

Upload Authorization Form

Otterbein University Undergraduate Honors & Distinction Programs

This form provides student and faculty authorization for the upload of this electronic document to any digital collection supported by Otterbein, including but not limited to the Digital Commons @ Otterbein and the OhioLINK ETD. **Please complete all fields and remember that both the student author and the faculty advisor must sign.**

Signed Upload Authorization Form and Thesis Cover Sheet with signatures must be returned to digitalcommons07@otterbein.edu and projects must be uploaded to the Digital Commons, at least two weeks prior to the end of the term.

STUDENT INFORMATION: *please print clearly:*

Student Name: _____

Thesis title: _____

Keywords: Please list 4-6 keywords or keyword phrases describing your thesis:

Total Number of Pages: _____

Permanent mailing address: _____

Permanent phone number: _____ Permanent Email address: _____

Program: Honors _____ Distinction _____

Thesis Committee: (Please list all committee members):

Student Signature: _____ Date: _____

FACULTY APPROVAL:

I certify that this paper is adequate in scope and quality and indicate my approval of the content of the document to be submitted to Digital Commons @ Otterbein. Please select the appropriate option below, then sign.

BE AWARE that all abstracts are fully searchable when open access option with embargo chosen below.

Upload to Digital Commons – Open Access (no restrictions) _____

Upload to Digital Commons – Open Access with Embargo _____

Upload to Digital Commons – Close Access with Embargo _____

Select embargo period _____ 1 year _____ 3 year _____ 5 years _____ 10 years

Faculty Advisor Signature: _____ Date: _____

Useful Information

Honors & Distinction papers are **open access** and are freely available in the Otterbein's institutional repository, Digitalcommons@Otterbein, upon approval by the faculty advisor or by the Honors or Distinction committee. In limited circumstances, students may want to postpone public access to their papers. Such a postponement is known as an embargo.

Faculty and students will have the option of imposing an embargo or delay on the student's publication for the following time periods: 1 year, 3-year, 5 year, or 10 years. After that time passes, the PDF will become fully accessible and available for download. This addresses situations such as patent application, book contract negotiation, or other proprietary interests that are of concern.

Open access – the document and abstract become fully searchable via Institutional repository databases, Otterbein's OneSearch, and via the internet through search engines like Google.

Embargo/Open Access – When the Upload Authorization Form indicates that there is to be an open-access embargo applied to a particular document, the title and abstract of the document will be fully available to the public for viewing, serving as proof that the thesis was completed and defended, but the thesis is not available to view until the embargo has ended. **But the full text of the PDF document will be hidden for the indicated period.**

Embargo/Close Access – When a **close access embargo is** applied to a particular document, the title, abstract and full text of the document will be hidden for the indicated embargo period. Please only select this **only when the disclosure of the paper may be detrimental to the rights or interests of the author.** A student who requests this type of embargo must receive written approval permission to embargo the paper with reasons from the student advisor.