

# Honors and Distinction Program Procedures:

## Digital Commons @ Otterbein

### *Student Portion*

- Check the [Formatting Guidelines](#) to make your paper accessible before the upload
- Complete all program requirements based on program guidelines.
- Complete “Upload Authorization Form: Honors and Distinction Programs.”
- At the time of defense, give the completed Upload Authorization Form to the 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 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,” 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 completes the following fields:

▪ Title (all words capitalized)	▪ Enter the names of the members of the advising committee
▪ Author Name (as appearing on thesis)	▪ Include 4 – 6 Keywords
▪ Graduating Institution (Otterbein University)	▪ Choose subject categories from the list provided
▪ Program information (Honors or Distinction)	▪ Copy / paste abstract
▪ Department	▪ Upload your file
	▪ Select “Submit”
- After completing the upload, your project is ready for review by Library staff
- **Email or Bring** both the **signed Upload Authorization Form** and **Cover Sheet with signatures physically** to the Library (**Attention: Jane Wu**).
  - 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: Jane Wu digitalcommons07@otterbein.edu) and projects must be uploaded no later than two weeks before the end of the term.**