

Guidelines to Upload the Exam Version of a Bates Honors Thesis to SCARAB

You must upload your thesis and an updated thesis abstract no later than the assigned date/time (see Honors calendar). At this stage of the process, the thesis will only be available to the examination panel.

Instructions for Candidates:

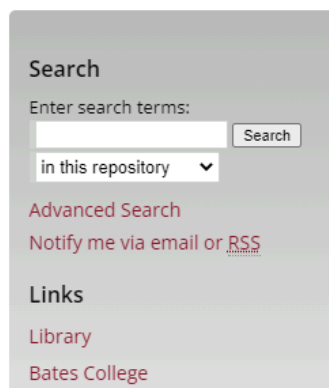
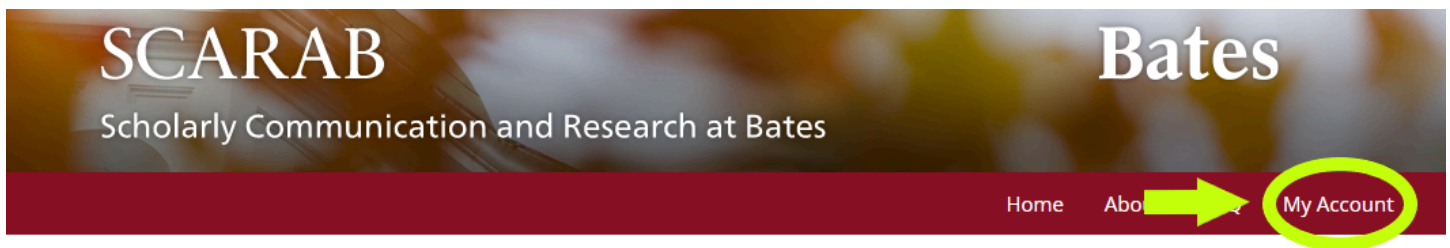
To submit, you must have your thesis in an electronic format. SCARAB allows you to upload one thesis file only. The updated abstract is pasted into the SCARAB submission form. Suggested file types for the thesis are listed below. In cases where a thesis is composed of multiple files (e.g. an artist statement in addition to composition(s)) you must package all files together in a single zip file. You must then upload the zip file. If you need help creating zip files, please see the IT Help Desk in Ladd Library.

Content Type	Suggested File Type	Content Type	Suggested File Type
Text	pdf	3D models	3ds
Audio	mpeg3	Compressed files/ folders	zip
Image	jpeg	Tabular data	csv
Video	mpeg4		

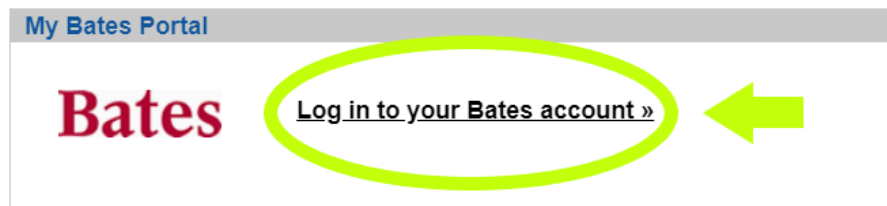
Uploading the Thesis

From any computer connected to the internet, open a browser and go to: <http://scarab.bates.edu/> Select “My Account” in the upper right corner.

In the “My Bates Portal” box, click on “Log in to your Bates account >>” and enter your Bates username password.



For current Bates students and faculty, click on the link below to log in to your My Bates account.



In the “Author Corner” near the bottom of the left-hand column, click the “Submit Research” link.

The screenshot shows the top navigation bar with links for Home, About, FAQ, and My Account. On the left, there is a search box with a dropdown menu set to 'in this repository' and a 'Search' button. Below the search box are links for 'Advanced Search' and 'Notify me via email or RSS'. The 'Links' section includes 'Library', 'Bates College', and 'SCARAB Digital Collections'. The 'Browse' section includes 'Collections' and 'Authors'. The 'Author Corner' section includes 'FAQ' and 'Submit Research', with the latter highlighted by a red circle and a red arrow. On the right, the 'My Account' section features a 'Log Out' button and a table of account settings and site administration tools.

