

Honors in the Major Thesis Submission Guide

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Kerri Bottorff

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

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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

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REQUIRED Thesis Completion

Year

REQUIRED Semester

Fall ▼

Choices include:
Fall
Spring
Summer

Thesis Chair

Thesis Chair:

Co-Chair

Co-Chair (if applicable):

Degree

None ▼

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

College

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Choose the College from which you are graduating

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

Degree Program

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Language

REQUIRED Embargo Request

No Embargo
No Embargo
6 Months

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

REQUIRED Access Status

Document Type:
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Open Access
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5 years

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Title	Status
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- 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
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Reason for Update