

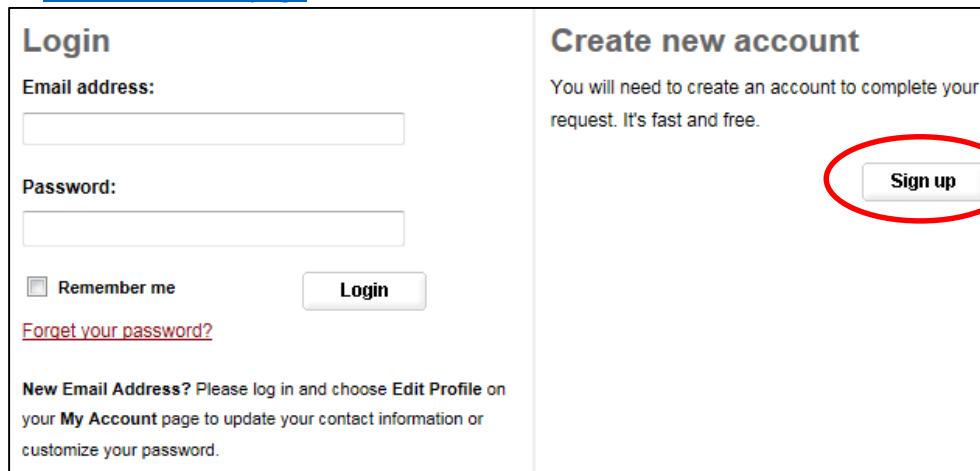
# Submitting Your All College Thesis to DigitalCommons@CSB/SJU

## 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.



**Login**

Email address:

Password:

Remember me

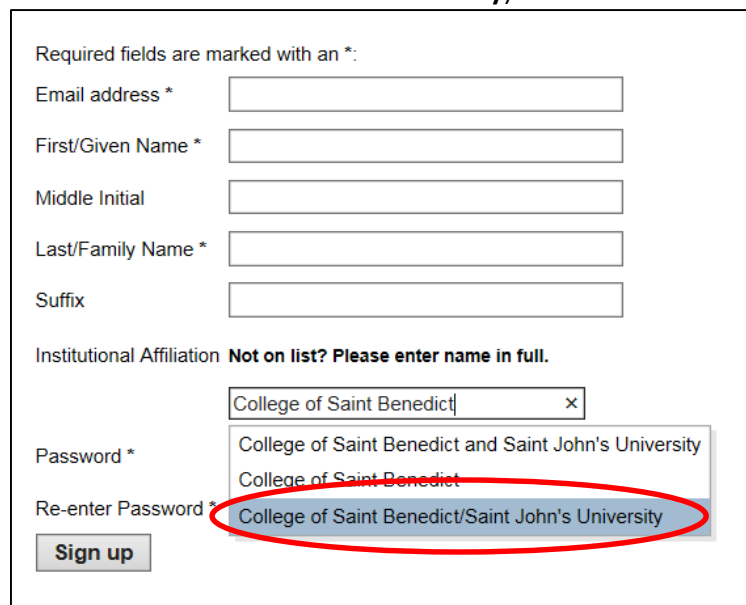
[Forget your password?](#)

**New Email Address?** Please log in and choose **Edit Profile** on your **My Account** page to update your contact information or customize your password.

**Create new account**

You will need to create an account to complete your request. It's fast and free.

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



Required fields are marked with an \*:

Email address \*

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

College of Saint Benedict | x

College of Saint Benedict and Saint John's University

College of Saint Benedict

College of Saint Benedict/Saint John's University

Re-enter Password \*

# Submitting Your All College Thesis to DigitalCommons@CSB/SJU

## 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

1	Email	First	Middle	Last	Suffix	Institution		
	<input type="text" value="Search..."/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Search..."/>		

Corporate

Questions? Contact Diana Symons ([dsymons@csbsju.edu](mailto:dsymons@csbsju.edu)) or David Wuolu ([dwuolu@csbsju.edu](mailto:dwuolu@csbsju.edu)).

Last updated: 6/1/2016

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## 3. Document Type

Select **Thesis**.

None
<b>Article</b>
Artwork
Book Chapter
Book Review
Conference Proceeding
Dissertation
Editorial
Letter to the Editor
Musical Composition
News Article
Performance
Poster
Presentation
Report
Response or Comment
<b>Thesis</b>
Video

## 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).

### **REQUIRED** Publication Date

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

Season	Month	Day	Year
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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:

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## 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](#).

### Disciplines

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Please indicate the academic discipline(s) that best describes your submission. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<ul style="list-style-type: none"><li><input type="checkbox"/> Architecture</li><li><input type="checkbox"/> Arts and Humanities</li><li><input type="checkbox"/> Business</li><li><input type="checkbox"/> Education</li><li><input type="checkbox"/> Engineering</li><li><input type="checkbox"/> Law</li><li><input type="checkbox"/> Life Sciences</li><li><input type="checkbox"/> Medicine and Health Sciences</li><li><input type="checkbox"/> Physical Sciences and Mathematics</li><li><input type="checkbox"/> Social and Behavioral Sciences</li></ul>	<input type="button" value="Select »"/> <input type="button" value="« Remove"/>	

## 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

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Enter advisor:

Questions? Contact Diana Symons ([dsymons@csbsju.edu](mailto:dsymons@csbsju.edu)) or David Wuolu ([dwuolu@csbsju.edu](mailto:dwuolu@csbsju.edu)).

