Honors and Distinction Program Procedures:
Digital Commons @ Otterbein

Student Portion

Student:
- Complete all program requirements based on program guidelines.
- Complete “Upload Authorization Form: Honors and Distinction Programs.”
- At time of defense, give completed Upload Authorization Form to 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 two 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.
- 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 the 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,” the 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 complete the following fields:
    - Title (all words capitalized)
    - Author Name (as appearing on thesis)
    - Graduating Institution (Otterbein University)
    - Program information (Honors or Distinction)
    - Department
    - Enter the names of the members of advising committee
    - Include 4 – 6 Keywords
    - Choose subject categories from the list provided
    - Copy / paste abstract
    - Upload your file
    - Select “Submit”

- After completing the upload, your project is ready for review by Library staff
- Bring both the signed Upload Authorization Form and Cover Sheet with signatures physically to the Library (Attention: Sarah Whybrew).
  - Bring your papers to the circulation desk; they’ll collect them and you’ll initial next to your name on your program roster at that time
- Forms must be submitted to the Library (Attn: Sarah Whybrew) and projects must be uploaded no later than two weeks before the end of the term.