

## Student Guide for the Electronic Submission of Honors Papers

### Introduction

To provide enhanced access, storage, and preservation of exemplary student work, honors students are requested to submit their papers electronically using the Library's DukeSpace digital repository. Your work will be web accessible under a Creative Commons license and assigned a persistent URL.

This document will guide you through the formatting standards for electronic submission.

The paper you submit to DukeSpace must be in its final form, requiring no further review or editing, as this will serve as the permanent copy in the University Archives. The document should be in Adobe Portable Document Format (PDF). No compression or password protection should be used.

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#### *Images*

GIF (.gif)  
JPEG (.jpg or .jpeg)  
PDF (.pdf)  
TIFF (.tif or .tiff)  
PNG (.png)

#### *Audio*

AIFF (.aif or .aiff)  
CD-DA  
CD-ROM/XA  
MIDI (.mid or .midi)  
MPEG-2  
SND (.snd)  
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Apple QuickTime (.mov)  
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For questions about the University Archives and Honors Theses in general fill out the inquiry form at <http://library.duke.edu/rubenstein/uarchives/ask>

For technical assistance, please contact:

Matthew Farrell  
Digital Records Archivist  
Duke University Archives  
[matthew.j.farrell@duke.edu](mailto:matthew.j.farrell@duke.edu)  
919.684.6181

Alternatively, you may fill out the inquiry form at <http://dukespace.lib.duke.edu/dspace/feedback>.

## Procedure for Submitting Honors Theses

### SIGNING IN USING YOUR NETID

To sign in using your NetID, go to this URL: <http://dukespace.lib.duke.edu/dspace/shibboleth-login>

### ELECTRONIC SUBMISSION

This submission process is intended for a completed project. This submission process will collect the information necessary to deliver your manuscript to the DukeSpace Repository.

Before you begin, please be sure you have the following:

- Title of your paper
- Abstract (a summary or description of your paper with a 350-word limit, often the paper's introduction will work.)
- The paper to be submitted (PDF format is preferred).
- Optional supplementary files (images, sound, etc.)
- Keywords/phrases (up to six)

Navigate to the submission form:

Enter the URL: <http://dukespace.lib.duke.edu/dspace/submit>

OR

1. To submit your thesis click the "Submissions" link under the "My Account" list on the left hand side.
2. Click the "[start a new submission](#)" link.

The screenshot shows the top navigation bar with the Duke University Libraries logo on the left and the DukeSpace logo on the right. Below the navigation bar is a breadcrumb trail: "DukeSpace Home → Item submission". The main heading is "Item submission". Below that is the sub-heading "Select a collection". Under "Select a collection", there is a label "Collection:" followed by the instruction "Select the collection you wish to submit an item to." Below this instruction is a dropdown menu with the text "Select a collection..." and a downward arrow. At the bottom of the form area is a blue button labeled "Next".

Select "Undergraduate Honors Theses and Student papers" if not already selected. Click Next.

## Item submission



### Initial Questions

**Multiple titles:**

The item has more than one title, e.g. a translated title

**Published:**

The item has been published or publicly distributed before

[Save & Exit](#)

[Next >](#)

**Step 1:** Check the first option if you have an alternate title for your paper. Check the second option if you are submitting supplementary files (audio recordings, images, etc.). Click Next.

## Item submission

[Initial Questions](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

### Describe Item

#### Authors:

Enter the names of the authors (your name) of this work.

Last name, e.g. Smith

First name(s) + "Jr", e.g. Donald Jr

[Lookup & Add](#)

#### Title:

Enter the main title of the item.

#### Department:

Select the department for which this work was written.

#### Abstract:

Enter the abstract (summary or introduction) of the paper below.

#### Subject Keywords:

Enter up to 6 appropriate subject keywords or phrases below.

[Add](#)

#### Description:

Enter a description of the work (e.g. "Honors thesis", the course title, or "Winner of the \_\_\_ award.")

#### Language:

Select the language the paper is written in. If left "N/A" the default is English (United States).

[< Previous](#)

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**Step 2: Click the Add More button if you have multiple authors or multiple keywords/phrases for your paper. Please limit your keywords to a maximum of six. Enter your abstract in the abstract text box. Click Next.**

## Item submission



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Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

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### Item submission



### Upload File(s)

**File:**

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**File Description:**

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Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> <a href="#">DukeVCL_Instructions_draft.pdf</a>	81327 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>

File checksum: MD5:1342c0cd7880a608ba11977f2bd7f757

**You may click on the blue link to your paper’s file to ensure that it was uploaded correctly. If you have additional files to upload, you can do so at this time by repeating the steps above.**

**Click *Next* when your paper and optional supplemental materials have been uploaded.**

## Item submission

Initial Questions → Describe → Upload → Review → License → Complete

## Review Submission

### Initial Questions

**Multiple titles:**

No

**Published:**

No

Correct one of these

### Describe Item

**Authors:**

[Surname], [Firstname]

**Title:**

Title of My Paper

**Department:**

Theater Studies

**Abstract:**

A short description of my paper (350 words or less) to inform the viewer.

**Subject Keywords:**

keyword

**Subject Keywords:**

keyword

**Language:**

English (United States)

Correct one of these

### Upload File(s)

DukeVCL\_Instructions\_draft.pdf - Adobe PDF (Known)

Correct one of these

< Previous Save & Exit Next >

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Click Next.

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## Item submission

Initial Questions → Describe → Upload → Review → License → Complete

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**Click *Complete submission.***