What is Digital Commons?
Our institutional repository, DigitalCommons@CSB/SJU, brings together our institution’s scholarly and creative work under one umbrella. It highlights exceptional student achievement, including All College Thesis projects. Follow the steps below to preserve your thesis and make it widely available online. Adding your work to the repository also gives you an easy way to direct future employers, graduate programs, and colleagues to the exemplary work you’ve done.

Step 1: Create your Digital Commons account
- You will be adding your work to the All College Thesis Program collection.
- Go to the Submit Research page for this collection and create an account.

- List your Institutional Affiliation as College of Saint Benedict/Saint John’s University (not College of Saint Benedict and Saint John's University).

Questions? Contact Diana Symons (dsymons@csbsju.edu) or David Wuolu (dwuolu@csbsju.edu).
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Step 2: Fill in your submission form
Fill out the form’s fields using the guidelines below.

1. Title

**Capitalization**: Use the capitalization rules that are standard in your specific discipline. If you are unsure of how to capitalize the title, you can use Headline Style Capitalization as a default.

```
REQUIRED Title
```

Please use Headline Style Capitalization e.g., *The Scholarly Communication Crisis*

```
Enter title:
```

2. Authors

**Email (optional)**: Use your *csbsju.edu* address or another address that you will have long-term access to after graduation. Providing an email address allows bepress to send you periodic readership reports and helps us track you down if other researchers have inquiries about your work.

**Name**: Enter your full name.

**Institution**: Select *College of Saint Benedict/Saint John's University*.

**Co-authors**: Add in any co-authors’ names by clicking on the green plus icon.

```
REQUIRED Authors
```

Questions? Contact Diana Symons (*dsymons@csbsju.edu*) or David Wuolu (*dwuolu@csbsju.edu*). Last updated: 6/1/2016
3. Document Type
   Select Thesis.

4. Publication Date
   A year is required – use the year for the spring semester of the academic year you completed your thesis (so, even if you completed your thesis in fall 2016, enter the year as 2017).

   **Publication Date**
   
   If you choose to enter a date, the year is required but all other fields are optional.

<table>
<thead>
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5. Keywords
   Add any keywords that describe your thesis topic and that will help users locate this item in their online searches. You don’t need to include any keywords that are already in your title or abstract.

   **Keywords**
   
   Please separate keywords/keyword phrases with commas.

   Enter Keywords:
6. Disciplines
Select disciplines as appropriate. Check the [Digital Commons Disciplines Taxonomy](#) list to see what options are available. Including a discipline will display your document in the discipline-specific site on the [Digital Commons Network](#).

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7. Advisor

**One advisor:** Enter your advisor’s full name and department. Examples:
- Gary Prevost, Political Science
- Cynthia Curran, History
- Michael Heroux, Computer Science

**Multiple advisors:** Separate advisors with a semi-colon. Examples:
- Pam Bacon, Psychology; Clark Cotton, Biology
- Louis Johnston, Economics; Dana Drazenovich, Communication

![Advisor](#)
8. Abstract
Copy and paste your abstract here.

**Formatting:** If you notice formatting problems, you may need to correct some of the formatting in the copied abstract (adding paragraph breaks or italics, for example) – do this in the WYSIWYG editor or by clicking on the HTML link.

**Abstract**

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

9. Comments
Add in any additional information as needed.

10. Copyright Statement
Leave blank.

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11. Recommended Citation

Leave blank. Digital Commons automatically generates a citation for your submission.

12. Embargo Period (How to Restrict Access to Your Thesis)

Every All College Thesis Program participant is expected to upload a copy of their thesis into DigitalCommons@CSB/SJU (see Step 13, Upload File). This ensures that the All College Thesis Program staff will have a copy of your work for record-keeping and internal use.

The Embargo Period field is where you control further access to your thesis.

**Yes, the full text of my thesis can be publicly shared immediately.** If you plan to make the full text of your thesis available online, leave the Embargo Period field blank.

**No, I do not want the full text of my thesis publicly shared, ever.** If you are not interested in making the full text of your thesis available online, type in 9999 as the Year in the Embargo Period field and then upload your file.

**Yes, I will publicly share the full text of my thesis, just not quite yet.** Sometimes students are interested in pursuing publication opportunities or have other reasons to delay access to their work. If this is the case, type in the date at which your thesis can be made publicly available.

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13. Upload File

Select **Upload file from your computer**, and upload your thesis file.

**Upload File**

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

**Please upload the full text of your submission:**

[Browse...]

**Note:** Make sure to load your entire thesis (including title page, abstract, thesis, reference list, and appendices) as a single document. Other related files, including data sets, lab journals/notebooks, or musical recordings, can be added in Step 16 as **Additional Files**.

**Large files.** If your file is too large to load properly, you can upload your file to CSB/SJU Dropbox and send the URL to digitalcommons@csbsju.edu. Here are instructions on using CSB/SJU Dropbox.

14. Is This a Video?

Leave this box unchecked.

**Is This a Video?**

[ ]

15. Publication Status

Click **No**.

**Publication Status**

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- **Yes**
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16. Additional Files

Use this field to add any related files, including data sets, lab journals/notebooks, poster presentations, survey instruments, or musical recordings, that relate to your work but aren’t included in the thesis itself.

17. Submit

And finally, click Submit.

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