Instructions for Submitting Your Honors Thesis

Thank you for using the SMBHC Thesis Repository to store your Honors Thesis. Before getting started, please make sure to save your thesis as a PDF file. In this document, we will walk through all the steps needed to successfully upload and submit your thesis to the Honors College.

1. Go to http://thesis.honors.olemiss.edu
2. Click on the Create Account button (or Login if you already have an account)
3. Enter the required information to create an account. It is also helpful if you enter your name as well.
4. Check your email, and click on the "activate your password" link in the email.
5. When you login, you are taken to the "Manage deposits" screen where you can click on the blue "New Item" box to begin submitting your thesis.
6. Under the Item Type, select "Thesis" for your Honors Thesis and click "Next"
7. You can easily upload your PDF version of your thesis by clicking on the "Choose File" button. After selecting your file and uploading your file to EPrints, most users will want to continue to the next screen. However there are some advanced options that can be accessed on this screen like Creative Commons Licenses and Embargo Periods (see the appendix below).

8. Copy and paste your Title and Abstract into their respective boxes.

9. Under the Thesis Type box, select "Undergraduate".

10. Add your name in the first line of the Creators box. Note that these boxes ask for the Family Name (last name) to be entered first. You may enter your first and middle names into the Given Name box (e.g. John David), or your first name and middle initial (Suzy Q.), or just your first name (Samantha).

11. Under publication details make the following selections:
   a. Status: most likely this will be "Unpublished" unless you and your advisor have already submitted your thesis for publication.
   b. Date: the end of the term in which you are submitting your thesis to the honors college (i.e. May 2014)
   c. Data Type: Completion

12. Official URL: probably blank

13. Thesis Advisor: Your thesis advisor's name (e.g. Jane Smith)

14. Institution: The University of Mississippi

15. Department: The department your THESIS ADVISOR works in, even if it is different from your major field of study.

16. Number of Pages: (optional)

17. Related URLs: (optional – if you have supplementary data for your thesis on a permanent website, you can use this field to link to that location)
18. On the Subject page, select at least one subject from the Library of Congress' subject list. Find your subject(s) in the list, and click on the "Add" link.

19. On the Deposit Page, please read the agreement and indicate your agreement by clicking on the "Deposit Item Now" link.

20. Your Thesis is now deposited, and will be added to the public website section of the repository as soon as it is reviewed by an administrator (typically within one week).
Appendix: Some additional options

When uploading your Thesis files, click on the "Show Options +" link on the bottom right of the file. This will unfold a section where you have access to additional options.

How to Embargo your Honors Thesis for publication on a future date:
- Set the "Embargo Expiry Date". Your thesis will be submitted to the repository, and once approved, the thesis will not be publically visible until this expiry date.

How to Select an explicit Creative Commons License for your Thesis
- If you choose to add a Creative Commons license, the most restrictive license is the "Creative Commons: Attribution-Noncommercial-No Derivative Works" which only allows others to download your works and share them with others as long as they credit you, but they can’t change them in any way or use them commercially.

How to Submit additional supplementary material for your Thesis.
- After you have uploaded the main PDF file containing your thesis, you can continue to upload additional files that may contain additional materials, or video, or audio files.