

Overview of the Online Submission Form for Undergraduate Honors Candidates

When you first go to <http://apps.uflib.ufl.edu/Honors/>, you will be prompted to log in with your GatorLink ID if you have not already done so, and then you will see a page like this:

UF | George A Smathers Libraries

Honors Thesis Submission Form

Congratulations on being close to completing your Bachelor's degree(s) with Honors.

You can complete this form only **once** per degree that you are earning, so please be sure that you have reviewed our [online guidance](#) and are fully prepared before you click **Select** below.

If you are earning multiple degrees, please click **Select** below beside each degree for which you want to submit a thesis or project (you will need to visit this landing page for each thesis that you want to submit).

If your thesis or project applies to more than one degree, please choose the degree that you consider most strongly influenced your work. If you earned multiple degrees but only have one thesis or project to submit, you can ignore the other entries in the list below.

Good luck with the rest of the term!

Jeremy

	College	Major	Degree Code	Degree Title	Submit Date
Select	Engineering	Aerospace Engineering	BSAE	Bachelor Of Science In Aerospace Engineering	10/12/2018
Select	Engineering	Mechanical Engineering	BSME	Bachelor Of Science In Mechanical Engineering	

The lower part will be customized for everyone based on information in the student records system.

After you select the degree that you have completed a thesis or project for, you will see the full submission form. The upper portion will look like this, with more information about your degree drawn from student records:

Applicant information

As you can see, this form already includes basic information about you and your degree program. If you choose to post your work in the public collection, we will send the permanent link to your primary email address and to your UF email. We will also use both addresses to contact you if we find any problems with the file(s) that you submit.

Applicant		Degree	
Name:	Jeremy	Grad. Year:	2018
UFID:	59 8	Grad. Term:	Spring
Primary Email:	je @ufl.edu	Degree:	Bachelor Of Science In Mechanical Engineering
GatorLink:	je	Major:	Mechanical Engineering
Long-term email:		Track or concentration:	
		Honors:	magna cum laude

The only information that you need to enter in this area is your long-term email address. We strongly encourage you to enter an address here because we might need to contact you about processing your submission or other matters.

Thesis information

Title:

Abstract:

Advisor

Name:
Department:

Add additional advisor(s)

The **Thesis information** area begins with the basics. Please be sure that the title you enter matches the title on your title or cover page. You should also check your abstract after you paste it in to ensure that any special characters came across cleanly. If special characters are causing you difficulty, please email us at IRManager@uflib.ufl.edu and we will ensure that the final record for your work is correct.

When you complete the **Advisor** area, please skip honorifics like Professor, Dr., or Ph.D. and enter the full name of the department without abbreviations.

The next area explains that you have full control over whether and when we will make your work publicly available in the IR@UF:

Grant of permission

Grant, decline to grant, or delay granting your permission to put your work online:

By submitting your thesis or capstone project to the library via the Institutional Repository (IR@UF), you are agreeing to the following terms:

1. You verify that you are the copyright holder or that you have retained the right to openly share your work in an institutional repository.
2. You are granting UF permission to host and display your work in the IR@UF.
3. This grant of permission does not alter any of your rights.
4. We do not profit from putting your work online.
5. You are free to distribute your work as copyright holder, or in ways that are consistent with any prior agreements you have entered with respect to your rights in this work.
6. We will include a statement that informs users that you own copyright and that they must contact you for any use that is in excess of fair use or other exceptions available to users under the law. You also have the option to select a Creative Commons license. To learn more, see <http://creativecommons.org>, and then send email to IRManager@uflib.ufl.edu to let us know what license you want to apply to your work.
7. We will archive your work, and, if you choose below to post it in the IR@UF, we will assign a URL that will link to your item indefinitely.

The default setting in the list box below this explanation is for immediate release. Other options enable you to choose to restrict access to your thesis or project. You are always welcome to change your mind later about the visibility of your work in the IR@UF. Just email us at IRManager@uflib.ufl.edu if you want to reduce or end a restriction, or extend it. If you are unsure and choose the last option, please contact us as soon as you can after you discuss posting your work with the other stakeholders.

Choose a restriction level:

Immediate release

Immediate release

6-month campus restriction, then immediate release

1-year campus restriction, then immediate release

2-year campus restriction, then immediate release

Permanent campus restriction

Permanent embargo, accessible only via Libraries staff

Unsure; I need to discuss posting my thesis with my advisor(s), co-author(s), and/or research group.

The final area of the form includes detailed guidance on submitting your file(s) and enables you to upload your file or files and submit your form. The guidance in this area reiterates the guidance provided via our Library Guide, http://guides.uflib.ufl.edu/ufir/honors_theses. If you have not familiarized yourself with this guidance yet, please do so before completing your submission.

Thesis or project documents

In most cases, the only document that you need to upload is your thesis or capstone project file. Some submissions will include multiple content files, e.g. a research thesis and supporting data tables or a script for a play and a video of the performance

*Occasionally, students also need to submit non-content files. Examples include signed [forms or letters of permission](#) to use copyrighted material that exceeds [fair use](#) or [consent forms](#) from [co-authors](#) who are not UF faculty, staff, or graduate students. You **do not** need to provide a copy of your department's paper Honors submission form.*

To add a file or files to your submission, click the **Browse** button, navigate to the file that you want to submit, select it, and then click the **Upload File** button.

- File names must be alphanumeric, and the only special characters allowed are hyphens (-) and underscores (_). We *strongly* suggest using your family name as the first word in your file name(s), e.g. *Doe_Taylor_Honors_Thesis.pdf*
- You must submit traditional research papers, essays, articles, and other long-form text documents as text-searchable PDF files — please, **no scans** of printed documents.
- You can include as many files as you need in your submission, e.g. a thesis PDF and a spreadsheet of supporting data, a journal article and related audio interviews, or a script and a video of it being staged.
 - Please contact us if you would like to discuss your options for presenting a multi-part thesis or project.
- If you have not done so already, please review the [list of acceptable file formats](#). Items in bold on that list are preferred due to their value for long-term preservation.

Upload file(s)

Browse...

No file selected.

Upload File

To help ensure that your submission is in good order, please review the information you have entered above, including your file attachment(s). You can only submit this form once. If you discover problems after you have clicked the **Submit Form** button, please contact the IR@UF so that we can help you correct your submission.

Submit Form