# How to Upload Your Senior Honors Thesis

Once your paper is in its <u>final</u> form (i.e., you have thoroughly proof read your paper, your committee members have approved it, and you have formatted the paper according to your discipline's guidelines), save it as a <u>PDF file</u> with <u>embedded fonts</u>.

Use the following format to name the file and save your FINAL paper:

Example: Schonerstedt, Donna-Honors Project.pdf

(The process below usually works better on a PC instead of a Mac.)

The simplest way to save the PDF file with embedded fonts is to start with a Microsoft Word document and then click "Save As." Change the "Save as type" drop-down menu to "PDF." Before you click "Save," click on "Options."

	File name:	Schonerstedt, Donna-Honors Project.p	df		•
Save as type: P	DF Save as type:	PDF			•
	Authors:	Administrator	Tags: Add a tag	Title: Add a title	Subject: Specify the subject
	Optimize	for:      Standard (publishing online and printing)     Minimum size (publishing online)	Options		
	Hide Folders				Tools   Save Cancel

In the "Options" dialogue box, check the "PDF/A" box under "PDF options."

Options 2
Page range
II
Current page
Selection
○ Page(s) From: 1 → To: 1 →
Publish what
Ocument
Ocument showing markup
Include non-printing information
Create bookmarks using:
Headings
Word bookmarks
Document properties
Document structure tags for accessibility
PDF options
✓ ISO <u>1</u> 9005-1 compliant (PDF/A)
✓ Bitmap text when fonts may not be embedded
Encrypt the document with a password
OK Cancel

The **PDF/A** document type is used for the digital preservation of electronic documents. PDF/A differs from regular PDF by ensuring that the document is suited for long-term electronic archival.

The TCU Library provides instructions on how to **embed fonts** using Adobe Acrobat here: <u>http://library.tcu.edu/submit-thesis-or-dissertation.asp#tab\_pdf</u> and here: <u>https://honorspapers.tcu.edu/about/submitting</u>.

If you have saved two or more separate Microsoft Word documents (.doc or .docx) for your "front matter" and the content of your paper, you will need to <u>combine the files into a single</u> <u>PDF document</u>.

To combine them into <u>one</u> PDF document, you will need to use Adobe <u>Acrobat</u> (*not just Adobe* <u>*Reader*</u>). If you do not have Adobe Acrobat on your computer, you may ask an Honors College academic advisor to use one of the Honors College computers, or you may use a computer in the TCU Library.

Here are some online instructions on how to combine files into one PDF document:

- -- http://www.adobe.com/products/acrobat/merge-pdf-files.html
- -- http://www.wikihow.com/Merge-PDF-Files

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Once your Thesis is saved as a <u>single PDF document with embedded fonts</u>, you will need to upload it to the Departmental Honors Project Submissions site.

- 1. Go to this page: <u>https://honorspapers.tcu.edu/</u>
- 2. Sign in using your TCU username and password.
- 3. Click on "New Submission."
- 4. Your name, e-mail address, and TCU ID number should appear in the "Name," "Email," and "TCU ID" fields, respectively. Please make sure that all of the information is correct. You may edit these fields by typing in them directly, if need be.

About		
Name	Graduation Date	Departments
Super Frog	2016 V April	Puringer Neeley School of
Email	Document Type	Accounting
superfroq@tcu.edu		Business information systems     Entrepreneurial Management
TCU ID	Keywords	Marketing
123456789	Enter keywords, separated by comm	mas Supply and Value Chain Management Communication
Title	Embargo Type	Communication Studies

5. Enter the **full title of your Senior Honors Thesis**. You cannot bold or italicize text in this field.

New Submission		
About		
Name	Graduation Date	Departments
Super Froq	2016 V April	Business Neeley School of
Email	Document Type	Accounting
superfrog@tcu.edu		Entrepreneurial Management
TCU ID	Keywords	Hinance Marketing
123456789	Enter keywords, separated by commas	Supply and Value Chain Management
Title	Embargo Type	Communication Studies
The Effects of Caffeine on Students' Percep	None	✓
	J	

6. Select the year and month of your graduation from TCU (e.g., May 2016, August 2016, December 2016, etc.).

Name     Graduation       Super Frog     2016	Date March April	Departments	
Super Frog	May		
			~
Email Document T	ype July August	Business, Neeley School of Accounting Business Information Systems	
superfrog@tcu.edu	September	Entrepreneurial Management	
TCU ID Keywords	November Mar	Marketing	
123456789 Enter keyw	vords, separacea by commas	Communication	~
Title Embargo Ty	ре	Communication Studies	
The Effects of Caffeine on Students' Perception None		~	

## 7. Under "Document Type," select "Senior Honors Thesis."

New Submission				
About				
Name	Graduation Date	Departments		
Super Frog	2016 🗸 May 🗸	· · · · · · · · · · · · · · · · · · ·	~	
Email		Business, Neeley School of Accounting		
superfrog@tcu.edu	Senior Honors Thesis	Business Information Systems Entrepreneurial Management		
TCU ID	Abstract Senior Honors Project Registration Form	Finance Marketing		
123456789	Enter keywords, separated by commas	Supply and Value Chain Management Communication		
Title	Embargo Type	Communication Studies		
The Effects of Caffeine on Students' Perception	None	•		

8. Select the academic department in which you are completing Departmental Honors.

If your major/department does not appear in the drop-down menu, please e-mail <u>honors@tcu.edu</u> to let us know.

About		
Name	Graduation Date	Departments
Super Frog	2016 🗸 May	Education
Email	Document Type	Fine Arts Art
superfrog@tcu.edu	Senior Honors Thesis	Art Education     Art History
TCU ID	Keywords	Dance Fashion Merchandising
123456789	Enter keywords, separated by commas	Graphic Design
Title	Embargo Type	Music
The Effects of Caffeine on Students' Perception	None	×

9. (Optional) Enter keywords that someone might use when searching for the main topics in your paper.

