

# **Electronic Senior Project**

## **Information Packet**

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**Robert E. Kennedy Library**  
California Polytechnic State University  
San Luis Obispo, CA 93407

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## I. Introduction of the Electronic Senior Project Submission

Beginning September 2009, senior projects provided to the Library will be digitally deposited, archived and made publicly available in the DigitalCommons@CalPoly, the University's repository featuring student and faculty scholarship. The individual academic departments determine policy regarding senior project submission to the Kennedy Library. **Please consult with your advisor on your specific departmental policies and procedures.**

The DigitalCommons@CalPoly is available online at <http://digitalcommons.calpoly.edu>.

Information about electronic senior project submission can be found on the library website at <http://www.lib.calpoly.edu/seniorprojects/>

## II. Senior Project File Formats

### *Basic Considerations for the Student*

1. No limits have been set for file size. If you have special file transfer needs, please contact the Robert E. Kennedy Library for assistance (Karen Beaton, [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu)). Please be sensitive to Web distribution and file size. Consider a good balance between file size and download time of your file. Sometimes materials can be broken down into smaller more manageable sizes, or various resolutions may be used to achieve a similar outcome.
2. If the senior project is co-authored by a team of students, only 1 digital copy of the project should be submitted to the Kennedy Library via DigitalCommons along with 1 copy of the Senior Project Requirement Form. The library fee is assessed per project, not per author.
3. Common file extensions should be used with submitted files to assist the document user in opening and utilizing the file. More information is available in *Recommended File Format for Text-Based Senior Projects* section.
4. Embed any special fonts you use to ensure that the individual opening the document will see the information as you intended. More information is available in *Embedding Fonts for Text-Based Senior Projects* on **page 4**.
5. The student is responsible for ensuring that his/her files are compliant with campus, copyright and CSU ADA (American Disabilities Act) policies. Copyright information and links to ADA tutorials and are available on **page 7**.
6. Consult your department style guide for information on margins, page numbering and citation style. Electronic Senior Projects are expected, in most part, to retain traditional typographic conventions and thus be equivalent in many ways to their paper predecessors.
7. Students may elect to include a wide variety of creative formats. For instance, a given project could include audio clips, video clips, animation, interactive simulations, increased graphics, data sets, or even appropriate links to other web sites.

8. Please note Kennedy Library
- determines the format in which senior projects are preserved;
  - does not provide hosting services for senior project websites;
  - does not retain three-dimensional items in the collection.

### ***Recommended File Format for Text-Based Senior Projects***

The Portable Document Format (PDF), Word (DOC) or Rich Text File (RTF) formats are recommended for the body of the text since they retain all formatting and graphics and may allow for links and annotations. In addition, Adobe Acrobat files can be indexed and searched by keywords. The student is responsible for ensuring that his/her files are compliant with campus and CSU ADA policies (**page 7**).

A PDF will be auto-generated from DOC and RTF documents submitted electronically to the DigitalCommons@CalPoly.

### ***Embedding Fonts for Text-Based Senior Projects***

To ensure that your file appears the same on every computer, consider using one of the following fonts in your text-based project.

Arial (Bold, Oblique, Bold Oblique)  
Courier (Bold, Oblique, Bold Oblique)  
Helvetica (Bold, Oblique, Bold Oblique)  
Times (Roman, Bold, Italic, Bold Italic)  
Symbol ZapfDingbats

If you use a font **NOT** listed above, you will need to ensure that your fonts are embedded in your text file so that a user sees your document exactly as you have designed it.

Font embedding is feature of word processing and document applications such as Microsoft Word and Adobe Acrobat. It allows the fonts used in the creation of a document to travel with that document, ensuring that a user sees documents exactly as the designer intended them to be seen.

The below information is to assist you in embedding your fonts, but it may not answer all your questions. For additional questions, please consult your word-processing program help files for specific information on embedding fonts. Consult **ITS User Guides and Tutorials** (<http://training.calpoly.edu/guides/index.html>) for related information and training on using Word and Acrobat.