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## 8. Abstract

Copy and paste your abstract here.

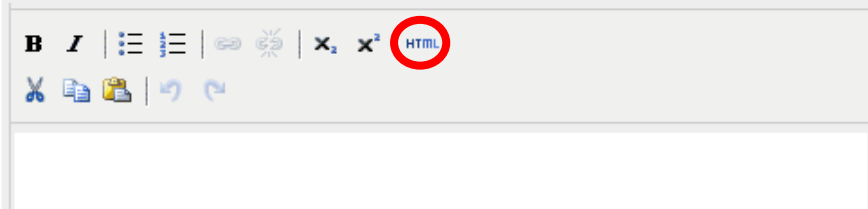
**Formatting:** If you notice formatting problems, you may need to correct some of the formatting in the copied abstract (adding paragraph breaks or italics, for example) – do this in the WYSIWYG editor or by clicking on the HTML link.

### Abstract

---

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type your abstract:



The image shows a rich text editor interface. The top row contains icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, subscript (x<sub>2</sub>), and superscript (x<sup>2</sup>). The 'HTML' link icon is circled in red. The bottom row contains icons for cut, copy, paste, undo, and redo.

## 9. Comments

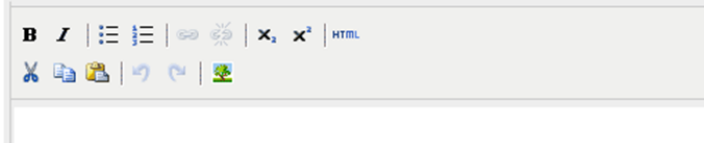
Add in any additional information as needed.

### Comments

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Additional text to be displayed on index page.

Comments



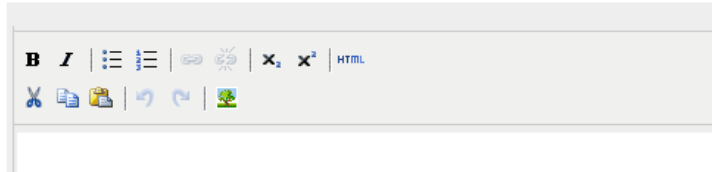
The image shows a rich text editor interface. The top row contains icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, subscript (x<sub>2</sub>), and superscript (x<sup>2</sup>), followed by the text 'HTML'. The bottom row contains icons for cut, copy, paste, undo, redo, and a smiley face icon.

## 10. Copyright Statement

Leave blank.

### Copyright Statement

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The image shows a rich text editor interface. The top row contains icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, subscript (x<sub>2</sub>), and superscript (x<sup>2</sup>), followed by the text 'HTML'. The bottom row contains icons for cut, copy, paste, undo, redo, and a smiley face icon.

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## 11. Recommended Citation

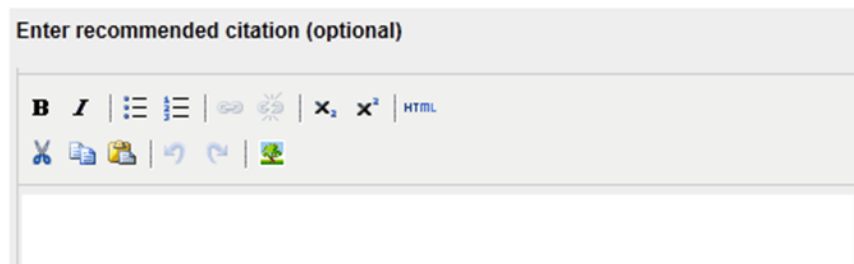
Leave blank. Digital Commons automatically generates a citation for your submission.

### Recommended Citation

---

Digital Commons automatically generates recommended citations for all submissions. To override the default suggested citation, please enter citation information below.

Enter recommended citation (optional)



## 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.

### Embargo Period

---

Please select the date until which you would like your submission to be placed under Embargo. You can upload the final version of your work now, but it will not be available to readers until after this Embargo date.

Month	Day	Year
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# Submitting Your All College Thesis to DigitalCommons@CSB/SJU

## 13. Upload File

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

### Upload File

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- 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:

**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](mailto: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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Was this submission previously published in a journal? Bepress will automatically create an OpenURL for published articles. [Learn more about OpenURLs](#)

- Yes
- No

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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.

### Additional Files

---

Please check this if you'd like to add additional files

## 17. Submit

And finally, click **Submit**.



This may take a while. Please only click once.

Congratulations, your thesis is now included in DigitalCommons@CSB/SJU! Repository staff will review your submission and post it to the site shortly. You will then be able to view your content in our [All College Thesis Program collection](#).