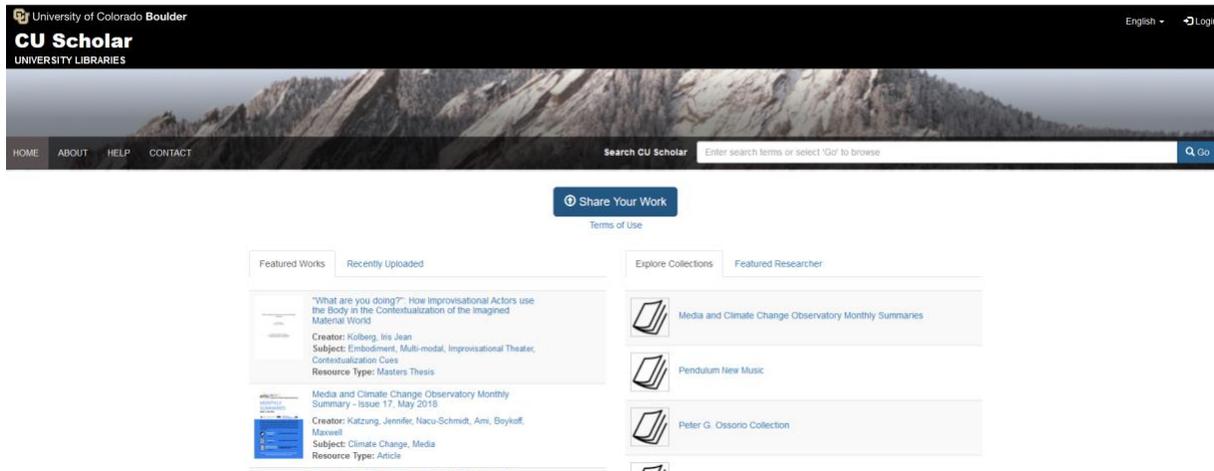


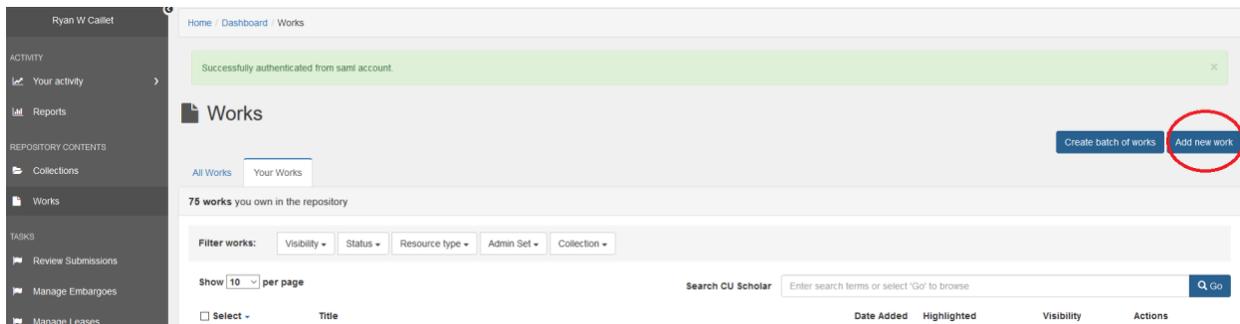
CU Scholar Thesis Submission Instructions

Starting the Submission Process

To submit your Honors Thesis to CU Scholar visit scholar.colorado.edu and click on the blue “Share Your Work” button.



You will be prompted to log in with your IdentiKey credentials. You should be taken to your author dashboard. Click the “Add new work” button and select “Undergraduate Honors Thesis.” Scroll down and click “Create work.” You will be taken to the submission form.



There are required and optional fields in the submission form. Required fields are highlighted in blue and located at the top of the form. Optional fields are found by clicking the “Additional Fields” button below the required fields.

Descriptions Files Relationships

To create a separate work for each of the files, go to [Batch upload](#)

Title required

A name to aid in identifying a work.

[+ Add another Title](#)

Creator required

The person or group responsible for the work. Usually this is the author of the content. Personal names should be entered with the last name first, e.g. "Smith, John."