#### **For Mac Users: Embedding Fonts using Word**

Due to the variety of information on embedding fonts on Word for Macs, we encourage you to consult the Word Help files which explain how to set the Font Substitutions.

#### **PC Users: Embedding Fonts using Word**

##### To embed fonts in Word 2003

1. Open up the Word document version of your project.
2. Go to the 'Tools' menu up at the top & select the bottom-most choice there, 'Options'
3. This will open up the 'Options' window. Please select the tab entitled, 'Save'

4. On the left-hand side of this tab, the third or fourth selection from the top has the caption 'Embed True Type Fonts'. Please make sure that the box beside this text is checked.
5. Checking that box will make available the two indented boxes below the 'Embed True Type Fonts' box. Please make sure that both boxes are Unchecked.
6. Click 'OK'
7. Save your Word document.
8. Submit that saved document for pdf conversion

#### To embed fonts in Vista/Word 2007

1. Open up the Word 2007.
2. Go to the 'Quick Access Bar' menu (Office Button) up at upper left hand corner near the top & select 'Print Preview'.
3. Select 'Options' icon.
4. Select 'Save' from the left-hand side column.
5. Locate "Preserve the fidelity when sharing this document".
6. Check box "Embed fonts in file". Uncheck the boxes labeled "Embed only the characters..." and "Do not embed common system fonts".
7. Click 'OK'.
8. Save your Word document.

#### Embedding fonts in an Adobe Acrobat PDF created from Word 2007

1. Open Word
2. Go to the 'Quick Access Bar' menu (Office Button) up at upper left hand corner near the top & select 'Print '
3. Select Adobe PDF for Printer Name
4. Select Properties
5. Select "Highest Quality" for the Default Setting, and check the "rely on system fonts only" checkbox. Hit OK.
6. On the Print menu again, select "Adobe PDF" for the printer, and then OK.
7. Save the new version under a different file name, and when it finishes redistilling, check it over again to ensure that the fonts, figures, or tables you may have used appear accurately and professionally.

#### To check your PDF in Adobe Acrobat to ensure your fonts are embedded

1. Open the file in Adobe Acrobat.
2. Choose File>Document Properties>Fonts.
3. Fonts should be listed as Type 1, TrueType, or listed as "embedded". If not, it will require you to embed them now.
4. Select OK to close the Font window.

If you encounter problems while checking your file, consult Adobe's troubleshooting page:

<http://www.adobe.com/support/products/acrobat.html>

### ***Images and Multimedia File Formats***

The inclusion of complex multimedia objects in a senior project is a relatively new possibility. Interested students are encouraged to work with their advisor. DigitalCommons@CalPoly provides the option to upload supplementary files to accompany the main senior project. Supplementary files are intended to enhance the full text of the submission. A dataset is an example of a supplementary file.

If the project contains images or other content that are not the original works of the student, the student may need to secure permissions from the original content creator. It would be unlawful to reproduce and distribute 3<sup>rd</sup> party content without the appropriate permissions. If your work includes **music, videos or other accompanying material** that is not your original work, the same copyright stipulations apply. Learn more about copyright on **page 7**.

If your work contains interviews, you should attach a statement to your *Senior Project Requirement Form* verifying you have the permission from the interviewees to reproduce and distribute their content.

### ***Web-based Projects***

The library does not provide hosting services for senior project websites. For Web-based senior projects, such as websites, wikis and blogs, the discrete files can be deposited but the functionality of the website will not be emulated for users.

You may consider registering your website with Internet Archive's Wayback Machine, a service that allows people to visit archived versions of Web sites. This cost-free service will crawl your website and ensure that it is saved for posterity. To learn more, please visit <http://www.archive.org>.

