

Submitting an Honors Thesis to BEARdocs



BEARdocs (<http://beardocs.baylor.edu>) is Baylor's repository for scholarly materials produced by faculty and students. Documents deposited in BEARdocs will be fully accessible on the Internet unless restrictions have been put in place to limit access.

The following information is provided to assist students as they submit their Honors theses to BEARdocs. If you have problems with or questions about the submission of your thesis, contact libraryquestions@baylor.edu or Billie Peterson-Lugo at: 254.710.2344.

1. **Do not** submit your thesis to BEARdocs until it has received final approval from the Honors College. The final, approved copy is the version you will submit to BEARdocs.
2. The BEARdocs (<http://beardocs.baylor.edu>) submission process does not have to take place in one sitting. If you need to stop the BEARdocs submission process before you are done, click on the **"Cancel/Save"** button that is provided at the bottom of every screen. You will be provided 3 options.

Save or cancel your submission?

Do you want the submission removed, or do you want to carry on working on it later? You may return to the submission process if you clicked Exit by accident.

Oops, continue submission

Save it, I'll work on it later

Remove the submission

Click on the **"Save it, I'll work on it later"** button. Additionally, if the connection between your computer and BEARdocs fails during the submission process, BEARdocs will keep track of the last completed step in the process.

3. The next time you log in to BEARdocs, you will see a display similar to the one below; click on the link in the **"Title"** column to resume the process.

Unfinished submissions

These are incomplete item submissions. You may also [start another submission](#).

	Title	Collection	Submitter
<input type="checkbox"/>	The Great American Novel: Writing and Distributing	Theses - Honors College	email: Billie Peterson

Remove selected submissions

4. Next you will see a display with three options: "Show full item record", "Resume", "Cancel"; click on the **"Resume"** button.
5. During the submission process, you can also use the trail across the top to jump to any part of the process that you have already **completed**.



6. **To begin the submission process** – once you have been given the authorization to submit to the ETD collection – go to BEARdocs (<http://beardocs.baylor.edu>). Click on the “**Login**” link found in the “**My Account**” callout box on the right side of the display.
7. On the next screen, click on the “**If you have a BearID and password**” link and provide your **Bear ID** and **password**.
8. Once logged in, click on the “**Honors College Theses**” link.
9. Under the "My Account" callout box on the right, click on the "**Submissions**" link. You should now see a “**You may start a new submission**” link at the top of the page. Note that the link may not be highlighted. Click on that link. On the next page, use the dropdown menu to select the Honors College collection. Click next.

Note: Staff in the Honors College need to “authorize” you to submit to this collection. If you log on to BEARdocs and do not have the ability to submit to the Honors College Theses collection, contact Al Beck (albert_beck@baylor.edu or 254-710-5470) in the Honors College.

10. The first screen provides 2 options:

Initial Questions

Multiple titles:

The item has more than one title, e.g. a translated title

Published:

The item has been published or publicly distributed before

10. If your thesis is from one of the foreign language departments, you will most likely need to check the 1st checkbox, so that you can provide both the English and non-English title and abstract for your thesis.
11. If **entire chapters** of your thesis have been **previously published** (word-for-word in a journal, book, etc.), also click in the 2nd checkbox. **Note:** Make sure that you also have PDF files that provide permission from the publisher (copyright holder) for you to place this previously published material into an online repository. Name these files using the following naming convention: BearID_copyright_AbbreviatedJournalTitle, for example: billie_peterson_copyright_jal.pdf.
12. You can select both of these check boxes if both apply to your thesis, or none if neither applies.
13. When done with these changes, click on the “**Next**” button.
14. Next, the display provides a number of fields to be completed: Author; Thesis Advisor; Honors Affiliation; Other Contributors; Title; Other Titles (if appropriate); Copyright Date; Citation (if appropriate); Type; Language; and Access Rights. Complete these fields as follows:

Author: Provide your complete name – last name in the first blank and first name in the second blank.

Thesis Advisor: Provide the name(s) of your advisor(s); if necessary, click on the “**Add**” button for each separate name you provide.

Honors Affiliation: Select "**Honors College - Honors Program.**"

Other Contributors: “**Baylor University**” is already provided. If applicable, add the name(s) of any other people or entities that contributed to your thesis. For example, a company with which you worked to gather information for your thesis. Click on the “**Add**” button for each separate name you provide.

Title: Provide the complete title of your thesis.

Other Titles: This option will display **if** you selected “**Multiple titles**” on the initial screen; complete this field with the alternate title for your thesis.

Copyright Date: Provide the current year; leave the other date forms blank.

