Instructions for Submitting Electronic Honors Projects on DigitalCommons@URI

Go to: http://digitalcommons.uri.edu/srhonorsprog/ if you are not already there.

- Click on the "Submit Research" link on the **left** hand menu
- If you already have an account in DigitalCommons, please login there. If not, click "Sign up" button where it says "Create new account" and create a free account for you.
- **For creating a new account:** 1. Complete the form (the required fields are marked with a red asterisk and they include simply: your email address, first name, last name, and a password that you make up yourself); 2. Click "Sign up"; 3. A confirmation email will send to you and you can activate your account from there.

Uploading your project

- **Before you begin, please make sure that you have the following**:
  - Title of your project
  - Author Information (including your email, first and last name, and institution is "University of Rhode Island")
  - Your major
  - Your minor (if applicable)
  - Advisor's Name and Department
  - Date of project completed (Month/Year)
  - Disciplines
  - Keywords (optional; up to six and separated by commas. These keywords are used as indexes for further searches.)
  - Creative Commons License (Recommend to use "Creative Commons Attribution- Noncommercial-Share Alike 4.0")
  - Abstract
  - Optional Supplementary files (PowerPoint, images, audio, etc.) that are an integral part of the project, but not part of the full text.
  - Full text of the project in Word or PDF format.

- **Scroll down and read the Submission Agreement for Senior Honors Projects**
  - Your manuscript will be submitted to DigitalCommons@URI for inclusion in the Senior Honors Projects Collection.
  - You must accept the terms of granting Digital Commons the right to distribute your project by checking off the box that says **"**Please check this if you agree to the above terms.**"**

- **Click on the "Continue" button**

- **Uploading the full text file**

The submission instructions were updated by 05/22/2018

- Check off "Upload file from your computer"
- Click the "Choose File" button to locate your project on your computer.
- Your project should be uploaded as a Word or a PDF file. If you upload a Word the document, the system will automatically convert it to a PDF for you. (If you have **additional files** such as sound or video clips, image files, etc. that must also be submitted, check off the box indicating that you would like to add additional files. You will have an opportunity to upload the additional files on the next screen.)
- If you do not have any additional files to upload, click the "Submit" button.
- You will have successfully completed the submission process!
- At this point you can close out of the DigitalCommons website, or if you know you made a mistake on the submission form or somewhere in your project, you can choose to revise your project.

- **Adding Additional Files**
  - Additional files are meant to supplement the full text of your project. They may include any type of files such as audio or video files, image files, a spreadsheet, a PowerPoint file, etc. There are no file size or file format limitations, but please keep in mind that if you upload unusual file formats or very large files people may have trouble downloading them.
    - If you wish to upload additional files, please check off the box indicating that you would like to add additional files and then click submit.
    - Browse for additional files on your computer and provide a short description of each file.
    - Click the Save New File button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click Continue at the very bottom of the screen**.**
    - If you are satisfied with your submission, you can close out of the DigitalCommons website.
    - You will have successfully completed the submission process!

- **Revising your submission**
  - First make any changes or corrections you need to make to your project in your original Word document.
  - Then go to DigitalCommons at http://digitalcommons.uri.edu/srhonorsprog/
  - Click on the "My Account" link in the top left hand corner and log in.
  - If you forgot your password or username click on the link that says "Forget your password?" Enter your email address and click "Email password". Your password and user name will be emailed to you immediately.
  - Once you are logged in, click on "**revise submission**" link in the top left corner of the subsequent page.

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- o The "Revise" form is the same as the original submission form. Here you can edit any of the information you filled out on the online submission form when you originally uploaded your project. For example, if there is a typo in the title field, if you need to make edits in the abstract field, if you spelled your name wrong in the author field etc.
- o Scroll down to the bottom of the submission form to where it says "Upload File", and browse for the corrected version of your project. Then scroll down to the very bottom of the form and click "Submit".

Once your project is uploaded to Digital Commons and published on the website, you will have to send an email to ask the administrator to revise your project for you.

If you have any questions or comments regarding the submission process in Digital Commons, please contact the Senior Honors Program Staff:

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