

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 (separate from the article body)
- Keywords for your article
- 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 May 1st 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
- 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 left side of the page.
- b. Create a free account by clicking on "New User? Create a free account."
- c. Complete the form.

A confirmation code will be emailed to the address you provide. You need to enter this confirmation code to authenticate your email address. In the future you will only need your email address and password to log in. However, for security reasons, we require first-time visitors to enter their confirmation code, not password, to proceed. Cutting and pasting is the easiest way to enter your code.

2. If you are still in Digital Commons, click on "home" on the left side. If not, return to Digital Commons as per #1.

- a. Click on academic departments and organizations.
- b. Find your department in the list and click on honors projects.

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

3. Click on Submit a paper.

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

4. Accept the article submission agreement. *Click continue.*

5. Complete the "about you" page. *Click continue.*

6. On the **Add Authors page**, there is an option which allows you to enter your Macalester email address; *only enter your email in the box if you want to be notified of changes to your document, status reports = to number of downloads, etc.* [You can update your account with new email address after graduation.] **Do not click on "Add Author" button unless you have an additional author.**

Honors Projects

add authors...

If no email address is entered the author will not be notified about the status of the submission or be able to access or change any information regarding this submission using these web tools.

Author's email address (optional)

Add Author

When the list below is accurate and complete, click 'Continue'.

Name/Email	Institution	Order		
Teresa Fishel <tfishel@macalester.edu>	Macalester college	1st author	Delete	Edit

Click continue.

7. About Your Submission

- a. Enter the title of your project
- b. Enter May 1, 2006.
- c. Enter three to six important keywords. These will not appear on the posted project, but will be searchable in Google, Google Scholar, and Worldcat.
- d. Upload your document, **making sure to choose the proper box, depending on if your paper is Word/RTF or PDF.**
- e. Add comments if you wish. You could add your advisor's name here, or a thank you message. Click on Submit.

Congratulations!