

# Honors and Distinction Program Procedures:

Digital Commons @ Otterbein

## *Student Portion*

- Check the [Formatting Guidelines](#) to make your paper accessible before the upload
  - Adobe account instructions: you will first need to be on an Otterbein computer (most likely a library or lab computer). If you have not created an account previously, you will need to sign up using your Otterbein email address and a password. This password will be separate from your Otterbein email/network password, and if forgotten, will be reset through Adobe. If prompted, you will select Company or School Account when logging in.
- Complete all program requirements based on program guidelines.
  - This includes ensuring your work is digitally accessible. Your submission will include a Digital Accessibility Report. Digital Accessibility information is available within this [Submission Process](#) video (see time stamps for specific instructions). Be sure to save the Accessibility Report as a separate files so you can submit it as an attachment.
  - Complete “[Upload Authorization Form: Honors and Distinction Programs.](#)”
  - At the time of defense, give the completed Upload Authorization Form and the Digital Accessibility Report 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.
    - ✦ Please note: regardless of the upload options selected, abstracts will be fully searchable and accessible
    - ✦ There are three 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.
      - Closed, Otterbein Only (Title and Abstract are Public Access)– When the option is chosen, the abstract and full text 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 unless the user has an otterbein email account. Otterbein students, faculty, and staff may use their Otterbein email to set up an account with Digital Commons @ Otterbein to download the full text.
- Go to <http://digitalcommons.otterbein.edu/>, create an account, and follow the prompts.
  - *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:
  - On the left, under “Browse,” select “Collections.”
  - 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).

- Looking now at the left-hand side, under “Author Corner,” select “Submit Research.”
- 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.*
- The student then completes the following fields:
  - ✦ Title (Capitalize each word)
  - ✦ 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 (Capitalize each word)
  - ✦ Choose subject categories from the list provided
  - ✦ Copy / paste abstract
  - ✦ Upload your file and the authorization form (if you have a digital copy) and remember to attach the Accessibility Report as supplementary file with the PDF submission
  - ✦ 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** to the Library (***Attention: Digital & Web Services Librarian***). Projects must be uploaded no later than two weeks before the end of the term for Distinction or the last day of the semester for Honors.
  - Forms may be submitted electronically to the Library (Attn: *Digital & Web Services Librarian* at digitalcommons07@otterbein.edu) OR
  - Forms may be provided in person to the circulation desk; they’ll collect them, and you’ll initial next to your name on the program roster at that time