

Add Your Thesis to Digital Commons @ Colby



Digital Commons @ Colby – <http://digitalcommons.colby.edu> – presents the intellectual, creative and scholarly culture of the Colby College community. It is a collection of **outstanding student work** and faculty scholarship as well as Colby archives and special collections.

Student honors theses represent a significant campus history, and the unique record of the unique student academic output of Colby.

Digital Commons @ Colby is administered by the Colby College Libraries and serves as a permanent digital archive for these materials.

Why contribute to Digital Commons @ Colby?

- **Easy Access:** your work will be available via permanent URL
- **Discoverability**
 - Enhanced Google Search ranking
 - Increases the visibility of students and their advisors, potentially leading to improved job prospects or graduate school placement
 - Allows academic departments and programs to showcase student research
- **Sharing:** your original research will be available across and/or beyond Colby
- **Preservation:** Your paper (plus supporting material - data files, illustrations, etc.) will be archived with long-term access in mind.

How to Upload Your Thesis or Senior Scholars Paper to Digital Commons @ Colby

Please prepare the following in advance:

- Descriptive information: you will be asked to provide an **abstract** as well as search **keywords** and basic **description** of your project (title, department, disciplines, etc.).
- **Access level:** you will be asked to choose from the following access levels:
 - Open access
 - Colby-only access
 - Embargo period (unavailable for one or two years, then open access)
- **Advisor approval:** the libraries assume that you have discussed and agreed on access options with your advisor prior to submission.
- **Electronic file** of your thesis or Senior Scholars project, along with any supporting files (data, illustrations, etc.) that you wish to include.
 - **File format:** PDF is recommended but not required.
Other document formats (such as Word) will be auto-converted to PDF. This process occasionally produces errors in the formatting of tables, graphs or charts.
 - **Versions:** If your paper is not completely finished at the time of initial submission you have the option to upload a revision prior to final publishing.

Step-by-Step Instructions:

1. Create a Digital Commons account: http://bit.ly/DCatColby_account
(You can use either your Colby or a personal email address. If you use a long-term personal email address you will continue to receive author download reports beyond the expiration of your Colby email account.)
2. After your account is activated, go to the Submit Research page:
http://bit.ly/DCatColby_submit
 - a. Select either Honors Theses or Senior Scholar Papers
3. Follow the on-screen instructions to submit your paper.
4. Your rights, responsibilities and permissions as an author will be conveyed via the Digital Commons @ Colby submission agreement:
http://bit.ly/DCatColby_agreement

After you have made your submission, your advisor will be notified and asked to sign off by way of a brief email reply. Once your advisor's approval has been received library staff will complete the process and you will be notified by email.

If you have any questions, please contact:

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