Honors and Distinction Program Procedures:
Digital Commons @ Otterbein

Student Portion

• Check the Formatting Guidelines to make your paper accessible before the upload
• Complete all program requirements based on program guidelines.
• Complete “Upload Authorization Form: Honors and Distinction Programs.”
• At the time of defense, give the completed Upload Authorization Form to the faculty advisor.
• Work with your faculty advisor to select the appropriate upload option, then ensure your advisor has signed the Upload Authorization Form before you take it back.
  o Please note: regardless of the upload options selected, abstracts will be fully searchable and accessible
  o There are two upload options:
    ▪ Open access – fully accessible to all audiences, internal and external.
    ▪ Open Access with Embargo period – restricts access to the document until a specific time period has passed - if necessary, select this option and choose the appropriate embargo period.
• Go to http://digitalcommons.otterbein.edu/, create an account, and follow the prompts.
  o Note: Much of the required fields may be completed with information found on the Authorization Form. The abstract should be taken directly from your paper.
• Upload Instructions:
  o On the left, under “Browse,” select “Collections.”
  o On the right-hand side, find all the collections currently in the Commons. Scroll down to the bottom and select your program (Honors or Distinction).
  o Looking now at the left-hand side, under “Author Corner,” select “Submit Research.”
  o Next, agree to the Publication Agreement, which gives Otterbein certain rights and access to their project. Copies of the publication agreement can be provided upon request.
  o The student then completes the following fields:
    ▪ Title (all words capitalized)
    ▪ Author Name (as appearing on thesis)
    ▪ Graduating Institution (Otterbein University)
    ▪ Program information (Honors or Distinction)
    ▪ Department
    ▪ Enter the names of the members of the advising committee
    ▪ Include 4 – 6 Keywords
    ▪ Choose subject categories from the list provided
    ▪ Copy / paste abstract
    ▪ Upload your file
    ▪ Select “Submit”
• After completing the upload, your project is ready for review by Library staff
• Email or Bring both the signed Upload Authorization Form and Cover Sheet with signatures physically to the Library (Attention: Jane Wu).
  o Bring your papers to the circulation desk; they’ll collect them, and you’ll initial next to your name on your program roster at that time
• Forms must be submitted to the Library (Attn: Jane Wu digitalcommons07@otterbein.edu) and projects must be uploaded no later than two weeks before the end of the term.