

Guidelines for Preparing and Submitting your Honors Projects to DigitalCommons@Macalester

DeWitt Wallace Library, Macalester College

The Honors Program, administered by the Academic Programs Office

<http://www.macalester.edu/academicprograms/honorsprogram/>, “is designed to enable seniors with demonstrated ability to undertake substantial independent work that culminates in a project of exceptionally high quality.” As part of the DeWitt Wallace Library’s commitment to provide open, online access to resources for scholarship and teaching; preserve evidence of Macalester scholarly and artistic work; and contribute to and enhance scholarly communication and open access publishing models, all Honors Projects are posted to our institutional repository, DigitalCommons@Macalester <http://digitalcommons.macalester.edu/>.

DigitalCommons is Macalester’s web-based, open access-compliant institutional repository for scholarly and creative works produced by Macalester faculty, students, and staff. It is a **permanent and open archive**. All materials are findable via Google Scholar and other search engines, and all content in DigitalCommons is freely accessible to the world. An exception to this is Honors Projects that are part of ongoing faculty research—these Projects are restricted to on-campus use only, either by access to DigitalCommons from campus computers, or by appointment on-site in the College Archives.

PREPARING YOUR HONORS PROJECT

- **Formatting and other requirements** for Honors Projects are determined by the sponsoring academic department and the Academic Programs Office.

Copyright and Citation

- Copyright protects both you as an author, as well as authors cited by you, against unauthorized use of content. Your final Honors Project requires proper citations for all quotations, website content, tables, diagrams, data, interviews, media, images, etc., or any other content not originally created by you. More detailed information can be found online:
 - Copyright <http://www.macalester.edu/library/copyright/index.html>
 - Citing and writing <http://library.macalester.edu/guides/guide.php?id=236>
 - Human subjects/interviews <http://www.macalester.edu/committees/irb/index.html>
- **If your Honors Project includes images, diagrams, charts, or other media that are not original works by you, you must include permissions from original content providers or the images, etc. must be removed from the version of your Honors uploaded to DigitalCommons.** If your work includes discs with music, datasets, or other accompanying material that is not original work by you, these same stipulations apply. For book-length translations, you must also have the copyright holder’s permission to upload the work to DigitalCommons. If your work includes interviews, you must include a statement that you have permission from the interviewees to make their interviews public. In order to ensure you have the necessary permissions or are appropriately following copyright:
 - include permissions from copyright owners in your Honors Project;
 - forward copies of permissions from copyright owners to scholarpub@macalester.edu; or
 - remove or redact images or other content that is not your copyright, but retain the citation, caption or information, and URL, so readers will know how to find the original.

SUBMITTING YOUR HONORS PROJECT TO DIGITALCOMMONS

Please be sure to fill out and sign the [Permission to Deposit Honors Projects form](#). If your Honors Project is to be restricted, your advisor also needs to sign. The Academic Programs Office has copies of the permission form and it is also available at <http://digitalcommons.macalester.edu/faq.html>.

Before you begin submitting your Honors Project to DigitalCommons, please have the following ready:

- Title, Abstract, and Keywords
 - Final version of your Honors Project as a Microsoft Word or PDF file. If you create your own PDF file, please embed all fonts.
1. Go to <http://digitalcommons.macalester.edu>
 - a. Click on “My Account” on the upper left side of the page. If you don’t have one already, create a free account by clicking on “Sign up” under “Create new account”.
 - b. Complete the form (use a non-Macalester email address*) and confirm your account.
 2. Click on “Submit Honors Project” on the left under “Author Corner”.
 - a. Find your department in the list and click on the Department “Honors Projects” link.
 - b. If you don’t find your department honors link, please email scholarpub@macalester.edu.
 3. Please read through the “Contribution of Material” submission agreement and check the checkbox at the bottom; click “Continue”.
 4. Complete the submission page:
 - a. Add Title and Author
 - b. Select “Honors Project” from the “Document Type” drop-down
 - c. Enter publication date (the full date completed, or use May 1 of the current year).
 - d. Enter three to six important keywords. These will not appear on the posted Honors Project, but will be searchable in Google, Google Scholar, and WorldCat.
 - e. Add “Comments” if you wish (e.g. advisor’s name, thank you message, etc.).
 - f. Type or paste your abstract.
 - g. Choose a discipline(s), if you wish.
 - h. Upload your Honors Project file (Word or PDF).
 - i. Select “No” under “Publication Status” if your Honors has not been previously published.
 - j. Check the box under “Additional Files” if you have supplemental content (datasets, etc.) to also make available. Please be sure to fill out the back of the [Honors Permission form](#) if you do have supplemental datasets to share in DigitalCommons.
 5. Click “Submit”

*Macalester College and the DeWitt Wallace Library do not have access to your DigitalCommons account, including password. You can update your email address after graduation, but you will need to remember your log-in information, or contact bpress support for help getting a new password.

For questions, please contact scholarpub@macalester.edu.

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