[+ Add another Creator](#)

Academic Affiliation required

Academic Department/College/School/Unit at CU Boulder

[+ Add another Academic Affiliation](#)

Resource Type required

The general category of this resource (e.g. Masters Thesis, dissertation).

Date Issued required

The date the resource was published or awarded, such as when an article is published in a journal. Format: yyyy-mm-dd

Rights Statement required

Additional fields

Filling out Required Fields

- Include the full title of your thesis in the title field.
- Add your name and any co-authors to the Creator field. Enter one name per line. Honors theses should only have one author, so this will likely only include your name. Do not include advisors or committee members. Please enter names with the last name first. Ex: Smith, John. Include middle names or middle initials after the first name. Ex: Smith, John Lewis.
- Please put your department in the Academic Affiliation field. Your department should auto fill as you begin typing. Omit “department” or “department of” ex. add “English” instead of “Department of English” or “English Department.” Put “College of Arts and Sciences” if you are completing a General Honors thesis.
- Choose “Undergraduate Honors Thesis” as the Resource Type.
- The Date Issued should be the date you defended your thesis.
- You automatically own the copyright to your research by virtue of being the author. Select “In Copyright” in the rights statement field.

Filling out Additional Fields

Of the additional fields it is highly suggested that you fill out the fields for Advisor, Committee Member, Abstract, and Subject. You may find the Additional Information, License, and Related URL fields useful as well.

- Advisor- This is where you list your thesis advisor.
- Committee Member- list names for any committee members. Format the same as you did in the creator field.
- Abstract- Please include a short (200-300 word) description of your work. Including an abstract will help search engines like Google drive traffic to your thesis.
- Subject- include words or short phrases that describe your work. One subject per line. Think of the words you would choose to describe your research to someone in 10 words or fewer. For example, a thesis comparing fossil fuels and renewable energy might use keywords like Green energy, Pollution, Conventional energy, Renewable energy, Carbon footprint, Engineering Sciences, etc.
- Additional Information- for any information and comment not covered by other fields.
- License- You can choose a Creative Commons License to control how your work is utilized by other people. To learn more visit the Creative Commons website.
<https://creativecommons.org/licenses/>
- Related URL- You can include a link to any related material you produced for your thesis. An example might be a website or link to other published material derived from your thesis.

Uploading your Document

Click on the Files Tab at the top of the submission form to upload your document. You can click and drag a file into the dotted box or select any of the three green boxes to upload a file from your computer, add an entire folder of files, or add files from the cloud. You can add multiple files that were produced as part of your thesis if you have them. Make sure your file has completely uploaded before proceeding.

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Note that if you use a cloud provider to upload a large number of files within a short period of time, the provider may not be able to accommodate your request. If you experience errors uploading from the cloud, let us know via the [contact form](#).

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Drop files here.

Finishing Your Submission

You can choose to make your thesis open to the public immediately by choosing Public under the Visibility section of the Save Work menu. You may also choose to keep your thesis private for a period of time of your choosing by selecting Embargo and selecting the embargo end date.

- Embargoes are useful if you plan to publish your thesis or works closely derived from your thesis.
- An embargo can be extended or removed from your work at any time by contacting cuscholaradmin@colorado.edu.
- Confirm that you have read the deposit agreement. At this point there should be green checks next to Describe your work, Add files, and Check deposit agreement at the top of the Save Work menu. If you do not have all green checkmarks, go back and make sure you have filled out all the required metadata fields, added files, and checked the agreement.
- Click “Save.” You have now submitted your Honors Thesis! If you receive an error, try clearing your browser cache or try using a different browser. If neither of these things solve the problem, please email the CU Scholar Administrator at cuscholaradmin@colorado.edu; he can work with you to upload your paper manually.
- Your submission will be reviewed by an administrator before being approved and posted in CU Scholar. No approvals will be granted until after Latin honors designations are finalized. It may take a few weeks after that date for your submission to be approved.

Save Work

Requirements

- ✓ Describe your work
- ✓ Add files
- ✓ Check deposit agreement

Visibility

Public
Make available to all.
Please note, making something visible to the world (i.e. marking this as **Public**) may be viewed as publishing which could impact your ability to:

- Patent your work
- Publish your work in a journal

Check out [SHERPA/RoMEO](#) for more information about publisher copyright policies.

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Set date for future release.

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