## **III. General Format Recommendations**

**Each academic department determines the standards for the successful completion of senior projects, including style guides. Please consult your advisor or department for specific department guidelines.**

For general information, consult style manuals such as Form & Style: Research Papers, Reports, Theses by Carole Slade. The Library has some general recommendations:

### **1. Title Page**

Please include a title page. A sample title page is found at the end of this document. A title page template can be downloaded off of the library website at <http://lib.calpoly.edu/seniorprojects/>. The title page is the first page of the senior project and should include:

- Full title of your senior project
  - Capitalize the first letter of every word in the title except for coordinating conjunctions (and, but, for, nor, or, so, yet), prepositions and articles
- Name of author(s)
- Full name of department
- California Polytechnic State University, San Luis Obispo
- Month and Year
  - Typically reflects the date your final project was provided to your advisor
- Copyright notice
  - The copyright notice should contain the following: 1) The Copyright symbol ©, 2) The year of publication, 3) The name of the author(s)

Example: © 2009 Jane Smith

If the work was created as a joint work by multiple authors, include all names in the notice.

Example: © 2009 Jane Smith, Jaime Ramírez, Louis Miller and Taylor Moore

## 2. Approval Page

Kennedy Library does not require an approval page; it has been standardized and replaced by the *Senior Project Requirement Form*, which students use to collect approval signatures.

However, **check with your department** to see if an approval page is required. If an approval page is required by your department, the approval page should be a separate page that appears immediately after the title page. The approval page should include the typed name and title of the advisor. Check with your department to see if additional guidelines are available.

## 3. Binding

Students wishing to order a bound copy of their senior project may directly contact binding vendors, such as HF Group's online *Thesis On Demand* binding service (<http://www.thesisondemand.com/>).

# IV. Ensuring ADA Accessibility

Students are responsible for ensuring that his/her files are compliant with campus and CSU ADA (American Disabilities Act) policies. Step-by-step tutorials and additional information on ensuring ADA compliance for textual, visual and auditory files are available from:

### **Professional Development for Accessible Technology in the CSU**

[http://teachingcommons.cdl.edu/access/docs\\_multi/index.shtml](http://teachingcommons.cdl.edu/access/docs_multi/index.shtml)

### **Cal Poly ATI Resources**

<http://www.accessibility.calpoly.edu/instmaterials/index.html>

### **Accessibility Technology Tutorials (Center for Teaching and Learning)**

<http://www.ctl.calpoly.edu/tech/index.html#Technology>

# V. Copyright

Cal Poly students are responsible for submitting their own senior project. The student must grant the University permission to reproduce and distribute the work electronically.

### ***Use of original work not authored by the student***

Students may need to secure copyright permissions from the original copyright owner if the Senior Project contains 3rd party content (such as images, articles, music or other accompanying material). Consult the library copyright web page for additional guidance on this topic: <http://lib.calpoly.edu/copyright>.

### ***Cal Poly Intellectual Property Policy***

The *Cal Poly Intellectual Property Policy* (2.A.4.a.) states: "Students will normally own the copyright to the scholarly and creative publications they develop, including works fulfilling course requirements (term papers and projects), Senior Projects, and Masters Theses/Projects. Students retain copyright ownership as long as they are not paid for the work that results in the creation and do not receive extraordinary University resources in support of the work." The full policy can be accessed online at <http://www.calpoly.edu/~rgp/intelprop.html>.

## ***Copyright Protection of Student Work***

Original work is automatically protected under copyright as soon as it is recorded in a tangible form. Senior projects **do not** have to be registered through the U.S. Copyright Office for their work to be protected by copyright.

However, you will not be able to pursue a copyright infringement lawsuit in the U.S. unless your work has been registered with the U.S. Copyright Office. If a student wishes to register their work, the procedure and forms are available from the U.S. Copyright Office web site. The authors of a joint work are co-owners of the copyright, unless there is an agreement to the contrary.

It is good practice to include a copyright notice where it will be seen by readers, so that they will be reminded that the work is protected by copyright and will be deterred from infringing upon your intellectual property. If your work were to be infringed upon, a copyright notice proves that the act was willful, which is an important component of proving infringement. An example of a copyright notice appears on **page 6**.

