



Plant Engineering and Maintenance Association of Canada

Shared Learning Library

BoK Material Submission

Criteria

Only Members and registered Content Submitters can submit material to the BoK

Members and registered Content Submitters may submit;

- Materials they have authored
- Materials authored by others, provided appropriate approvals have been obtained and provided to the BoK Curator. Contact the BoK Curator at bok@pemac.org for more information.

To maintain the integrity of the BoK mission and vision, before any submission will be accepted, the following criteria must be met:

- All submissions must be non-commercial in nature.
- All submissions must be relevant to Physical Asset Management and/or Physical Asset Maintenance Management.
- Copy right material must have permission.

Members submitting material they have authored

- Members or registered Content Submitter logs into the PEMAC website, www.pemac.org
- From the “**Knowledge**” tab select “**Submit Content**”.
- Further instruction can be accessed by selecting the “more information” icon.
- Under “**Steps to Submit**” select “**Content Submission Form**”.
 - This opens a new tab with the record submission form.

Member or registered Content Submitter completes the information in the following sections;

Primary Author

In the “Author” field enter the name of the Member or registered Content Submitter (your name) creating the record submission. (This is the name that will be displayed when the record is displayed as the result of any search.)

For members and registered Content Submitters, the author’s Title, Employer and Bio will be automatically linked based on the login ID and the information contained on their membership or content submitter’s profile. This information can be updated by selecting the “**Click Here**” button, which will open a new tab to the user profile.

“**Or**” the Submitter can enter this information in the fields provided on the record form

You can go back to the record by returning to the “Create BoK Content” Tab

If the record is being created for reference material, go to the section on Reference Information in this document.

Co-Author Information

If the submission is co-authored with another individual, then complete the “author 2” information “under the “Co-author “section.

- There is no requirement to add an image.



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About the Content

- Complete the “Title and Summary (optional) fields for the item being submitted.
- Add a short abstract of the subject material (This information will be displayed when the record is displayed as the result of any search)
- Information for fields such as; summary, abstract and submitter’s comments can be pasted in from a text document created in an application such as Word Pad or similar text based applications.

Reference Information

If the material being submitted is reference materials such as; books, manuals, industry reports, magazine articles, etc. and the content will not be uploaded to the Shared Learning Library, complete the information in this section.

Complete the Author field with the Author’s Name and complete the Co-Author’s information if applicable.

- Date originally published (if known).
- Name of the original Publisher

If the material was published by the author, as part of a blog or as a newsletter, enter “Self-Published” in the Published field.

- The ISBN (International standard Book Number) for books
- The Edition or Version of the published document.
- Go to the “Categories” Section

BoK Content File

[Add a new file;](#)

Upload the material content file

- Content must be in pdf format.
- Use the Browse button to find the document on your computer.
- Once the document information is in the window select the **“Upload”** button
- Document will be uploaded, information stays in the window
- Only one item can be uploaded for each record at this time.

If there is a requirement to upload more than two files the BoK curator should be contacted at bok@pemac.org

BoK Link

This field is to enter a link to some outside site for the item. For example, an article you would like to reference, a link to a video on another server, a link to purchase a book.

Enter the item title in the “Title” field and the URL link to the item in the URL Field.



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BoK Content Type

- Select the type of materials being submitted.

BoK Content Source

- No action required, this is defaulted to “Practitioner Produced”

The “MainTrain Abstract Submission fields” are only required if the submitter is submitting material for the MainTrain Conference.

Submitting Record

The record information can be previewed by selecting the “Preview” button

The record can still be changed if required.

Once all information is entered, scroll to bottom of the page and select **“Save”**.

- Record is submitted
- Record status is set to “Pending Curator Review”.
- The BoK Curator is notified that a new record has been submitted for review
- Curator will do initial review and then forward to a Subject Matter Expert for evaluation.

Acceptance of submitted materials

Once the Subject Matter Expert review of the materials submitted has been completed, the author(s) will be contacted by the BoK Curator to obtain the Author(s) permission prior to the materials being posted in the BoK Shared Learning Library,

Non-Members submitting material

Non-Members may submit material by first contacting the BoK Curator at bok@pemac.org to get a short duration “Submitters” User ID for the PEMAC Website.

Members submitting material authored by others

It is preferred that authors, both member and non-member, submit their own materials to the Shared Learning Library.

However, in the case where a member is submitting materials such as magazine articles or presentations authored by someone other than themselves, they must first obtain permission from the individual(s).

The permission form can be requested by contacting the BoK Curator at bok@pemac.org

Once the required permissions have been acquired, the Member can complete the materials submission following the same steps that are listed above for member authored materials.