Honors in the Major Thesis Submission Guide

4-11-2017

Kerri Bottorff

University of Central Florida, kerri.bottorff@ucf.edu

Find similar works at: https://stars.library.ucf.edu/stars-documentation

University of Central Florida Libraries http://library.ucf.edu

Part of the Library and Information Science Commons

Recommended Citation

https://stars.library.ucf.edu/stars-documentation/11

This Documentation is brought to you for free and open access by the Digital Repository at STARS. It has been accepted for inclusion in STARS Documentation by an authorized administrator of STARS. For more information, please contact lee.dotson@ucf.edu.
Uploading Your Honors in the Major Thesis to STARS

Congratulations on reaching the Format Review process for 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 will want to review your dissemination options, or who you want to be able to view your thesis and when. Dissemination defines the availability of an Honors in the Major Thesis to both the academic community and the general public. UCF provides students with four options regarding electronic access to an Honors in the Major Thesis. Use the following explanations in conjunction with advisement by your faculty adviser about publishing within a particular discipline to choose the best dissemination (release) option for your thesis:

1. Immediate worldwide dissemination with no restrictions.
   • This option means anyone will be able to access the thesis once it is processed. Please note that the cataloging process is not initiated until after the end of semester and currently takes approximately one month to be completed.

2. Dissemination with limited access to the UCF community for a period of:
   • one year
   • three years
   • five years
   Access will be limited to those on campus (sensed through IP address) for the period specified. After the one, three, or five-year period has passed, the thesis will be available for worldwide dissemination. Students will be eligible to publish at any time.

3. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, we recommend immediate worldwide dissemination with no restrictions.
   • UCF offers this option as a courtesy to those students applying for a patent or those who need to keep their thesis restricted for other proprietary issues. The thesis will not be available to view by anyone other than the Office of Honors Research and the UCF Libraries’ Digital Initiatives Department for six months. After six months, the thesis will become available to view by anyone. If needed, students can request an additional six-month extension to the Office of Honors Research by email. Students choosing option 2 should not exercise his or her right to publish until the thesis is released for worldwide dissemination.

4. Pending dissemination of the entire work for six months for patent or other proprietary issues, with an additional six months extension available. Once the patent and proprietary issues are resolved, dissemination with limited access to the UCF community for a period of:
   • one year
   • three years
   • five years
   This option is similar to the previous option but instead of the thesis becoming available for worldwide dissemination after six months, access will be limited to those on campus (sensed through IP address) for the period selected. After the one, three, or five year period has passed, the thesis will be available for worldwide dissemination. Students will be eligible to publish only after the six-month patent or proprietary restriction has been fulfilled.
Next, you can upload your thesis for format review. At this point, you may include minimal information on the submission form, however, the more you complete now, the less you will need to complete when you submit your final thesis.

You are invited to include information in all the applicable fields at this point—doing so will save you time when you submit your final thesis. You may edit any of these fields upon final submission.

**FIELDS REQUIRED FOR FORMAT REVIEW ARE IN RED**

- [ ] 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 (e.g. 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 dissemination option you have chosen
- [ ] Your thesis prepared for format review SAVED AS A WORD DOCUMENT. It can be uploaded from your computer or flash drive, or imported from the cloud
- [ ] Any additional files you wish to include

After your thesis has been reviewed by the Thesis Editor, you will receive notification explaining the next steps you should take.

Once you have completed Format Review, have successfully defended your thesis, you may upload the final, approved version. At that point, you will receive instruction from the Office of Honors Research. Once you upload your final, defended, approved thesis, NO CHANGES MAY BE MADE, including typos and dissemination options.

Any questions about your work, your account, or STARS in general, may be sent to 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
How to upload your thesis:

- Create an account in STARS using the "How to Create an Account in STARS" guide
- Navigate to the submission form for Honors Theses
- Fill in as much of the information as possible, but no less than the required fields
  - The more information you provide, the better visibility your work will get

Do NOT upload to any collection other than HONORS IN THE MAJOR THESES!!

**Title**

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

**Dissertation/Thesis Title**

**Author**

Search For An Author Using: Last Name, First Name, or Institution

Your name will be automatically filled in as the author

**Keywords**

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

**Keywords:**
Subject Categories

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click here to view the complete list of disciplines.

Available:
- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

Select »
« Remove

Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Paste or type Abstract:

Please add your abstract as text. Do not copy and paste from your pdf. You are welcome to use html markup.
**Required: Thesis Completion**

**Year**

**Semester**

**Choices include:**
- Fall
- Spring
- Summer

**Thesis Chair**

**Thesis Chair:**

**Co-Chair**

**Co-Chair (if applicable):**

**Degree**

**Degree:**

Choose the degree you are earning from the drop-down list

**College**

**College:**

Choose the College from which you are graduating

**Department**

**Department:**

Enter the Department your degree program is in
i.e. History, Hospitality

**Degree Program**

**Degree Program:**

Enter your specific degree program, if applicable,
i.e. Mechanical Engineering, Musical Theatre
Choose your campus

Choose your embargo period, either No Embargo or 6 months. Please note, this is intended only for students seeking patents or copyright.

Open Access: freely available online
Campus Access: only available to users on the UCF campuses for a prescribed time, see next field

If you chose to restrict your work to Campus Access, choose how long you would like your work to be restricted.

What date did you upload your work?

Upload file from your computer: use this option to upload your thesis from your computer or flash drive
Import file from remote site: use this option to upload your thesis from the cloud.

If you have any supplemental files such as sound clips, data sets, etc., click here. You will be prompted to add the file(s) after you click Submit.
Submitting your Revised, Final thesis for publication:

Log in to your STARS account, then click on the title of your thesis

![Login to STARS account](image)

Click Revise thesis

![Revise thesis](image)

This will take you to the original submission page. From here you can edit or add any fields necessary to complete your final thesis submission.

Please ensure you have filled out ALL of the following fields, and verify the data you have entered. IT CANNOT BE CHANGED AFTER SUBMISSION.

- 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 dissemination option you have chosen
☐ Your final, defended, approved thesis. It can be uploaded from your computer or flash drive, or imported from the cloud
☐ Any additional files you wish to include

Remember to upload the final, defended, approved version of your thesis.

**REQUIRED** Upload Full Text

To locate your file: Click the Browse button to locate your manuscript on your computer.

**Full text of submission:**
- Upload file from your computer
- Import file from remote site

Please upload the full text of your submission:

[Choose File] No file chosen

Please include a Reason for Update, i.e. final version of thesis

**Update Submission**

Reason for Update