How to Upload Your Senior Honors Thesis

Once your paper is in its **final** 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 **PDF file** with **embedded fonts**.

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

Your Last Name, Your First Name-Honors Project.pdf

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."
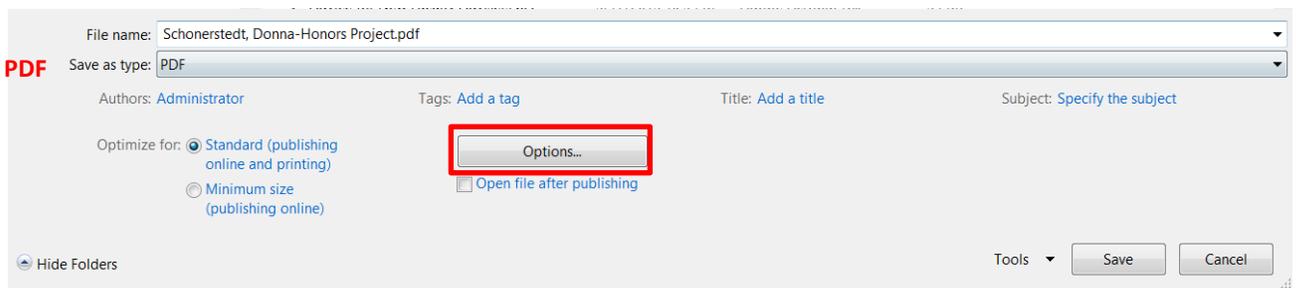
In the "Options" dialogue box, check the "PDF/A" box under "PDF options."
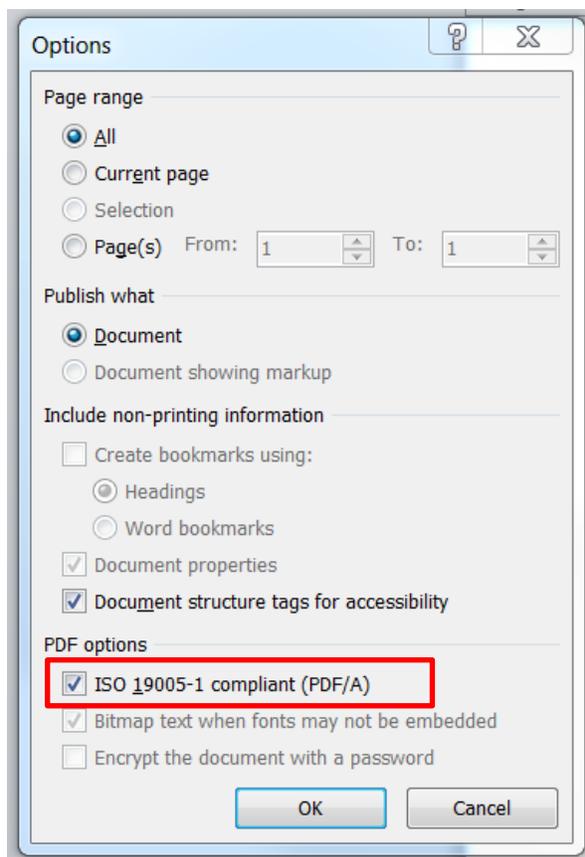
The **PDF/A** document type is used for the digital preservation of electronic documents. PDF/A differs from regular PDF by ensuring that the document is suited for long-term electronic archival.

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

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 **combine the files into a single PDF document**.

To combine them into <u>one</u> PDF document, you will need to use Adobe **Acrobat** (*not just Adobe Reader*). 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 **single PDF document with embedded fonts**, you will need to upload it to the Departmental Honors Project Submissions site.

1. Go to this page: https://honorspapers.tcu.edu/

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.

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

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

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

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 honors@tcu.edu to let us know.

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

10. Embargo Type

You have the option of embargoing your paper. This means that you can make it **non**-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 **non**-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.

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.) **will** be publicly accessible in the TCU Library catalog.

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

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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Abstract

File ▾    Edit ▾    View ▾    Format ▾

↶    ↷    Formats ▾    B    I    ≡  ≡  ≡  ≡    ☰  ☷  ☶  ☷

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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.

```
Committee Members

Enter some or all of a professor's first and last name 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
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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.