

## BEFORE SUBMITTING YOUR WORK

1. Discuss with your faculty mentor the level of access appropriate for your project. Be sure to sign off on the paper access form with your mentor. This form also includes a **project description**, which will be **visible to the public** regardless of the access level chosen. Your mentor must sign off on the content of the project description. DO NOT submit this form electronically in the body of your project.
2. The body of your project should have a title page and abstract.
3. 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 project. 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 PROJECT 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.



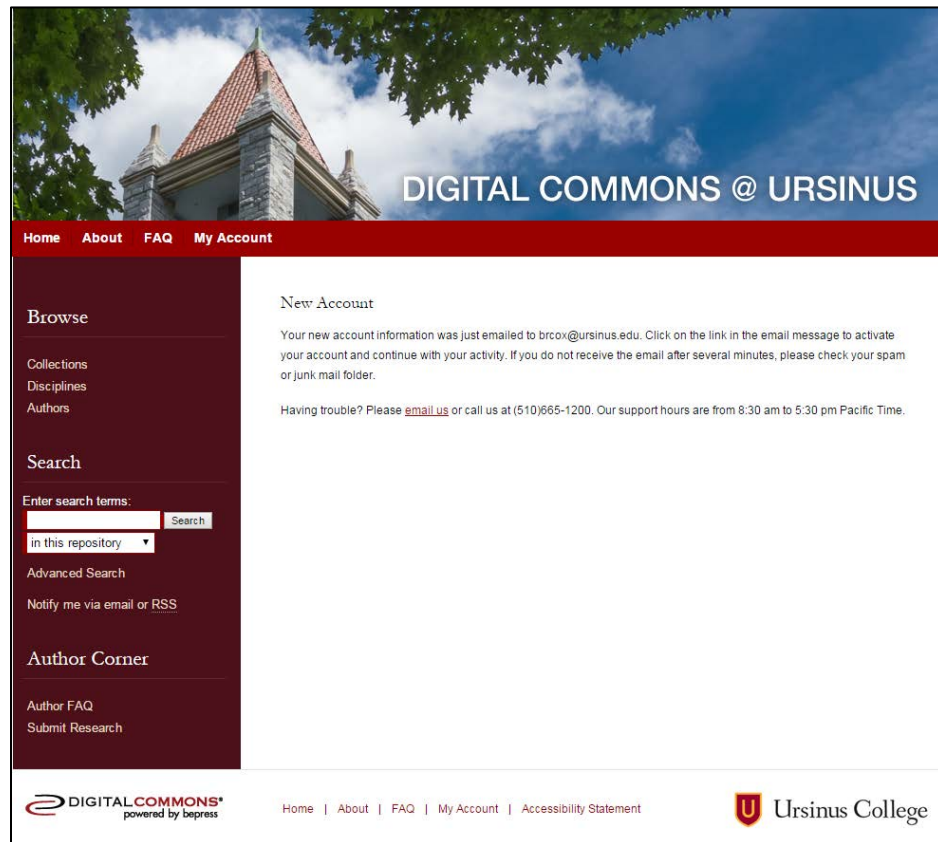
- c. Create an account by using the **Sign Up** button, or log in to an existing account.

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 a white background. On the left, there is a 'Login' section with fields for Email address and Password, a 'Remember me' checkbox, a 'Login' button, and a link for 'Forgot your password?'. On the right, there is a 'Create new account' section with a message: '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.

