

BEFORE SUBMITTING YOUR WORK

1. First, submit a paper copy of the signature page (with access level and project description) to the Office of Academic Affairs no later than 5 P.M. on the due date.
2. Be sure that the electronic copy of your paper contains a correctly formatted title page and abstract.

REMINDERS: Your paper should contain citations for any work that is not your own (photos, charts, etc.). Properly acknowledge the source of all data presented and used in your Honors Paper. For example, “the data presented in this table (or document) was generated in Dr. Rebecca Kohn’s lab at Ursinus College, Spring 2015.” Any data generated by a faculty member remains the possession of the faculty member and cannot be used again without permission.

SUBMITTING YOUR HONORS PAPER TO DIGITAL COMMONS @ URSINUS

Step 1: Create an account in Digital Commons @ Ursinus

- First, go to <http://digitalcommons.ursinus.edu/>
- Next, click on **My Account** near the top of the page.



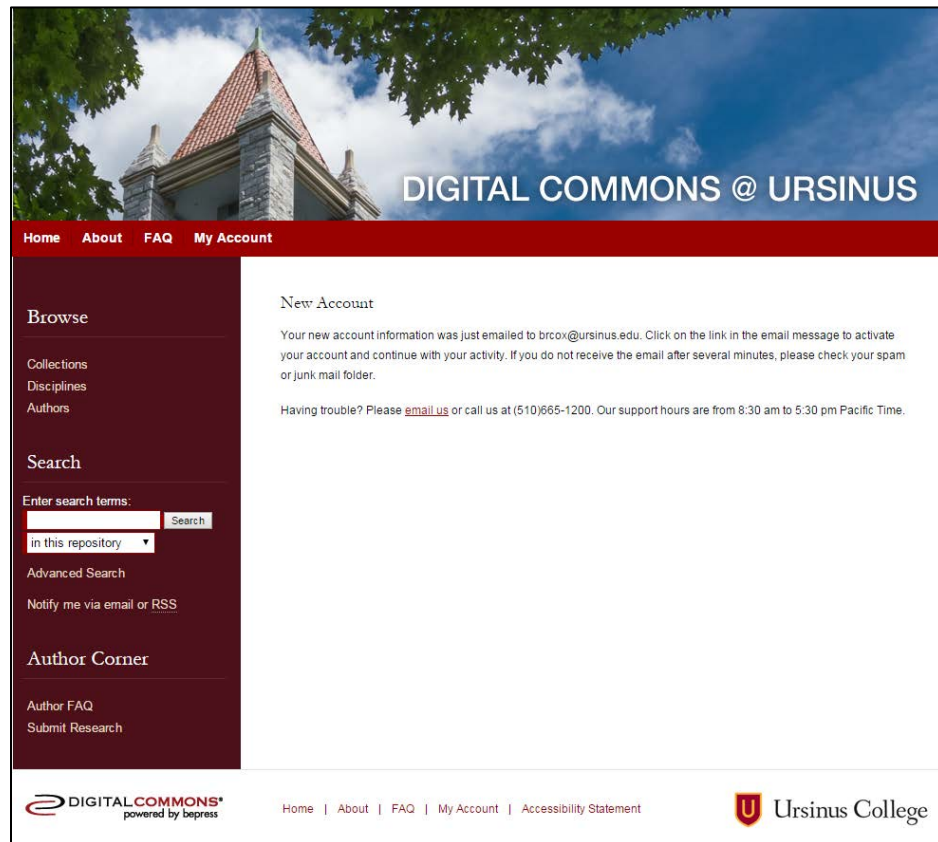
- c. Create an account by using the **Sign Up** button, or log in to an existing account.

