Fact Sheet 5 - How to Submit Your Comp

1) Overview the library submission guidelines at https://sites.allegheny.edu/lits/library/seniorprojectsubmissions/. Be sure to read how the college intends to use of you published thesis. Note that the our department requires all students to submit their writtens theses in order to graduate.

2) Before your oral defense, print off the permission form (from the above library website) and an extra copy of your comp's title page for your first and second readers to sign. Your thesis title page should be a modified version of the template provided by the ES Department.

3) After a successful defense of your comp, return the signed permission form to Nathan Fralick at Pelletier Library, Box #117.

4) After a successful comp defense combine you thesis and signed title paige into a pdf file that can be published on Dspace. First, scan you signed title page into a digital pdf file.   Next, export/save your comp as a ".pdf" file using your word processor. Finally, combine both files into a single pdf file using a method of your choosing. http://www.pdfmerge.com/ is an online tool that do this for you easily at no cost.

5) Upload the pdf of your combined title page and thesis into Dspace so that the college can publish it. To do this, login to DSpace using your Allegheny username and password. Click "Submissions" in the left menu. Select "Start a new submission" at the top. Follow all instructions to submit.

6) Submit an electronic copy of your abstract via the ES Department Abstract Form to the department and by email to your advisor.

7) You are all done! Congratulations!