

# Submitting an A&S Senior Honors Thesis Proposal

1. Go to <http://ir.library.louisville.edu/honors>
2. Click “Submit Research” (in the sidebar at right)

The screenshot shows the 'ELECTRONIC THESES AND DISSERTATIONS' page on the University of Louisville's Institutional Repository. The page features a search bar, a list of doctoral dissertations, and a sidebar with navigation options. A red arrow points to the 'Submit Research' link in the 'Author Corner' section of the sidebar.

3. Enter your ULink username and password
4. This should bring up the Submission Agreement (see below)

The screenshot shows the 'Submission Agreement' page on the University of Louisville's Institutional Repository. The page contains instructions for submitting a thesis, dissertation, or capstone, including a license agreement and submission process.

5. Read the instructions carefully before proceeding. Follow those instructions, which pertain to complying with all applicable university and school policies as well as U.S. copyright law, and to having your file and information about it available.

6. Read and click to accept the Nonexclusive License to Electronically Disseminate UofL Thesis, Dissertation, or Capstone (“ETD”). You should print and retain a copy of this license agreement for your records.

To that end:

1. You grant to UofL and its agents nonexclusive, irrevocable, and worldwide rights and license to reproduce, and distribute, to prepare collectives, compilations, and structural derivatives, to publicly or otherwise perform and display, and to modify the Work's format and/or display characteristics consistent with this license and the requirements of applicable technologies (for example: software upgrades, platform revisions, migration needs, or other changes) as determined by UL at its sole discretion. Such changes would not ordinarily alter substantive content but would solely reshape its formatting in support of long-term viability and preservation.
2. You represent and warrant that you have full and sole authority to enter into this license on behalf of yourself and any and all co-authors of a multi-author Work and that you and/or any and all co-authors have included in the Work no audio, video, programming, textual material, information, and/or other content and/or data that (1) defames a third party, (2) violates any existing agreement between you and another party, including confidentiality agreements, or (3) infringes any intellectual property rights, including copyright, patent, trademark, trade secret or other rights of a third party, (4) and otherwise complies with all applicable laws. You also represent and warrant on behalf of yourself and any and all co-authors of a multi-author Work that you have included any copyrighted materials in the Work with written permission of the rights holder or in compliance with a “reasonable and good faith” application of fair use as articulated in 17 U.S.C. §107 of United States copyright law.
3. You agree on behalf of yourself and any and all co-authors of a multi-author Work to hold UofL harmless and to indemnify UofL for reasonable attorney fees, costs, and damages in the event of a claim or allegation arising from or relating to the Work and/or your deposit of it in the repository.
4. You as Author acknowledge and agree on behalf of yourself and any and all co-authors of a multi-author Work that UofL may remove or otherwise disable the Work under the force of law, for allegations of infringement or other occurrences, or due to circumstances beyond UofL control and that UofL makes no warranties whatsoever regarding the repository or whether the Work will be included in it. UofL will exercise sole discretion in determining when and/or whether to remove or disable access to the Work.

You also affirm and agree that you have not included any attachments and/or appendices in the deposit and/or the Work that conflict with or otherwise attempt to modify this agreement and/or any applicable university policies and agree that any such attachments or appendices if included would have no force in interpreting or enforcing this agreement and/or supporting University policies.

*Please click the box below to confirm that you have read, understood, and agree to the terms and conditions of this agreement and are acting on behalf of any and all coauthors of a multi-author Work.*

IMPORTANT NOTE: You should print and retain a copy of this license agreement for your records.

Please check this if you agree to the above terms.



Continue


7. Click “Continue.” This will bring you to the page where you will be asked to fill in information about your work. The fields in red text are required. All other fields have notes and recommendations. **Please follow these instructions closely.**

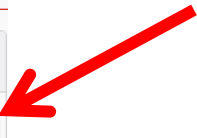
- a. **Title** – please format the title as follows (using these capitalizations and punctuations): Last Name\_First Name Thesis Proposal. (Example: “Jones\_Alan Thesis Proposal.”)
- b. **Author** – this will populate based on your name and email address in the UofL system. To edit this field click on the person holding the pencil. **Please add “University of Louisville” to the Institution field.** For your name we recommend using the same form here that you will use on the title page of the final draft for your thesis. Do not alter your email address.

**REQUIRED** Author

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

1	(digital@louisville.edu) Service Account LIBS - Digital Collections	 
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- c. **Date** – include the month of expected graduation (May, August, or December) plus the year.
- d. **Document Type** – should read “Senior Honors Thesis”

- e. Degree Name – please skip this field.
  - f. Cooperating University (if applicable) – please skip this field.
  - g. Department – please skip this field.
  - h. Degree Program – please skip this field.
  - i. Committee Chair, Co-Chair and Member(s) – please skip this field.
  - j. Author’s Keywords – please skip this field.
  - k. Subject Categories – please skip this field.
  - l. Abstract – please skip this field.
  - m. Lay Summary – please skip this field.
8. Under “Upload full text” “Upload file from your computer” then “choose file” and locate the file on your computer. **Please name this file using the same naming convention in the “Title” field.**
9. Click “submit.” You should be taken to the screen below:

The screenshot shows the ThinkIR submission interface. At the top, there is a navigation bar with the ThinkIR logo and the University of Louisville logo. Below the navigation bar, the page title is "ELECTRONIC THESES AND DISSERTATIONS". A green-bordered box contains a success message: "You have successfully uploaded: The incidence of Trichinella spiralis in the diaphragms of swine from the Louisville abattoirs." Below this message are three buttons: "Revise submission", "Make another submission", and "Manage all submissions". A "Submission Metadata" table is displayed below the buttons. To the right of the main content area is a sidebar with a search box, "Advanced Search" link, "Notify me via email or RSS" link, and a "Browse" section with links for "Collections", "Disciplines", and "Authors". At the bottom of the sidebar, it says "Sponsored by: UNIVERSITY OF LOUISVILLE LIBRARIES".

Metadata Field	Value
Title	The incidence of Trichinella spiralis in the diaphragms of swine from the Louisville abattoirs.
Author	Stuart Lyle Adams
Date on Thesis/Dissertation	1942
Document Type	Thesis
Degree Name	M.S.

10. You will receive an email at your official UofL email account indicating that the work is under review.
11. If you wish to check the status of your proposal, you can go to <http://ir.library.louisville.edu> and choose “My Account,” logging in with your ULink id and password.
12. Questions? Contact Sarah Springer: [s.springer@louisville.edu](mailto:s.springer@louisville.edu)