Honors Thesis Submission

Instructions for Faculty

It is the responsibility of each Honor student's thesis mentor to submit the completed thesis to the Honors Office. The submission of the thesis indicates your final approval of the thesis and completes the Honors thesis requirement for the student. *All Honors theses (see exceptions below) will be archived and available for public access in the CCU Library's Digital Commons.*

Written Theses (or the written portion of a thesis project):

You have a choice as to how you submit the thesis: you can either

1. **upload it directly to the CCU Digital Commons site**, or
2. **submit it electronically to the Honors Office** at honors@coastal.edu, and we will submit it for you.

In either case, attach the Thesis Title/Signature page to the front of the thesis, and then submit it as a high quality PDF. **Submit signed paper copies of the Release Form and the Thesis Title/Signature page to the Honors Office.** The templates for the Title/Signature page and Release Form can be found on the Honors Thesis webpage, along with the latest version of this document.

Exceptions for public posting:

1. If the work contains confidential material or other material that cannot be posted online, then contact the Director of Honors with that information. You should still submit the signed title page to the Honors Office. The release form is, of course, not needed in this case. If it is possible to submit only an abstract for public posting, that would be appreciated, but not required.
2. If the work is meant for later publication by a journal or other publisher, you may place an embargo on public access to the work for a period of years – see that option below.

Submitting the thesis to the CCU Digital Commons:

Follow the steps below:
[Note: The Title/Signature page of the uploaded version should be unsigned.]

1. Save the thesis as a high quality PDF
2. Access the CCU Digital Commons at https://digitalcommons.coastal.edu/ .

If you (the Faculty mentor) do not have a CCU Digital Commons Account, create one through the 'My Account' option on the top menu bar.

3. Select 'Submit Materials' in the left menu
4. Select 'Honors Thesis' under the Honors College section
5. Enter the title of the Thesis
6. Enter the author. This should be the honors student. Your name may be already present by default (see below). Add the student's information, including their Coastal email address, using the green button. After adding the student, **you should remove yourself**, and add yourself as an advisor in a later field.

REQUIRED Author

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

| 1 | (lkeiner@coastal.edu) Louis E. Keiner, Coastal Carolina University | |

| 2 | (student@coastal.edu) Honors E Student , Coastal Carolina University | |

Email	First	Middle	Last	Suffix	Institution
student@coastal.edu	Honors	E	Student		Coastal Carolina University

7. The Date of Award should be the date of the student's graduation.
8. The Department and College is that in which the thesis work was done.
9. Thesis Presentation Location refers to the venue where the work was publicly presented (a requirement for all theses).

REQUIRED Thesis Presentation Location

Enter thesis presentation location:
CCU Undergraduate Research Competition

10. Enter Keywords to describe the work, as you would do for a professional journal submission.
11. Add the Abstract or equivalent in the text field provided.
12. If you are planning to submit the work to a journal which requires first publication, **you may specify an embargo time-period**, in which the thesis will be submitted but not made public.
13. If there is a video or other artifact that can be linked to the thesis, you may enter the link here.
14. If you wish to apply a Creative Commons License, you may do so. **If you do not wish to, that is fine as well.**

15. Upload the PDF of the thesis and submit.

The thesis will go into a queue for approval and should be visible within a few days.