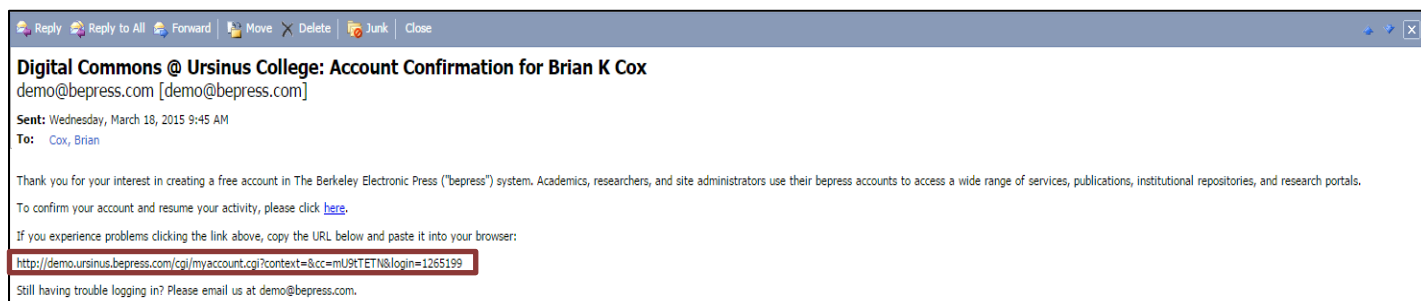
Fill out all of the fields and use your Ursinus email address. Make a password that you'll remember!

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 has a white background. At the top, it says '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, it says 'You will receive an email confirmation shortly.' The form has several fields: 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 asterisk is placed to the right of the form fields, indicating required fields.

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

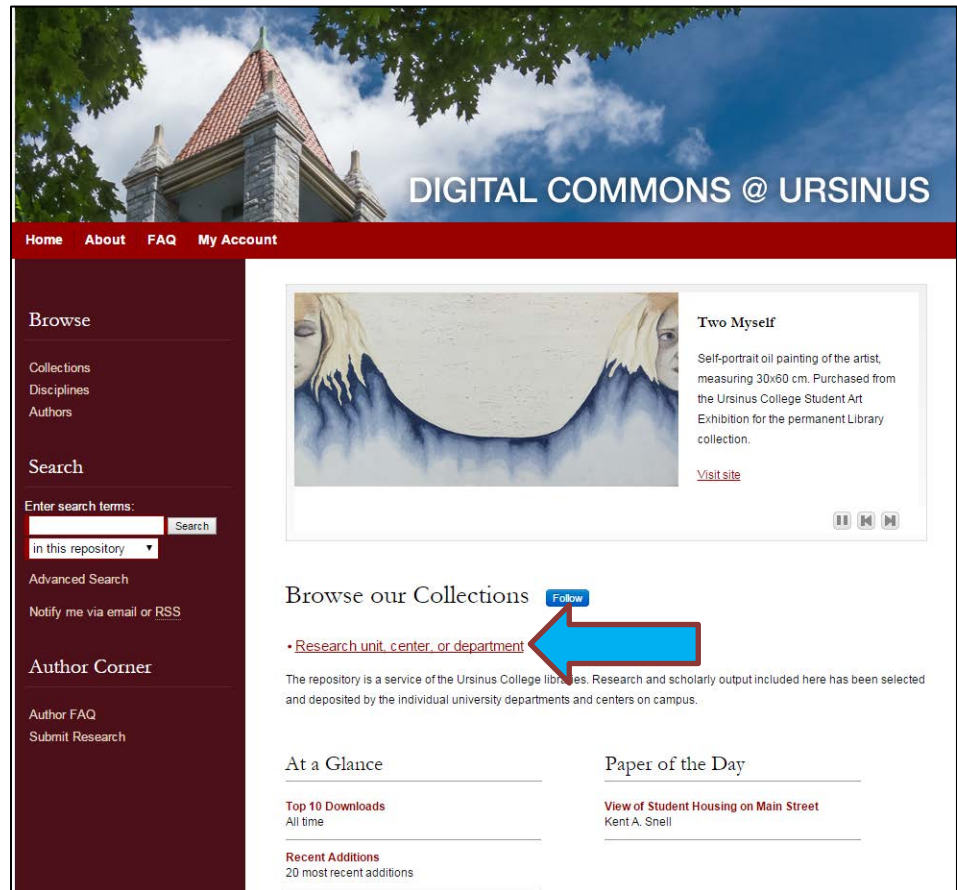


- e. Check the email account used to create your Digital Commons @ Ursinus account to confirm your registration. You will need to click on the attached link to verify and continue. The email should appear similar to this:




## Step 2: Submitting your Project

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





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# DIGITAL COMMONS @ URSINUS

[Home](#) [About](#) [FAQ](#) [My Account](#)

## Browse

Collections

Disciplines

Authors

## Search

Enter search terms:

Search

in this repository ▾

Advanced Search

Notify me via email or RSS

## Author Corner


Author FAQ

Submit Research

### Browse by Research Unit, Center, or Department

Content posted here has been selected and deposited by the individual campus groups. For more information, see [About the Repository](#).