The screenshot shows the top of the Digital Commons @ Ursinus website. The header features a red navigation bar with links: Home, About, FAQ, My Account. Below the header is a dark red sidebar with sections: Browse (Collections, Disciplines, Authors), Search (Enter search terms, Search button, in this repository dropdown, Advanced Search, Notify me via email or RSS), and Author Corner (Author FAQ, Submit Research). The main content area has two columns. The left column is titled 'Login' and contains fields for Email address and Password, a 'Remember me' checkbox, a 'Login' button, and a link for 'Forgot your password?'. The right column is titled 'Create new account' and contains the text 'You will need to create an account to complete your request. It's fast and free.' and a 'Sign up' button. A large blue arrow points from the 'Sign up' button towards the left.

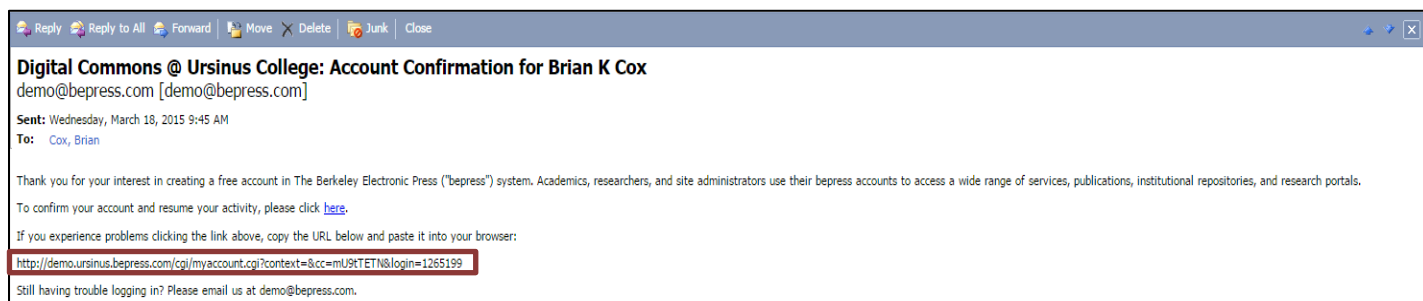
Fill out all of the fields and use your Ursinus email address. Make a password that you'll remember!

The screenshot shows the account creation form on the Digital Commons @ Ursinus website. The header and sidebar are the same as in the previous screenshot. The main content area is titled 'Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.' Below this is the text 'You will receive an email confirmation shortly.' The form fields are: Email address * (brcox@ursinus.edu), First/Given Name * (Brian), Middle Initial (K), Last/Family Name * (Cox), Suffix (empty), Institutional Affiliation (Not on list? Please enter name in full. Student), Password * (*****), and Re-enter Password * (*****). A 'Sign up' button is at the bottom. A red bracket on the right side of the form groups the fields from 'Email address' to 'Re-enter Password' with a red asterisk, indicating that these fields are required.

- d. After you click “Sign Up,” this page will appear directing you to check your email for confirmation of your new account.

