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.)

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

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.)

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.

REQUIRED Author

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

1   (a.okeefe@louisville.edu) Alexandra N O'Keefe

2   (example@gmail.com) A OKeefe

Email	First	Middle	Last	Suffix	Institution
example@gmail.com	A		OKeefe		Search...

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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. May 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:

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.lousiville.edu and log in again using steps 1-4 above.
12. Questions? Contact Sarah Springer: s.springer@louisville.edu