

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

Macalester College Library

The Honors Program, administered by the Academic Programs and Advising Office [www.macalester.edu/academicprograms/honorsprogram/](http://www.macalester.edu/academicprograms/honorsprogram/), provides an opportunity for seniors to distinguish themselves through a high-quality, independent, culminating project that is approved by an examining committee. The Library invites you to contribute your honors project to the institutional repository, DigitalCommons@Macalester [digitalcommons.macalester.edu/](http://digitalcommons.macalester.edu/). The repository manifests our commitment to provide open, online access to resources for scholarship and teaching, preserves evidence of Macalester scholarly and artistic work, and contributes to and enhances scholarly communication and open access publishing models.

Macalester faculty, students, and staff contribute their scholarly and creative works to Digital Commons, Macalester's open access institutional repository which serves as a permanent and open archive. Honors Projects that are part of ongoing faculty research may be restricted to on--campus use only (limited to current faculty, students, or staff through on-campus computer/VPN access or by appointment onsite in the College Archives).

## PREPARING YOUR HONORS PROJECT:

### Formatting and other requirements

- Check with your sponsoring academic department or the Academic Programs and Advising Office for timelines, guidance on appropriate formatting, or other submission requirements.

### Copyright and Citation

*Prepare your Honors Project with proper citations* for any content not originally created by you, this includes quotations, website content, tables, diagrams, data, interviews, media, images, etc. For more detailed information and help:

- Copyright: [sites.google.com/macalester.edu/copyright](http://sites.google.com/macalester.edu/copyright)
- Citing and writing: [libguides.macalester.edu/citation](http://libguides.macalester.edu/citation)
- Human subjects/interviews: [www.macalester.edu/irb/](http://www.macalester.edu/irb/)
- Meet with a librarian: [www.macalester.edu/library/research-help/](http://www.macalester.edu/library/research-help/)
- *Provide permissions from original content providers* of any media that are not original works by you, including images, diagrams, charts, song lyrics, photos of artwork, and extensive translations of published works (email questions to: [scholarpub@macalester.edu](mailto:scholarpub@macalester.edu)) Do this by:
  - including a statement of permission from copyright owners in your Honors Project—such as in the caption of an image or chart, OR
  - forwarding copies of written permissions from copyright owners to [scholarpub@macalester.edu](mailto:scholarpub@macalester.edu), OR
  - removing or redacting 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.
- *Receive permission from each interviewee* to make the interview public, and provide a statement within your Honors Project that you have received permission.

## SUBMITTING YOUR HONORS PROJECT TO DIGITALCOMMONS:

1. **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 [digitalcommons.macalester.edu/dchonorspermission.pdf](https://digitalcommons.macalester.edu/dchonorspermission.pdf)
2. Have the following items ready when you upload your Honors Project to DigitalCommons:
  - Title, Abstract, and Keywords
  - Final version of your Honors Project as a Microsoft Word or PDF file.
3. Go to [digitalcommons.macalester.edu](https://digitalcommons.macalester.edu)
  - Click on “My Account” on the upper left side of the page. You can create a new account by selecting the “Sign up” button under “Create new account”.
  - Complete the form (use a non--Macalester email address\*) and check your email to confirm your account.
4. Click on “Submit Research” on the left under “Author Corner”.
  - Find your department in the list and click on the Department “Honors Projects” link.
  - If you don’t find your department honors link, please email [scholarpub@macalester.edu](mailto:scholarpub@macalester.edu)
5. Please read through the “Contribution of Material” submission agreement and check the checkbox at the bottom; click “Continue”.
6. Complete the submission page:
  - Add Title and Author
  - In the “Document Type” drop-down select “Honors Project,” or “Honors Project - Open Access,” depending on which option is available to you. If you are submitting a project restricted to campus only, select “Honors Project On-Campus Access Only.”
  - Enter publication date (the full date completed, or use May 1 of the current year).
  - 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.
  - Add “Comments” if you wish (e.g. advisor’s name, thank you message, etc.).
  - Type or paste your abstract.
  - Choose a discipline(s), if you wish.
  - Upload your Honors Project file (MS Word or PDF).
  - Select “No” under “Publication Status.”
  - Check the box under “Additional Files” if you have supplemental content (datasets, etc.) to also make available.
7. Click “Submit”
8. Your honors project will be published in the months following graduation. In the meantime, library staff will check that your submission is complete with a signed permission form.

\*Macalester College and the 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 bepress support for help getting a new password.

**For questions, please contact [scholarpub@macalester.edu](mailto:scholarpub@macalester.edu).**