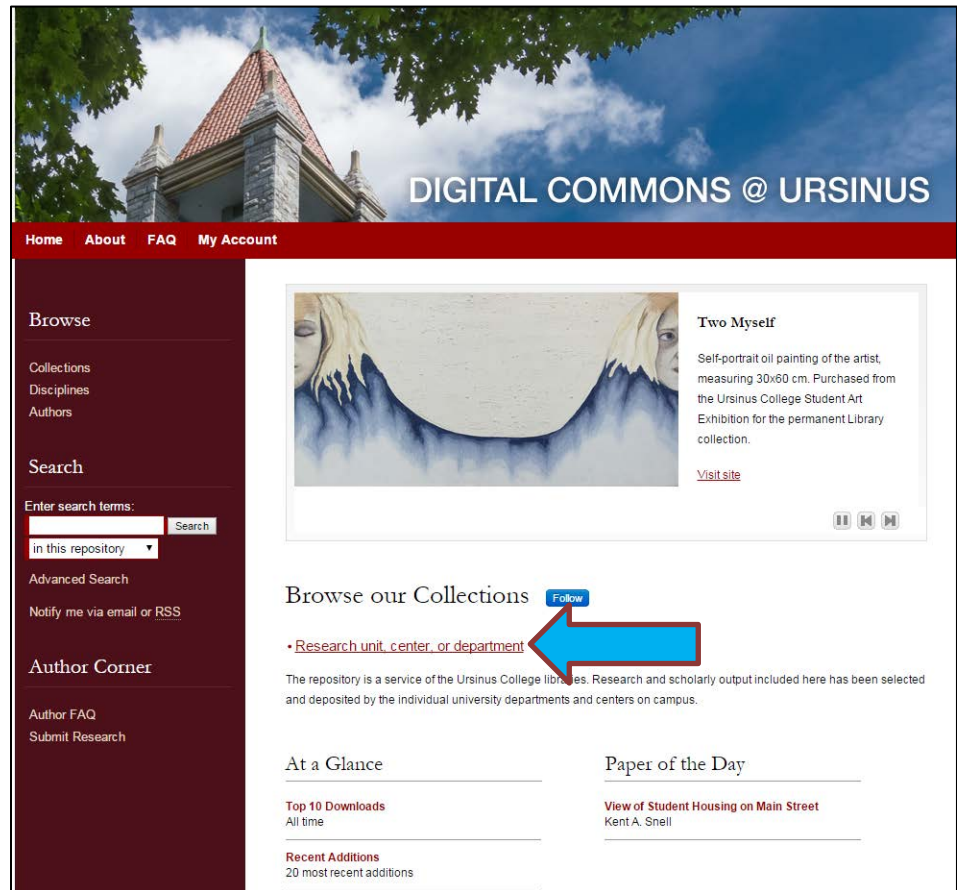


- e. Check the email account used to create your Digital Commons @ Ursinus account to confirm your registration. You will need to click on the attached link to verify and continue. The email should appear similar to this:

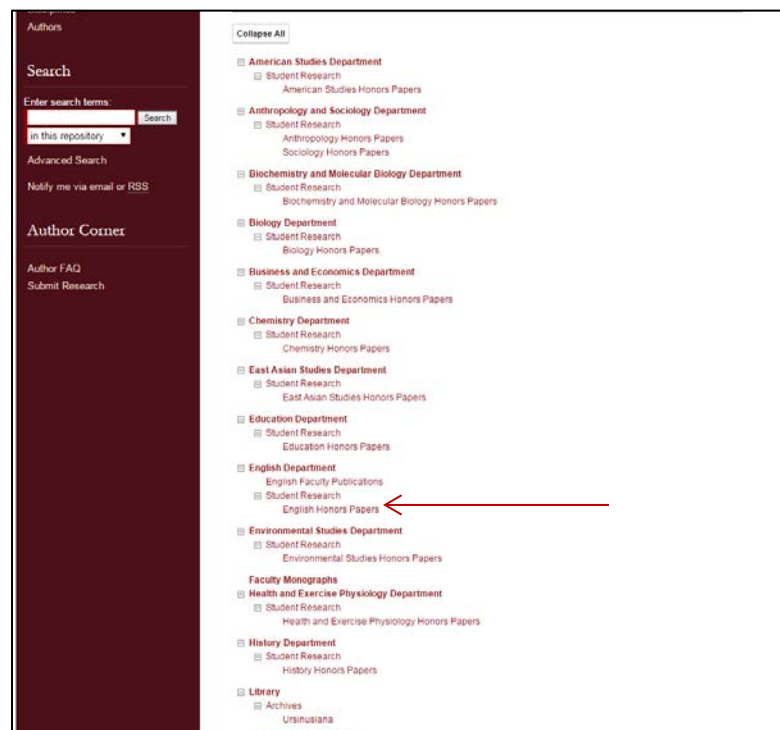
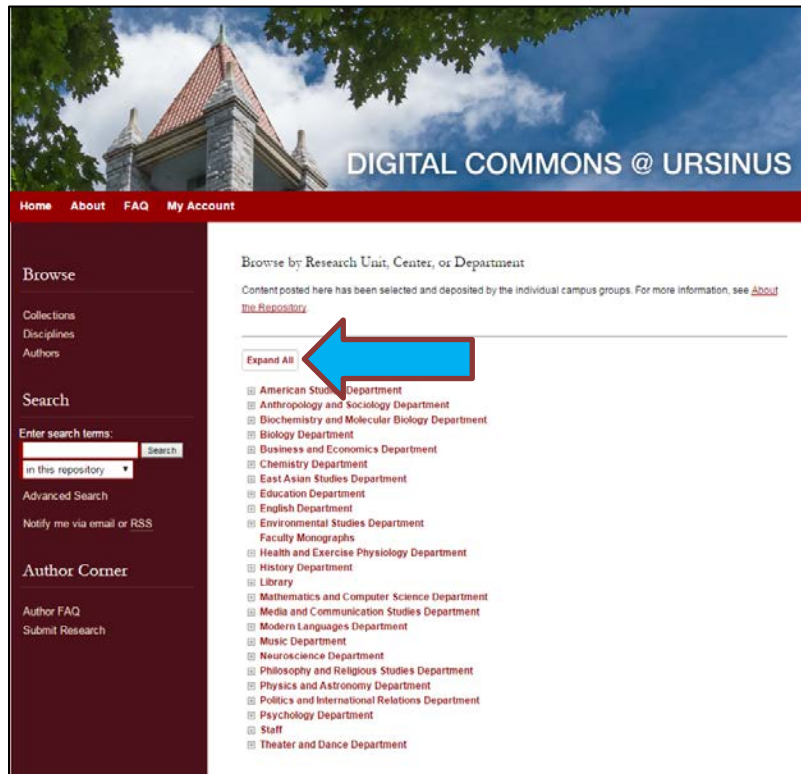


