imported Way

The Imported Way refers to bringing your paper into the PubPub text editor. You can import files in .docx, .epub, .html, .md, .odt, .txt, .xml, or .tex (not, currently, .pdf because of its proprietary format). In turn, your text and media are displayed as [HTML](#) on the Pub, making it more [findable](#) by search engines and easily downloadable in any of the above file types (including .pdf). It also looks better than a Word or PDF file. You may want to reformat headers, delete extra spaces (e.g., at start of paragraphs), or indent quotes (use the quote symbol in the toolbar). If tables or figures upload poorly, just embed them.¹ You also can embed the entire paper or other materials, like data and code. **We highly recommend consulting [How to Use “Style” in Microsoft Word for Optimal Import of Papers Into Pubs](#).**²

You can do the imported way by following the steps in this video (or in this note,³ if you prefer text):

Linked Way

The Linked Way refers to using PubPub's Connections feature to link with an open access (OA) paper that was first published elsewhere. The unique benefit of linking is that it facilitates browsing papers across sites. The link may be to a paper that is [green](#), [gold](#), or [diamond](#) OA, not [bronze](#) or [paywalled](#). **The Linked Way is the only right way to share a Version of Record.**

You can do the linked way by following the steps in this video (or in this note,^{[4](#)} if you prefer text):

Depending on how the other site is set up and which URL you use, information may not import. It is easy to manually fill the void. This video illustrates the problem and solution:

Footnotes

1. Click “Media,” then click “Other,” then add the file (e.g., paper or review in *.docx). You also can embed the entire paper or other materials, like data and code. [↗](#)

2. Three other useful resources are “[Pub Editor](#)” (a “reference for editing and formatting your Pubs”), written by the team at PubPub; “[Using PubPub for Scholarly Output: Import, Collaboration, Citations, and Zotero](#)” (by Tobias Steiner of COPIM); and, the [PubPub Forum](#). [↗](#)

3.

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Click “Create pub”

- Where it says “Untitled Pub on ‘Date’,” put the paper’s title
- Add (co)author names (and ORCID or Affiliation, if desired)
- Click “Import Files,” upload the file, and click “Import”

◦ Click “Request Publication”

[↗](#)

4.

◦

Click “Create pub”

- Where it says “Untitled Pub on ‘Date’,” put the paper’s title
- Add (co)author names (and ORCID or Affiliation, if desired)
- Where it says “Begin writing here,” add a space

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