Citation: This option will display **if** you selected “**Published**” on the initial screen. Provide a complete citation for each article in which all of the material in a chapter has been previously published. Click on the “**Add**” button for each separate citation, for example:
Peterson-Lugo, Billie. “My Published Article.” Journal Title 33, #2 (2010): 432-45.

Type: “**Thesis**” is automatically provided.

Language: Select the language in which your thesis is written from the language menu; in most instances this will be “**English (United States)**”

Access Rights: Depending on the information you provided on your permissions form, select One of the following options: Worldwide Access; No Access

When done, click on the “**Next**” button.

15. The next display provides additional fields to complete: Subject; Abstract; Rights; and Major. Complete these fields as follows:

Subject: Provide subject terms that describe the topic of your thesis. Please **capitalize the first letter** of the first word of each subject heading and **end each one with a “period”**, for example: Post traumatic stress. **Note:** Each subject term or phrase must be entered in a separate blank. Click on the “**Add**” button for each time you add a new term or phrase.

Abstract: Provide the abstract for the thesis. **Note:** If your thesis is from a foreign language department, you will need to provide a non-English abstract as well. Click on the “**Add**” button for each abstract you provide.

Rights: This “Rights” statement is provided automatically by the system. Do not modify it in any way.

Major: From the pull-down menu, indicate the degree you are receiving. If you are receiving more than one degree, list the one you have selected or will select for the graduation ceremony. If your degree is not listed, contact libraryquestions@baylor.edu.

When done, click on the “**Next**” button.

16. The next step is to upload your files to BEARdocs.

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Click on the "Browse" button and navigate to the location of the file you will upload to BEARdocs (thesis, permissions form, supporting data, etc.) **Note:** Before you submit your thesis, please be sure the file is a PDF/A, named using your Bear ID, for example: billie_peterson_honorsthesis.pdf. Once you have located the file and clicked on the "Open" button, the path to that file will be placed in the form.

Upload File(s)

File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

17. Since you will be submitting more than one file, during the upload process, you will also need to provide a description of each file you are uploading (e.g., "Thesis", "Permissions Form", "Experimental Research Data", "Recital Audio", etc.)
18. Once you have found the file to upload and described it, click on the "Upload file and add another" button.
19. Each file is assigned a "checksum". BEARdocs uses this checksum internally to verify the integrity of files over time (a file's checksum should never change).
20. Repeat this process for each file to be uploaded. If you make any mistakes during the upload process, you can use the "Edit" button to make changes or the "Remove selected files" button to remove a selected file. When completely done with the upload process, click on the "Next" button.
21. Now you will be given another opportunity to verify that all of the information provided during the submission process is correct. If you need to make changes, click on the appropriate "Correct one of these" button. Once you have verified that everything is correct, click on the "Next" button.
22. The last step before the submission process is complete is for you to agree to the BEARdocs license agreement. This part of the submission process indicates that you are giving Baylor University a **non-exclusive** right to copy and distribute your thesis, **with exceptions made for no access specifications**.

Click on the “**I Grant the License**” checkbox and the “**Complete Submission**” button. **Note:** If you do not complete this step, your thesis will remain in your BEARdocs account and will not be placed in the BEARdocs workflow process. If you have questions about this agreement, contact libraryquestions@baylor.edu or Billie Peterson-Lugo at 254.710.2344.

23. Once you have completed the submission of your thesis, a confirmation message will display in the browser window, and you should also receive an e-mail message from the system. Additionally, whenever you login to BEARdocs with your Bear ID and password, you can click on the “**Submission**” link located on the right side bar and see the current status of your submission.

Once you have submitted your thesis to BEARdocs, your submission will be reviewed by staff in the Honors College and in the Library. If Honors College staff see any major problems with the submission, they will “reject” your submission, and you will receive an e-mail message from BEARdocs with details on how to correct the issue. Likewise, if the Library review determines there is missing information, you will also receive a rejection message from BEARdocs with details on how to correct the issue. If you receive a rejection notification, click on the link in the e-mail message, login to BEARdocs, make the corrections specified in the message, and resubmit it to BEARdocs.

The final submission to BEARdocs doesn’t take place until:

- You have officially walked across the stage and received your degree.
- Once the thesis has been formally submitted to BEARdocs, it receives a permanent URI (uniform resource identifier). An e-mail message will be sent to your Baylor e-mail address confirming the completion of the process and the message will also provide you with the URI that leads to the document in BEARdocs. The URI will look something like: <http://hdl.handle.net/2104/326>. **Note:** You must always use this URI when referring to your thesis (on resumes, for example).
- Within about 24-48 hours of the final submission to BEARdocs, Google and other search engines will discover your thesis. If you have embargoed access to your thesis, the search engines will find the metadata, but no one will be able to access the full text of the thesis or any other files associated with it.