Step 2: Submitting your Honors Paper

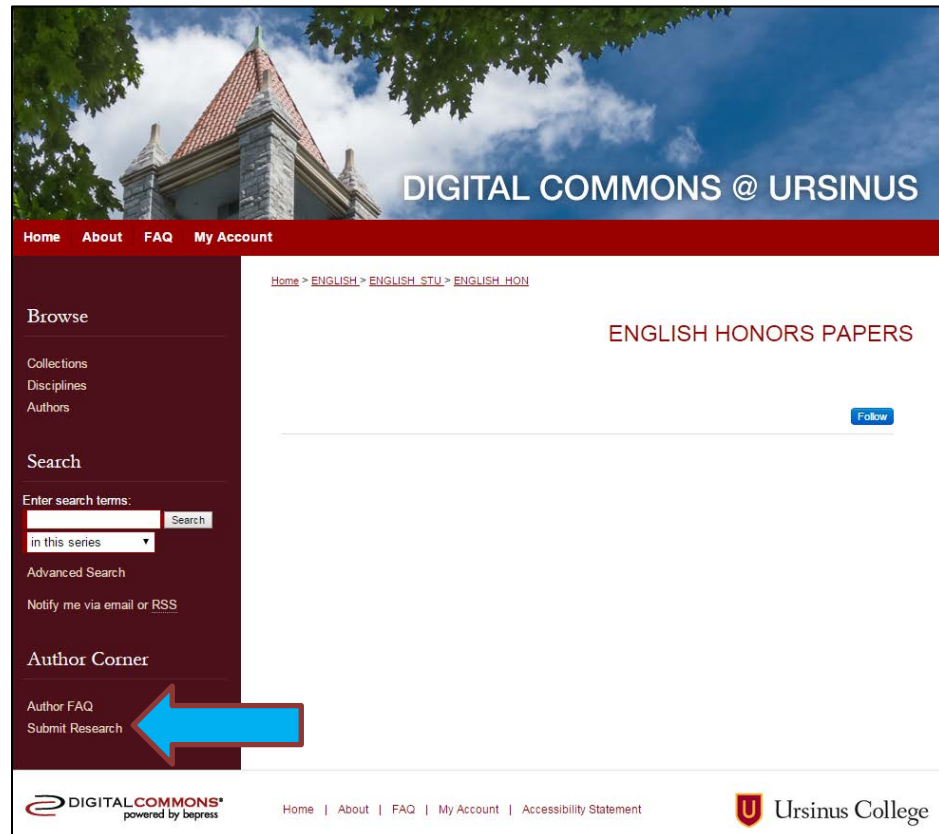
- a. After creating your account, click **“Research unit, center, or department”** on the home page under “Browse our Collections” as shown:



- b. Press the “Expand All” button to locate the Student Research section of your department.



- c. Click on the appropriate location for which you are receiving Honors. **For example**, 'English Honors Papers' as pictured above. Note: If you are receiving Honors in more than one department, just choose the primary one. During the submission process you can indicate the additional department so your paper will be archived in both places.
- d. Next, click **Submit Research** under "Author Corner" on the bottom left side of the page.



- e. You will be directed to the **Submission Agreement** page. Read the Agreement carefully, check the box at the bottom of the page (indicating that you agree with the conditions) and click **Continue**.

Submission Agreement

Follow the instructions below to submit to *English Honors Papers*. You will be notified shortly regarding the suitability of your submission for the series.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and your paper
3. Upload your electronic file, if any, and associated files

Before you begin, please be sure you have the following items:

- ▣ The submission's title
- ▣ The abstract (up to 250 words)
- ▣ A list of keywords (6 maximum)
- ▣ The electronic format of your file, or hyperlink to your file, if any

Submission Agreement for *English Honors Papers*

By checking the box below, I grant *English Honors Papers* on behalf of Ursinus College the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the Digital Commons @ Ursinus College.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work is original, does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that I have obtained necessary permissions for any material contained in the Work owned by another party for which my use exceeds the concept of fair use; and
4. that Ursinus College may, without changing the content, convert the Work to any medium or format necessary for the purpose of long-term preservation.

NOTE: It is suggested that you print this page for your records.

☐ Please check this if you agree to the above terms.

Continue

- f. After agreeing, you will be taken to the main submission page with fillable fields (some fields are optional):

The screenshot shows a web form with the following sections:

- Title**: A text input field with a red border. Below it, a small text block says: "Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your Honors Paper. Capitalize all nouns, pronouns and verbs, and all other words of four or more letters."
- Honors Paper Title**: A text input field.
- Author**: A section with a red border. It contains a search bar with the text "Search For An Author Using: Last Name, First Name, or Institution". Below the search bar, there is a list of search results. The first result is "(brcox@ursinus.edu) Brian K Cox, Ursinus College" with a green plus button to its right. A note above the search bar says: "No action is required in this field. You may make changes if needed by clicking the pencil button."
- Submission Date**: A section with a red border. It contains a date picker with labels "Season", "Month", "Day", and "Year".
- Department**: A section with a red border. It contains a dropdown menu with the text "Department:" and "←Please Select Department→".

Fill out all required fields, or the submission will not be accepted!!

FIELDS LISTED:

1. **Title** (capitalize all nouns, pronouns, verbs, and all words of four or more letters)
2. **Author** (This will already be completed for you; you may make changes if needed)
3. **Submission Date** (Enter today's date)
4. **Department(s)** (From the drop-down menu, select the primary department in which you are receiving Honors. Add an additional department if needed in the field below)
5. **Advisor(s)** (Enter the name(s) of your project advisor(s), followed by committee members and the Department Chair)
6. **Keywords** (Up to six words, to help make your paper more discoverable via search engines)
7. **Subject Categories** (Choose the academic discipline(s) that represent your work. General categories will be pre-selected – you may drill down to more specific categories from those available)
8. **Project Description** (Match exactly the description entered on the signature page. You may be able to copy and paste the abstract from your paper. Check with advisor.)
9. **Comments** (Report other required information about your research, such as a source of grant funding)

- g. **Upload full text** of your document (use the browse button to find the paper on your computer). Be sure the title page and abstract are included in the body of the paper.

