Submitting an Honors Thesis to BEARdocs

BEARdocs

BEARdocs (http://beardocs.baylor.edu) is Baylor's repository for scholarly materials produced by faculty and students. Works 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 dissertation, contact libraryquestions@baylor.edu.

1. **Do not** submit your thesis to BEARdocs until you have received final approval from the Honors College. The final, approved copy is the version you will submit to BEARdocs.

2. **To begin the submission process** – once you have been given the authorization to submit to the Honors College Theses Collection go to BEARdocs (http://beardocs.baylor.edu). Click on the "**Login**" link that displays on the top right of the page.

3. Provide your **Bear ID** and **password** and use Duo Two-factor authentication, if needed.

4. After you have been added to the Honors College collection, **to begin a new submission** by choosing "+" then **"New"** then **"Item"** on the left side of the page.

5. Search for the Theses – Honors College collection. This will lead you through the Item submission process described below.
   Note: Staff in the Honors College need to "authorize" you to submit to the appropriate collection.
   If you log on to BEARdocs and do not have the ability to submit to the appropriate collection, contact Al Beck (albert_beck@baylor.edu or 254.710.5470) in the Honors College.

6. Next, the display provides several fields to be completed: Authors; Advisor; School; Other Contributors; Title; Other Titles (if applicable); Copyright Date; Citation (if applicable); Type; Language; and Access Rights. Complete these fields as follows:

Authors:	Provide your complete name – last name in the first blank and first name in the second blank.
Advisor:	Provide the name of your advisor.
School:	"Baylor University. Honors College" is provided; do not change this information.
Other Contributors:	"**Baylor University**" is already provided; do not change this information
Title:	Provide the complete title of your dissertation.
Other Titles:	This option will display **if** you selected "**Multiple titles**" on the initial screen; complete this field with the alternate title for your project/internship.
Copyright Date:	Provide the current year; leave the other date forms blank.
Citation:	Fill in this information if applicable.
Type:	"Thesis" is already provided; do not change this information.
Language:	"English" is already provided; do not change this information.
Access Rights:	Depending on the information you provided on your permissions form, select One of the following options: Worldwide Access; No Access

7. The next section provides additional fields to complete: Subject; Abstract; Rights; Degree; and Department. Complete these fields as follows:

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Subject: Provide subject terms that describe the topic of your project or internship. 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 project or internship.

Rights: The "Rights" statement is already provided; do not change this information.

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.

The next step is to upload your files to BEARdocs. You will upload your thesis and your permission form.

Click on the "**Drop files to attach them to the item or browse**" button at the top of the screen and navigate to the location of the file you will upload to BEARdocs (thesis file, permissions form, supporting data, etc.) **Note**: Before you submit your work, please be sure the file is named using your Bear ID, for example: billie_peterson_thesis.pdf. Once you have located the file and clicked on the "**Open**" button, the path to that file will be placed in the form.

8. Click the "Edit" button and provide a description of each file uploaded to BEARdocs, (e.g., "Thesis", "Permissions Form", etc.)

9. 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).

10. 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 "**Delete bitstream**" button to remove a selected file.

11. 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 project or internship work, **with exceptions made for no access specifications**. Click on the "**I confirm the license above**" checkbox and the "**Deposit**" button. **Note**: If you do not complete this step, your submission 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.

12. 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 "**Save for later**" button that is provided at the bottom of every screen.

13. The next time you log in to BEARdocs, pull down from the User Profile Menu (top right corner) and select BEARdocs. You will then see your list of submissions. Click on the Edit button to continue.
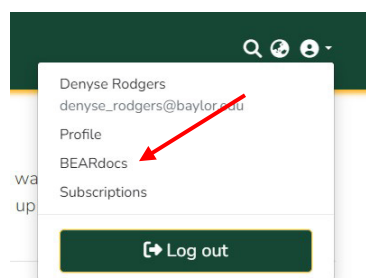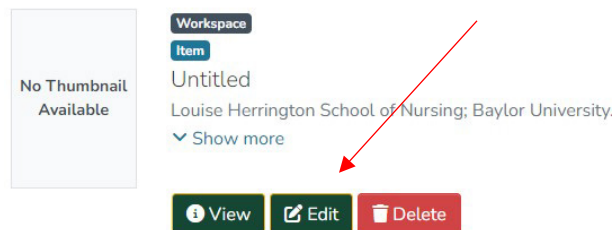
14. Once you have completed your thesis submission, a confirmation message will display in the browser window, and you should receive an e-mail message from the system. Additionally, whenever you login to BEARdocs with your Bear ID and password, you can select the BEARdocs option to see the status of your submission.

Once you have submitted your thesis to BEARdocs, it 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.

- Personnel in the Baylor University Libraries perform a final review of the work that you submitted. Once they have completed this process, the project is formally submitted to BEARdocs, and a permanent URI (uniform resource identifier) is assigned to it. 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 work 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.

- 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.