Expand All



  - ☐ American Studies Department
  - ☐ Anthropology and Sociology Department
  - ☐ Biochemistry and Molecular Biology Department
  - ☐ Biology Department
  - ☐ Business and Economics Department
  - ☐ Chemistry Department
  - ☐ East Asian Studies Department
  - ☐ Education Department
  - ☐ English Department
  - ☐ Environmental Studies Department
  - ☐ Faculty Monographs
  - ☐ Health and Exercise Physiology Department
  - ☐ History Department
  - ☐ Library
  - ☐ Mathematics and Computer Science Department
  - ☐ Media and Communication Studies Department
  - ☐ Modern Languages Department
  - ☐ Music Department
  - ☐ Neuroscience Department
  - ☐ Philosophy and Religious Studies Department
  - ☐ Physics and Astronomy Department
  - ☐ Politics and International Relations Department
  - ☐ Psychology Department
  - ☐ Staff
  - ☐ Theater and Dance Department

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- c. Click the location appropriate for your project. **For example**, "American Studies Summer Fellows" as pictured above. Note: If your project is sponsored by more than one department, just choose the primary one. During the submission process you can indicate the additional department so your project will be archived in both places.
- d. Next, click **Submit Research** under "Author Corner" on the bottom left side of the page.

Home > [American Studies Department](#) > [Student Research](#) > [American Studies Summer Fellows](#)

## AMERICAN STUDIES SUMMER FELLOWS

[Follow](#)

**Browse**

- Collections
- Disciplines
- Authors

**Search**

Enter search terms:

in this series

[Advanced Search](#)


[Notify me via email or RSS](#)

**Author Corner**


- [Author FAQ](#)
- [Submit Research](#)

**Links**

- [Summer Fellows](#)

 DIGITALCOMMONS<sup>®</sup>  
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 Ursinus College

- 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**.

Browse

Collections  
Disciplines  
Authors

Search

Enter search terms:  
  
in this series   
Advanced Search  
Notify me via email or RSS

Author Corner

Author FAQ  
Submit Research

Links

Summer Fellows

AMERICAN STUDIES SUMMER FELLOWS

Submission Agreement

Follow the instructions below to submit to *American Studies Summer Fellows*. 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 *American Studies Summer Fellows*

By checking the box below, I grant *American Studies Summer Fellows* 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.

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- 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 four main sections, each with a red header bar and a red underline:

- Title:** A red header bar with the word "Title" in red. Below it, a text input field. A small note reads: "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."
- Author:** A red header bar with the word "Author" in red. Below it, a text input field. A small note reads: "No action is required in this field. You may make changes if needed by clicking the pencil button." Below the input field is a search bar with the text "Search For An Author Using: Last Name, First Name, or Institution". Below the search bar is a list of results, with the first one being "(brcox@ursinus.edu) Brian K Cox, Ursinus College". To the right of the list is a green plus button.
- Submission Date:** A red header bar with the words "Submission Date" in red. Below it, a text input field. A small note reads: "Enter today's date." Below the input field are four dropdown menus labeled "Season", "Month", "Day", and "Year".
- Department:** A red header bar with the word "Department" in red. Below it, a text input field. A small note reads: "Choose the department in which you will be receiving Honors. If receiving Honors in more than one department, enter the primary department here and the second department in the field below." Below the input field is 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 that sponsored your project. Add an additional department if needed in the field below)
5. **Mentor(s)** (Enter the name(s) of your faculty mentor(s))
6. **Student Contributor** (Enter the name(s) of students who collaborated with you on your project)
7. **Keywords** (Up to six words, to help make your paper more discoverable via search engines)
8. **Subject Categories** (Choose the academic discipline(s) that represent your work. You may pick additional categories than those already selected )
9. **Project Description** (You may be able to copy and paste the abstract from your paper. Check with your mentor. Match exactly as on the signature page)
10. **Comments** (This can be used for reporting any 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

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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

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Please check this box to attach additional files.