REQUIRED Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- ☐ Upload file from your computer
- ☐ Import file from remote site
- ☐ Link out to file on remote site

Additional Files

Please check this box to attach additional files.

☐

This may take a while. Please only click once.

- h. **Attach any additional files** (slides, audio, video, data sets) if needed, by checking the box

REQUIRED Upload Full Text

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- ☐ Upload file from your computer
- ☐ Import file from remote site
- ☐ Link out to file on remote site

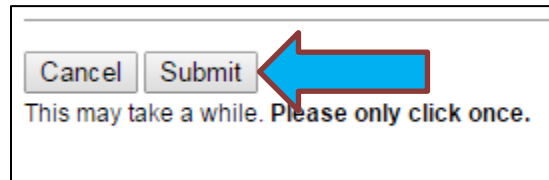
Additional Files

Please check this box to attach additional files.

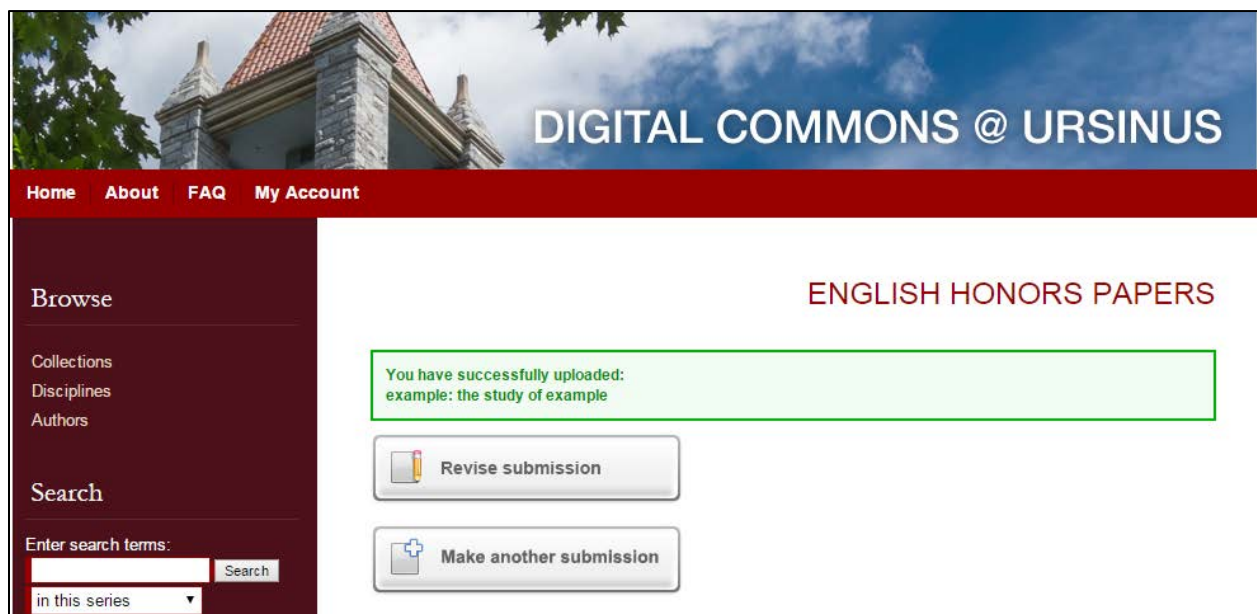
☐

This may take a while. Please only click once.

- i. **Press Submit** to upload your document and any additional files (this could take a few minutes depending on the file size)



- j. **You will see a new page confirming your successful upload**
- k. You may revise your submission if needed or click **My Account** to log off.



- l. You will receive notification via email when your submission is approved.

If you have any questions regarding this process, please contact:

Andy Prock, Scholarly Communications & Metadata Librarian at aprock@ursinus.edu