

Guidelines for Submitting a Graduate Project to ScholarWorks

Purpose: ScholarWorks is a collection of services designed to capture and showcase all scholarly output produced by the Boise State University community. As a publicly available web site, projects uploaded into the system become globally accessible. This means that a graduate student's project is immediately accessible and made a part of the global discourse for their field.

Eligibility: Only projects that have been identified and selected by the faculty of the student's graduate program as being especially appropriate for public access via ScholarWorks are eligible for inclusion. Additionally, only projects that have had a completed *ScholarWorks Authorization for a Selected Graduate Project* form submitted will be eligible for uploading.

Basic Submission Process: When submitting a graduate project to ScholarWorks, the following procedure should be used:

1. Project is selected for inclusion in ScholarWorks by the graduate program.
2. *ScholarWorks Authorization for a Selected Graduate Project* form is downloaded and completed, including both student and Graduate Program Coordinator signatures.
3. The ScholarWorks Coordinator is consulted if the graduate project has special technological or presentation requirements.
4. A completed print copy of the authorization form and an electronic copy of the graduate project is submitted to the ScholarWorks project located in the Albertsons Library - Room 217H.
5. A confirmation message, including a permanent URL, is sent to the student and Graduate Program Coordinator verifying that the project has been uploaded.

Authorization Form: When a graduate project has been selected by the student's department for inclusion in ScholarWorks, a copy of the *ScholarWorks Authorization for a Selected Graduate Project* form must be completed and submitted with an electronic copy of the project. The form can be found at:

http://www.boisestate.edu/gradcoll/forms/form_grad_scholarworks.pdf

It is important that all sections of the form be completed as the information included is used to describe the graduate project.

Subject Categories: When completing the authorization form, students will need to select subject categories that best describe the project. Choices must be from the ScholarWorks list available at:

http://scholarworks.boisestate.edu/sw_pubs/6/

ScholarWorks subject categories are given in a hierarchical format with three levels for most disciplines. Chosen categories should be listed starting with the highest level, and then listing the second level, and then the third level; use colons(:) as separators. If it is not possible to refine the project's subject category to the third level, either because a third level is not listed for the discipline or the student feels that a third level is not warranted, they should stop at the second level.

Example (3 levels): Arts and Humanities : English Language and Literature : Rhetoric and Composition

Example (2 levels): Education : Bilingual, Multilingual, and Multicultural Education

Keywords: The keywords included on the authorization form will help visitors find relevant results when they search ScholarWorks. Up to 6 keywords separated by commas, can be added. These keywords can be any appropriate term which accurately describes the project.

Certifications: Graduate Students must complete the Certifications section of the authorization form before their project can be uploaded. By doing this the students verifies that they are submitting the final version of their project, that they have not infringed upon another's copyrights, and that they understand that their project will be permanently archived with unlimited public access.

Related Files: Graduate projects are designed to provide greater flexibility in representing a student's scholarship. In support of this ScholarWorks allows related files to be included with a single graduate project. If a student wishes to include more than 5 related files, they should contact the Michelle Armstrong (michellearmstrong1@boisestate.edu or 208-426-2580) to determine the best way to upload and present the project.

Graduate Project Approval: Only projects selected by the faculty of a student's graduate program can be uploaded into ScholarWorks. To verify this selection, the Graduate Project Coordinator for the student's program must sign the authorization form.

Acceptable File Types: ScholarWorks can receive a wide variety of document types. The system can accept: .doc, .docx, .rtf, or PDF files, which are then displayed as PDF documents. Additionally, specialized image galleries can handle most standard image types including: .bmp, .jpg, .gif, .png, and .tiff. Any other file type will be categorized as "download to desktop," allowing users to access the file depending on whether or not they have the appropriate software.

Submitting Graduate Project Materials to ScholarWorks: Electronic copies of the graduate project can be submitted in a variety of ways. Students may email the files to michellearmstrong1@boisestate.edu, deliver a copy in person to the ScholarWorks office at Albertsons Library - Room 217H, or send a CD via campus mail to:

Boise State University
ScholarWorks
Albertsons Library
MS - 1430

A completed print copy of the authorization form can be sent via campus mail or delivered in person to the ScholarWorks office at Albertsons Library - Room 217. Although it is not a requirement that the authorization form and electronic file(s) be submitted at the same time, graduate projects can not be uploaded into the ScholarWorks system until both items have been delivered.

Additional Assistance: ScholarWorks staff are happy to assist students and graduate program personnel with any questions they may have about including a project in ScholarWorks. For additional information or to schedule an individual appointment, please contact: Michelle Armstrong, 208-426-2580 or michellearmstrong1@boisestate.edu.