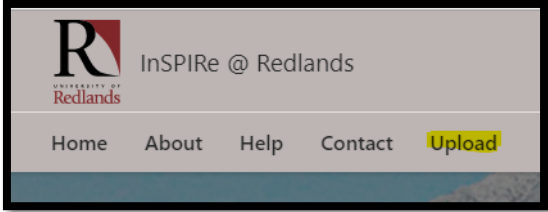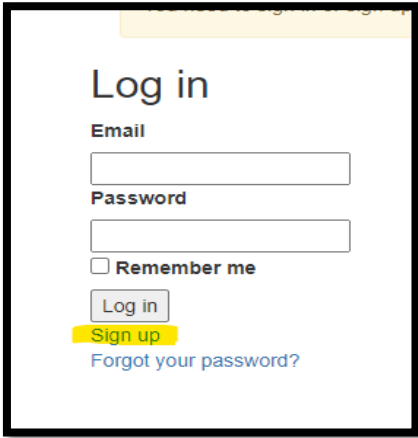# Submit a Work to InSPIRe

(Undergraduate or Proudian Honors…)

To deposit your work, you will need to **create an account** on the Inspire.redlands.edu website:

Before you begin depositing your work, please review our information about the InSPIRe Deposit Agreement. The link is at the bottom of the Home page.	https://inspire.redlands.edu/deposit-agreement
On the home page, click the **Upload** tab.	
On the Login Page, click **Sign Up** to create an account. Continue following any other instructions to create and sign into your new account.	
Login to your account again and continue to follow the instructions below.	
Make sure you **know which structure** you are creating the work and record for. This info will be used later.	This work will be included in **either**: • *Undergraduate Honors Thesis* • *Proudian Interdisciplinary Honors Program, Senior Honors Thesis*

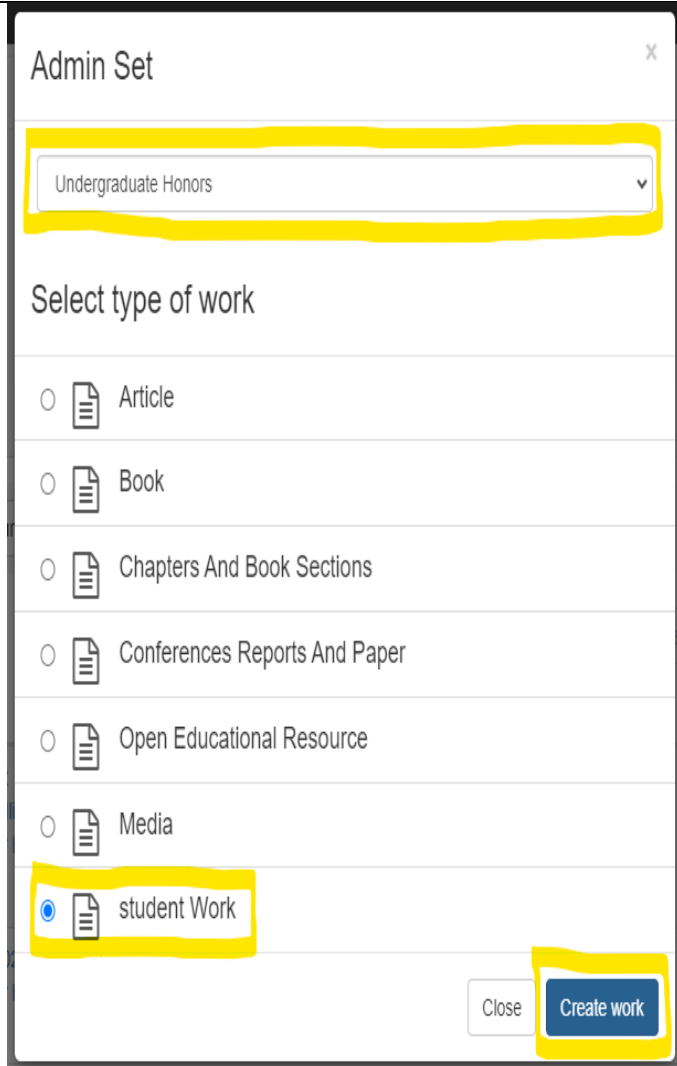|	
Once you are logged in, click the *Add New Work* button in the upper right-hand corner	Create batch of works **Add new work**
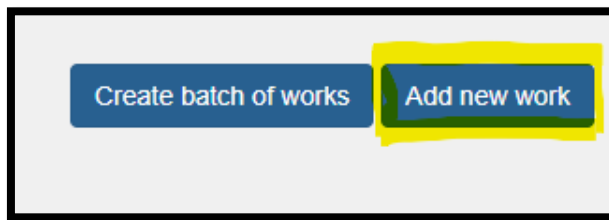
Next, in the pop-up window, select the following:
1) **Admin Set** = [based on your Honors thesis]:
    a) Proudian Honors; or,
    b) Undergraduate Honors
2) **Type of Work** = *Student Work* as the type of work.
3) Select *Create Work* to finish and close the window.
	Admin Set x
	
	Undergraduate Honors v
	
	Select type of work
	
	○ 📄 Article
	
	○ 📄 Book
	
	○ 📄 Chapters And Book Sections
	
	○ 📄 Conferences Reports And Paper
	
	○ 📄 Open Educational Resource
	
	○ 📄 Media
	
	● 📄 student Work
	
	Close **Create work**

Descriptions Tab:

*Using information from the *cover page and first few pages* of the dissertation, you will be **filling in the required** fields and other fields where information is possible.

