

## Directions for submitting your own Honors Projects to Macalester's Digital Commons

Before you begin to submit your project, you should have the following at hand:

- Title
- Abstract
- Keywords
- Final version (not a draft) of your article as a Microsoft Word, PDF, or RTF file. If you create your own PDF file, please embed all fonts. (Final print versions are due to Brenda Piatz, Academic Programs.)

**Note:** If your project has images, you must comply with one of the following or images will be removed from your document:

- If images are not original (made by you), you must include permission from the copyright owner, or
- you can include a URL, but not the image itself, or
- if images are from ArtStor, you must delete image and only include URL (this allows readers on campus to access the image)

### Steps to Complete Submission Process

#### 1. Connect to <http://digitalcommons.macalester.edu/>

- a. Click on 'my account' on the right side of the page.
  - b. Create a free account by clicking on "New User? Create a free account."
  - c. Complete the form.
- A confirmation will be emailed to the address you provide. Open the email. To confirm your account and resume your activities, click the link. In the future you will only need your email address and password to log in.
- d. If you are not still in Digital Commons, please [connect](#).

#### 2. Click on academic departments and organizations.

Find your department in the list and click on honors projects.

If you don't find your department, please email [sietmann@macalester.edu](mailto:sietmann@macalester.edu), and Janet will set up the department so you can submit your project.

#### 3. Click on Submit research.

This brings you to a login screen, where you will enter your email and password.

#### 4. Complete the Submission page.

- a. Under Author information, enter your email in the box *only if you want to be notified of number of downloads*. Do enter your first name, last name, and Macalester College as the institution. [You can update your account with new email address after graduation.] Do not click on "Add Author" button unless you have an additional author.
- b. Enter the title of your project.
- c. Under document type, choose Honors Project.
- d. Under publication date, enter December 1, 2008.
- e. Enter three to six important keywords. These will not appear on the posted project, but will be searchable in Google, Google Scholar, and Worldcat.
- f. Choose a discipline, if you wish.
- g. Type or paste your abstract, if any. Choose format of abstract.
- h. Add comments if you wish. (advisor's name, thank you message)
- i. Upload your file. You can browse to locate the file on your computer or network.
- j. Answer "no" when asked if your document was previously published.
- k. Add additional files that supplement your project (data, photos) if you wish
- l. Click on Submit.

***Congratulations!***