^	Computer Science Engineering Environmental Earth Recourses	2016 🗸 May	Super Frog	
	Engineering Environmental Earth Resources			
	Environmental Calance	Document Type	Email	
	Geology	Senior Honors Thesis	superfrog@tcu.edu	
	Neuroscience	Keywords	TCU ID 123456789	
~	Nutritional Sciences Physics	Enter keywords, separated by commas		
	Psychology	Embargo Type	Title	
		None	The Effects of Caffeine on Students' Perception	
	Enter keywords, separated by commas Publics Psychology None		123456789 Title The Effects of Caffeine on Students' Perception	

## **10.Embargo Type**

You have the option of embargoing your paper. This means that you can make it **<u>non</u>**-viewable to the public. We encourage you to make your paper *viewable* to the public unless you have a valid reason to "hide" it from public view. Here are a few reasons why you might make it **<u>non</u>**-viewable:

- Your paper contains very personal stories about yourself or others, and you wish to protect the anonymity of the subjects and/or the author (yourself).
- Your paper contains information of commercial or monetary value, and you wish to protect it.
- You wish to protect a patent application.
- You wish to protect intellectual property rights associated with the publication of the content.
- You wish to honor a pre-existing contractual agreement.
- You intend to publish the paper in a professional journal or other professional publication that requires the material has never before been published.

*In most cases, it is fine to make your paper viewable to the public.* If you meet any of the above criteria, or if you are unsure what to do, please check with your Supervising Professor about the embargo option.

New Submission		
About		
Name	Graduation Date	Departments
Super Frog	2016 🗸 May 🗸	Computer Science
Email	Document Type	Environmental Earth Resources
superfrog@tcu.edu	Senior Honors Thesis	Geology
TCU ID	Keywords	Mathematics Neuroscience
123456789	Enter keywords, separated by commas	Nutritional Sciences Physics
Title	Embargo Type	Psychology
The Effects of Caffeine on Students' Perception	None	

For "Embargo Type," you may select:

- None No embargo; the paper will be viewable to the public.
- **Two Year** The paper will be *non*-viewable for two years.
- Indefinite An indefinite embargo means that your project will never be accessible to the public unless you contact the TCU Library and request that the embargo be removed.

Even if you choose to embargo your paper, the *bibliographic information* (author, title, abstract, metadata, etc.) <u>will</u> be publicly accessible in the TCU Library catalog.

For more information about embargoing your project, please see <u>https://honorspapers.tcu.edu/about/submitting</u>.

11.In the "Abstract" box, provide a brief summary of the main points of your paper. (You may use the same text that you used in the Abstract section of your paper.)

See screen shot below.

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le ▼ Edit ▼ View ▼ Format ▼	
▶         ▶         B         I         E         Ξ	

12.Next, enter your committee members.

Use the drop-down menu to select the appropriate role for each committee member:

- Committee Supervisor, or
- In-Department Committee Member, or
- Out-of-Department Committee Member, or
- Optional Fourth Committee Member

Many students have three committee members: the Supervising Professor, the In-Department member, and the Out-of-Department member. Some students, such as students in the Neeley School of Business, have TWO committee members: the Supervising Professor and an Out-of-Department member.

Enter each committee member's Name, Email address, and Department.

\*\**After entering a professor's first and last name, you may click on "Lookup."* If the professor's information is located on the TCU e-mail server, the system will automatically populate the professor's Email address and Department. If this doesn't happen, then please type in the information yourself. Please be sure to enter the committee member's **CORRECT E-MAIL ADDRESS**.

Some students have a fourth committee member. If you do, then please be sure to enter his/her information also.

Enter some or all	l of a professor's first and last nam	e and click the lookup link to load information	
Role	Name	Email	Department
	✓	Lookup	
Role	Name	Email	Department
	✓	Lookup	
Role	Name	Email	Department
	✓	Lookup	
Role	Name	Email	Department
	▼	Lookup	

### 13.Next, upload your file(s) to the system.

--Click the green "Add files" button.

--Select the file you want to upload.

--Click on the blue "Start" button to begin the upload.

#### Points to remember before you upload:

--Save your file in the PDF/A (archival-safe) format. Doing so works better on a PC than on a Mac. (See the instructions on page 1 of this document.)

--If you have numerous Word files, combine them into one PDF file.

--Embed your fonts. The system will notify you if your fonts are not embedded.

In most cases, you should submit only <u>one</u> file. Typically, the only reason to submit more than one file would be if you have **supplementary** audio or video files (e.g., art, dance, film, theatre, music majors).

Files
Click the "Add files" button below You may submit as many native or supplementary files as you want, but you must submit at least one PDF with embedded fonts The easiest way to embed fonts in your PDF is to save as "PDF/A" if your software provides this option
+ Add files
There's nothing here
Checking this box serves as your electronic signature and indicates that you have read and approved this Senior Honors Thesis for publication by TCU's Mary Couts Burnett Library.
14.Check the checkbox at the bottom of the page, and then click the blue "Submit" button.
You will see a green box that confirms you have successfully submitted your paper.

Your submission has been completed

- 15.Ensure that you have uploaded the correct PDF document (with embedded fonts). Then, click the blue "Notify committee" button.
- 16. You will receive a confirmation message at the top of the page that confirms that your committee has been notified:

Your committee has been notified

17. Your committee members will automatically receive an e-mail notification requesting that they use the online system to approve your Departmental Honors Project.

If you have any problems with the Departmental Honors Project online submission process, or questions about fulfilling Departmental Honors requirements, please contact the Honors College office at 817.257.7125 or honors@tcu.edu.