

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.

Additional files supplemental to the paper such as audio or video clips and digital images to which the submitter holds the copyright may also be submitted with the paper. Each additional file must be smaller than 512MB. Acceptable file formats include the following:

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)
WAV (.wav)

Video

Apple QuickTime (.mov)
Microsoft AVI (.avi)
MPEG

Access, Storage, and Preservation of DukeSpace Content

Your work will be available worldwide with a persistent URL through DukeSpace. In addition a "dark archive" copy will be maintained and preserved on the archival server for the University Archives.

DukeSpace makes content available under a Creative Commons license designed to protect your intellectual property rights. Under the Attribution-Noncommercial-No Derivatives license, users of your work are free:

To Share -- to copy, distribute, display, and perform the work

Under the following conditions:

Attribution: Users must attribute the work in the manner specified by the author or licensor.

Noncommercial: Users may not use this work for commercial purposes.

No Derivative Works: Users may not alter, transform, or build upon this work.

For any reuse or distribution, users must make clear to others the license terms of this work.

Any of these conditions can be waived if the user receives permission from the copyright holder.

For more information see: <http://creativecommons.org/licenses/by-nc-nd/2.5/>

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
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:

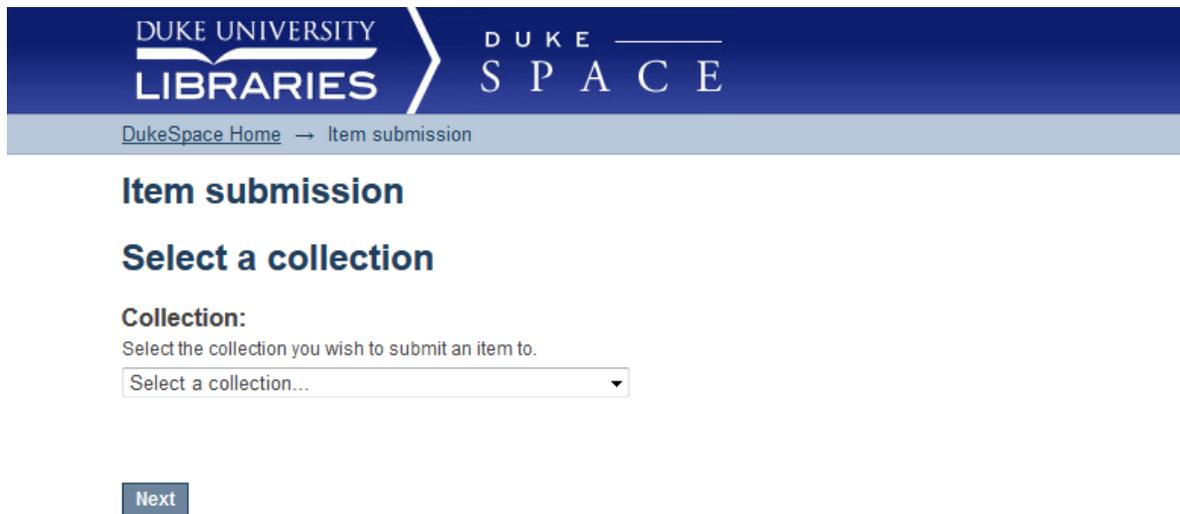
- Title of your paper
- Abstract (a summary or description of your paper with a 350-word limit, often the paper's introduction will work.)
- The paper to be submitted (PDF format is preferred).
- Optional supplementary files (images, sound, etc.)
- Keywords/phrases (up to six)

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.



DUKE UNIVERSITY LIBRARIES

DUKE SPACE

[DukeSpace Home](#) → [Item submission](#)

Item submission

Select a collection

Collection:
Select the collection you wish to submit an item to.

Select a collection...

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](#)

[Save & Exit](#)

[Next >](#)

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



Upload File(s)

File:

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.

No file selected.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Step 3: Please choose the files you wish to upload by clicking the "Browse" button. Navigate to the appropriate file on your computer.

Click "Upload file & add another."

Your paper is now being uploaded. Please be patient if the next screen does not immediately appear.

Item submission



Upload File(s)

File:

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.

No file selected.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> DukeVCL_Instructions_draft.pdf	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 >

Step 4: This page summarizes the information provided during the submission process. Please review it and if there are any problems click the “Correct one of these” buttons to go back and re-enter the information.

Click Next.

Search DukeSpace

Search DukeSpace

This Collection

Advanced Search

Browse

- All of DukeSpace
 - Communities & Collections
 - By Issue Date
 - Authors
 - Titles
 - Subjects
- This Collection
 - By Issue Date
 - Authors
 - Titles
 - Subjects

My Account

- Logout
- Profile
- Submissions

Item submission

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

Distribution License

There is one last step: In order for DukeSpace to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

Grant the standard distribution license by selecting 'I Grant the License'; and then click 'Complete Submission'.

NON-EXCLUSIVE DISTRIBUTION LICENSE

By signing and submitting this license "the author" grants to DukeSpace at Duke University the non-exclusive right to reproduce and distribute your submission in electronic format via the World Wide Web, as well as the right to migrate or convert your submission, without alteration of the content, to any medium or format for the purpose of preservation and/or continued distribution.

Duke University acknowledges that this is a non-exclusive license; any copyrights in the submission remain with the author or other copyright holder and subsequent uses of the submitted material by that person(s) are not restricted by this license.

The author agrees that Duke University may keep more than one copy of this submission for purposes of security, backup and preservation.

The author represents that the submission covered by this license is his/her original work and that he/she has the right to grant this license to DukeSpace at Duke University. The author further represents that the submission does not, to the best of his/her knowledge, infringe upon any third-party's copyright. If the submission contains material for which the author does not hold copyright, the author represents that he/she has obtained the unrestricted permission of the copyright holder to grant this license to, and that such third-party material is clearly identified and acknowledged within the text or content of the submission. In the event of a subsequent dispute over the copyrights to material contained in this submission, the author agrees to indemnify and hold harmless Duke University and its employees or agents for any uses of the material authorized by this license.

If this submission is based upon work that has been sponsored or supported by any agency organization other than Duke, the author represents that he/she has fulfilled any right of review or other obligation required by contract or agreement with the supporting entity.

DukeSpace will make the submission available to the public using a Creative Commons Attribution / Non-commercial / No derivative works license accompanied by a copyright statement indicating the author's continuing rights. DukeSpace will take all reasonable steps to ensure that the author's name remains clearly associated with the submission and that no alterations of the content are made.

If you have questions regarding this license please contact the system administrators.

Distribution license: I Grant the License

< Previous Save & Exit Complete submission

Step 5: Student authorization to publish the work electronically. Read this page carefully! By clicking "I Grant the License" you are giving Duke University non-exclusive rights to preserve and provide access to your paper online but you keep copyright over the work. Granting this license is a necessary for the submission to be successful.

Check the box: *I Grant the License.*

Click *Complete submission.*