ACCOUNT SETTINGS	
Edit Profile	Change password, affiliation, or contact information
Research Alerts	Change e-mail notifications and manage e-mail preferences
Follow Management	Manage what you Follow

SITE ADMINISTRATION TOOLS	
Upload document:	Academic Spotlight <input type="button" value="Upload"/>
Author Merge Tool	Merge and unmerge authors
Harvesting Tool	Harvest from other sources
Content Reporting Tool	Generate Content Reports
scarab.bates.edu	Tools to configure this site
Product Updates	Latest updates to the bepress product suite

DASHBOARD TOOLS	
Author Dashboard	View readership for your works
Digital Commons Dashboard	View activity and download usage reports

On the “Submit Your Research” screen click “Honors Thesis” at the bottom of the page.

The Submission Agreement

On the following page, you will find submission instructions and a submission agreement. Check the box to move forward. If your thesis is awarded honors, you and your advisor must sign and submit the Thesis Access and Embargo form pertaining to the legal aspects of publishing your work, by the date assigned by the Honors Program. The wording on that form is the same as the wording on the first page of the SCARAB form:

I Affirm:

- That this work is my original creation and that I have full authority to make this agreement;
- That my thesis does not contain any libelous matter, nor invade the privacy of any person or third parties;
- That, if my thesis includes materials copyrighted by another party and used by me in excess of the fair use provision of the United States copyright code, I have restricted access to the final version of my thesis to the Bates educational community only.
- I grant Bates College the non-exclusive right to make my thesis part of SCARAB and to make it available for research and scholarly purposes. I understand that once the final thesis is uploaded, I may not remove it.

Check the box to confirm that you have read the submission agreement and click “Continue” at the bottom of the screen to move to the submission form.

The Submission Form

You will need to enter the following information into the submission form when you upload your thesis:

- **Thesis title**
- **Author** (Your name)
- **Date of Graduation** (Month/ Year)
- **Level of Access** (Select “Open Access” when you first submit your thesis. Only the honors panel will have access to the thesis until and unless it is approved. You will select and enter the final level of access on the Thesis Access and Embargo Form in consultation with your advisor by the assigned date.)
- **Embargo Period** (Select “No Embargo Required” when you first submit your thesis. This allows the honors panel full access to your materials. If appropriate, you will select and enter an embargo period on the Thesis Access and Embargo form in consultation with your advisor after the oral exam.)
- **Degree Name** (Select “Bachelor of Arts” or “Bachelor of Science”)
- **Department or Program** (from which you seek honors)
- **Second Department or Program** (from which you seek honors, if applicable)
- **Components of Thesis** (A listing of the file types and their number that comprise your thesis. An example: 1 pdf file, 2 mp3 files, 5 jpg files)
- **Advisor(s)** (of the thesis)
- **Keywords** (six descriptive words or phrases, each separated by commas, that might help with the indexing and retrieval of the thesis; these concepts should represent the primary essence or most salient aspects of the work)
- **Abstract** (Paste an updated, one paragraph thesis abstract of 250 words or less.)

After completing the descriptive fields, you will be prompted to upload your thesis from the computer. When the form is complete, you should click the “Submit” button. Once clicked, the button text changes from “Submit” to “Processing.” If the upload succeeds, your browser will display a confirmation page. If there is a problem, you will be prompted to correct the error. The upload process may take several minutes depending on the size of the file, so please be patient.

REQUIRED Upload Your Thesis

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- Upload file from your computer**
- Import file from remote site**
- Link out to file on remote site**

This may take a while. **Please only click once.**

If you need help using SCARAB, please contact Laura Conforte (batesscarab@bates.edu) at the Ladd Library for assistance.