(color choice) = Required fields

(color choice) = Recommended fields

Field Name	Instructions
Title	Fill in the whole title and subtitle of the dissertation provided. Only include an Alternative Title (in a separate field) if your thesis' title has a translation in another language and is relevant to this work.
Resource Type	From the drop-down menu, select *Undergraduate Thesis*.
Creator Name Type	Keep the default choice selected, *Personal*.
Name	Enter the Last and First names separately. Enter the Middle Name and Suffix if needed.
Role	Select *Author* from the drop-down menu.
Creator Institution	Always enter: *University of Redlands*.
Alternative Email	Provide a personal email address for communication after you have graduated. Do Not Provide your redlands.edu address, please.

Abstract	Enter the Abstract provided in your thesis. If you do not have an abstract, please include the first paragraph of the introduction.
Keywords	Enter key words or phrases that highlight what the subject or topic is. Use distinct words, names, and places found in the title, abstract, introduction, table of contents, etc. Separate each word or phrase using the "Add another" button.
Subject	Choose a subject(s) that broadly match the subject matter of your thesis. Select at least one subject. If you want to include more than one Discipline, select "Add Another" and select the discipline.
Organizational Unit	Choose the department or major that is listed on the thesis. If a second department is listed, click "Add Another", and select a second department. If no department or major is provided, select the top (blank) default choice.
Language	Select *English* or the leading written language of the thesis. If you want to reflect a second written language in the thesis, click "Add Another" to include another choice.
License	If you are submitting your own work or thesis, decide how you want your work to be accessible (or not) online. We use Creative Commons licenses as options to choose how your thesis will be accessible and visible online.

	If you would like your work to be openly accessible, select a Creative Commons license based on what or how you want others to use your thesis.
Publisher	Type in *University of Redlands* as the organization.
Date Published	Enter the **year** the thesis was written or submitted.
Additional Fields:	
Contributor Name Type	Enter information for any contributors of the thesis, different from the author(s) named earlier in the work form. Include the name (first and last), label (i.e. author, narrator, interviewer, interviewee, etc.), and institution, if available.
Location	This is optional to fill-out. If your thesis' subject or topic has a place setting (i.e. a historic or current location), include the place name.
Advisor	Provide the name of your **Honors Thesis Advisor**, if available. This is can be found on the cover page or a permission form.
Additional Info	Please enter any additional information here that has not been entered.

Visibility of your Work	Choose how you want <u>the thesis itself</u> to be visible on the InSPIRe website. This may also be based on the Creative Commons distribution license you chose earlier.
	Type in **"Public"** if you want your work Open Access and visible to everyone. (If you include a CC license.)
	Type in **"Institution"** if you want your work limited in accessibility to people at University of Redlands and those who have a Redlands.edu account.
	Type in **"Embargo"** if you want to place a pause on your submitted work. If you choose this, please provide a future date when your work can then be more accessible.
	Type in **"Lease"** if you want your work visible and available after you submit it, and select a date for when you want there to be less access afterwards.
	Type in **"Private"** if you want your work to not be accessible or shared at all with the public.

Files Tab:

Field Name	Instructions
"Add Files" and "Add Folder"	Upload the file (preferably PDF version) of your thesis-project or work. Include any supplemental files (i.e. posters, presentations, agreement forms).
	You can also drag and drop files into the designated "Drop files here" box.
	After uploading files, ***you will need to select the visibility choice yourself for each file if different than what is initially selected***.

Relationships Tab:

Field Name	Instructions
Administrative Set	Leave as-is, with "Undergraduate Honors" or "Proudian Honors" selected [respectively].
Add to Collection	**For Undergraduate Honors Theses:** • Enter "Undergraduate" to search for the respective collection. **For Proudian Interdisciplinary Honors Program:** • Enter "Proudian" to search for the respective collection. Click the "Add" button. The chosen collection will appear.

Save Work

- Select the <u>Visibility</u> based on how you want your work to be visible on InSPIRe. This may also be based on the Creative Commons distribution license you chose earlier.
  - Select **"Public"** if you want your work Open Access and visible to everyone. (If you include a CC license.)
  - Select **"Institution"** if you want your work limited in accessibility to people at University of Redlands and who have a Redlands.edu account.
  - Select **"Embargo"** if you want to place a pause on your submitted work, and provide a future date when your work can then be more accessible.
  - Select **"Lease"** if you want your work visible and available after you submit it and select a date for when you want less access afterwards.
  - Select **"Private"** if you want your work to not be accessible or shared at all with the public.
- <u>Check the box once you have "read and agree to the Deposit Agreement"</u>.

Click *Save*, and...

On the next page:

- Check how your files are visible (i.e. Public or Private) and make corrections that match your distribution license choice.
- For example: select Public if you included a Creative Commons license and your work to be Open Access.
- For example: Select Private if your work is No Access, or is a Supplemental File you do not want to be visible or accessible.

Review the record for missing details or corrections

And you're done...with submitting the record.