

# Uploading your Honors in the Major Thesis to STARS

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## Uploading Your Honors in the Major Thesis to STARS

Congratulations on completing your Honors in the Major thesis! Your next step is submission to STARS, UCF's institutional repository.

First, you will need to create an account in STARS. We suggest using the "[How to Create an Account in STARS](#)" guide to help with this process.

Next, you can upload your thesis. However, do NOT attempt to upload your thesis until you have been given the go-ahead to do so, AFTER a successful thesis defense. Uploading your work early will cause you (and me) a lot of headaches. You can only submit once to STARS, and once your work is uploaded, no changes can be made.

Most of the information needed to upload your thesis can be found on your title page, except for your abstract and keywords. Therefore, in order to make the submission process go smoothly, we recommend having a copy of your title page handy as well as some additional information.

The submission form includes the following information:

- Your thesis title
- Keywords that help identify or describe your thesis
- The abstract in text format\*
- Thesis completion year and semester
- The name of your thesis chair(s) or advisor(s)
- The degree you are earning (i.e. Bachelor of Fine Arts (B.F.A.), Bachelor of Science in Environmental Engineering (B.S.Env.E.), etc.) and from which College
- Department and Degree Program
- The embargo/dissemination option you have chosen
- Your thesis. It can be uploaded from your computer or flash drive, or imported from the cloud
- Any additional files you wish to include

Works will typically be approved within a few weeks after the semester ends, unless you have requested an embargo. If you have requested an embargo, and it is approved, your thesis will not be made available until the embargo is lifted. You will receive notification when your thesis is posted to STARS, including a direct link to your work.

Any questions about your work, your account, or STARS in general, may be sent to [STARS@ucf.edu](mailto:STARS@ucf.edu).

\*How to get your abstract in a text format:

- Open Notepad
- Copy and paste the abstract from your pdf
- Clean up the text, removing any odd-looking characters, smart quotes, or odd spacing.
- Your abstract is now ready to be copied and pasted into the Abstract field in STARS