

Submitting an A&S Senior Honors Thesis

1. Go to <http://ir.library.louisville.edu/honors>
2. Click "My Account" (in the upper right corner.)

The screenshot shows the ThinkIR website header with the University of Louisville logo. The main content area is titled "COLLEGE OF ARTS & SCIENCES SENIOR HONORS THESES" and lists several theses from 2016. A red arrow points to the "My Account" link in the top right navigation bar.

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COLLEGE OF ARTS & SCIENCES SENIOR HONORS THESES

This collection includes college honors projects completed by University of Louisville College of Arts and Sciences undergraduate students who were approved to graduate either *summa cum laude* or *magna cum laude* from December 2012 forward.

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3. Enter your ULink username and password
4. This should bring you to your account page:

The screenshot shows the "My Account" page on ThinkIR. It includes a "Log Out" button, account settings for ALEXANDRA N O'KEEFE, dashboard tools like the "Author Dashboard", and a list of articles under the "COLLEGE OF ARTS & SCIENCES SENIOR HONORS THESES" collection.

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My Account

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ALEXANDRA N O'KEEFE <A.O'KEEFE@LOUISVILLE.EDU> ACCOUNT SETTINGS

- [Edit Profile](#) Change password, affiliation, or contact information
- [Research Alerts](#) Change e-mail notifications and manage e-mail preferences
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DASHBOARD TOOLS

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COLLEGE OF ARTS & SCIENCES SENIOR HONORS THESES ARTICLES

THESES/DISSERTATIONS

Title	Status
Text	accepted with a request for minor revisions

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5. Click on the hyperlink to your thesis proposal in the “College of Arts & Sciences Senior Honors Theses” box at the bottom.
6. This should take you to a page with details regarding your proposal submission. From this screen click on “Revise thesis/dissertation” (top left.)

The screenshot shows the bepress interface for the 'College of Arts & Sciences Senior Honors Theses'. On the left sidebar, the 'Revise thesis/dissertation' link is circled in red. The main content area displays the following information:

- Title:** Test
- Authors:** Alexandra N O'Keefe
- Status:** accepted with a request for minor revisions
- Current File(s):**
 - Download Native
 - Download PDF
- Reviews:** You may view or download the review by clicking on the link under the "Report" heading.

Date	Who	Report	Attachments
Oct 6 2016 09:48 AM PDT	Reviewer #2	Text PDF	

7. You should now be on the page where you will be asked to revise information about your work. ***You filled out this form when you submitted your thesis proposal, but you must now review it for accuracy based on the following instructions.*** The fields in red text are required. All other fields have notes and recommendations.
 - a. **Title** – If revision to your title is needed, please format with only initial word and proper nouns capitalized and end in a period.
 - 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 appears on your title page. We suggest adding an email address you will use after graduation; this will enable you to continue to log in and access statistics about your work’s usage. It will not be shared with the public.


The screenshot shows the 'REQUIRED Author' form. At the top, there is a search bar with the text 'Search For An Author Using: Last Name, First Name, or Institution'. Below the search bar, a list of authors is displayed, including one entry for '(a.okeefe@louisville.edu) Alexandra N O'Keefe'. To the right of this entry are icons for a pencil, a trash can, and a plus sign. A red arrow points to the plus sign icon with the text 'Click to add new email'.

Add your personal (non-UofL) email to the new line.

- c. **Date** – include either May, August, or Fall based on the semester you graduate (Spring = May, Summer = August, or Fall = December.) Add the year you intend to graduate.
 - d. **Document Type** – should read “Senior Honors Thesis”
 - e. **Degree Name** – select either B.A. or B.S. (or both if you are double majoring in both degree categories.)
 - f. Cooperating University – SKIP THIS FIELD
 - g. **Department** – select from the dropdown. This will enable the work to be browsed alongside others from the same department at <http://ir.library.louisville.edu/communities.html>
 - h. Degree Program – SKIP THIS FIELD
 - i. Committee Chair, Co-Chair, and Member(s) – Skip all committee fields
 - j. **Author’s Keywords** – enter up to six descriptive keywords separated by semicolons. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract could be listed.
 - k. Subject Categories – please select the subject category that best fits your thesis if you would like to enhance its ability to be found in searches. Subject Categories will help the indexing of your thesis and the eventual retrieval of it by interested parties.
 - l. **Abstract** – This is a required field for the Senior Honors Thesis upload; see <http://ir.library.louisville.edu/faq.html> for information about specific formatting concerns.
 - m. **Upload Full Text** – Please see detailed instructions under point 8 below.
 - n. **Lay Summary** – This is a required field for the Senior Honors Thesis upload.
 - o. **Update Submission** – Please add the note “Thesis Final Draft” to this box before submitting.
8. Under “Upload full text” “Upload file from your computer” then “choose file” and locate the file for the final copy of your thesis. **Please ensure the file name completely matches the “Title” field.** You may check the box to add additional files - spreadsheets, audio clips, or other material that isn't part of the text portion of your work, but was approved as part of the Thesis, if the additional files also do not violate the terms of U.S. copyright law and of the nonexclusive license.
 9. Make sure you have added the lay summary and update submission note as instructed above before submitting. If all fields are accurate and complete click “submit.” You should be taken to the screen below:

COLLEGE OF ARTS & SCIENCES SENIOR HONORS THESES

You have successfully revised:
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 Revise submission

 Make another submission

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Date on Master's Thesis/Doctoral Dissertation	5-2014
Document Type	Senior Honors Thesis

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Submit Research

10. You will receive an email at your official UofL email account indicating that the work is under review. After it has been accepted by the College of Arts & Sciences and the libraries, the ThinkIR site will be updated to include it.
11. If you wish to check the status of your thesis, you can go to <http://ir.library.louisville.edu> and log in again using steps 1-4 above.
12. Questions? Contact Sarah Springer: s.springer@louisville.edu