☐

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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

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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

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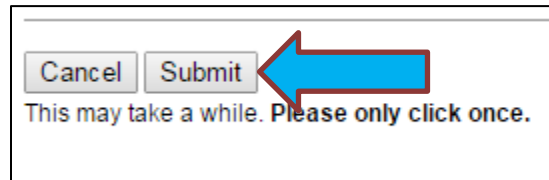
Please check this box to attach additional files.

☐ 

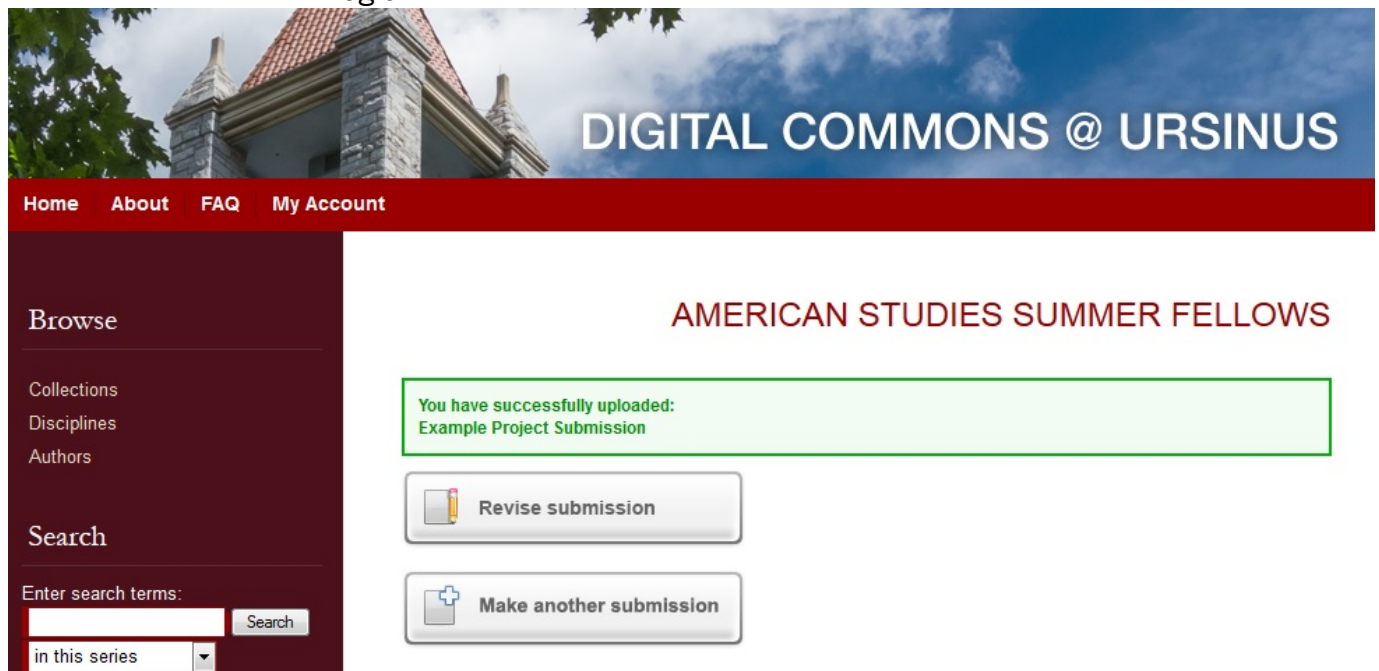
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This may take a while. Please only click once.

- 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](mailto:aprock@ursinus.edu)