If you wish to further clarify the rights of reuse of your intellectual property, you may consider utilizing a CreativeCommons license, which is a free legal tool that helps authors easily indicate the allowed uses they want their work to carry. Learn more about CreativeCommons at: <http://creativecommons.org/>

## **VI. Submitting Your Senior Project**

According to Cal Poly Academic Requirements and Policies, the senior project is a capstone experience required for all Cal Poly students receiving a baccalaureate degree. Each department on campus has guidelines and policies regarding senior projects, so please consult your advisor or department for more specific information.

**Check with your department to determine their policy on submission of your senior project to the library.**

Kennedy Library collects, preserves and provides access to advisor-approved senior projects deposited by students. Senior projects are cataloged in PolyCat (<http://poetry.lib.calpoly.edu/>).

Beginning September 2009, all senior projects provided to the Library will be deposited digitally, archived and made publicly available in the [DigitalCommons@CalPoly](#), the University's repository featuring scholarship created by Cal Poly faculty and students. Paper versions of the senior projects will no longer be microfiched by Kennedy Library.

*Please Note: Each department may have slight variations in the process described below. Check with your department for their specific workflow.*

### **Step 1: Get a cashier's receipt**

Pay the \$12 senior project fee at the Cashier's window in the Administration Building (cash or check only) or online through the Cal Poly portal by echeck or credit card (credit cards accepted: MasterCard, American Express, Discover, or Diner's Club). It is not possible to pay over the phone.

Get 2 copies of the receipt. Attach the original receipt to the *Senior Project Requirement Form* and keep a copy of the receipt for your records.

## Step 2: Download and fill out the Senior Project Requirement Form

Download the Senior Project Requirement Form at

[http://lib.calpoly.edu/seniorprojects/seniorproject\\_reqform.pdf](http://lib.calpoly.edu/seniorprojects/seniorproject_reqform.pdf)

Fill out **Sections I, II and III** of the *Senior Project Requirement Form*. Adobe Acrobat Reader is required to access and complete the form. \* *MacOS X users: To ensure that the PDF you download is interactive, open the file in Adobe Acrobat Reader. The file will open in Preview, but will not be interactive.*

When filling out the form, please note:

- Enter the author(s) name exactly as it appears on the title page.
- If more than one author, list them on the form in the same order as they appear on the title page.
- Use the same title as on the title page.
- Enter the full name of the department, not the abbreviation.
- Sign the form in the appropriate area
- Please print one copy of the completed form for the Kennedy Library. Your department may also require additional copies of the form — consult with your advisor.

## Step 3: Get your Advisor's signature on the Senior Project Requirement Form

Provide the form and the final copy of your senior project to your advisor for grading. Your advisor should fill out and sign **Section IV** of the form. Check with your department, as you may also be required to collect additional departmental signatures on the form in **Section V**.

Be aware that your project is subject to internal academic departmental guidelines for required form, length and content. Please consult with your advisor.

## Step 4: Deliver the completed Senior Project Requirement Form and cashier's receipt to the Department Office

At this point, **Sections I, II, III and IV** of the Senior Project Requirement Form should be completed, including the student signature and advisor signature. Some departments may require **Section V** to be completed. The cashier's receipt should be attached to the form. Deliver the form to a staff member in your Department Office.

## Step 5: Upload your advisor-approved senior project to the DigitalCommons@CalPoly

**Detailed upload instructions to the DigitalCommons@CalPoly are found on page 17.** In addition, an online tutorial showing you how to upload your Senior Project to DigitalCommons is available on the library website: <http://lib.calpoly.edu/seniorprojects>.

Karen Beaton, Library Acquisitions (Rm 104 Kennedy Library), can assist students in uploading their senior project to the DigitalCommons@CalPoly. She can be contacted at [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu).

## Step 6: The Department Office will forward your Senior Project Requirement Form and cashier's receipt to the Library

The department will send the completed form and cashier's receipt to the Kennedy Library when grading is complete. The Library will review the form for completeness, and will confirm the DigitalCommons@CalPoly

data entry and digital access settings. If the department or student prefers hand delivery, the receipt and Senior Project Requirement Form may be brought to Karen Beaton in the Collection Development Department, Room 104 of the Kennedy Library.

## **Step 7: Senior project is made public on the DigitalCommons@CalPoly site**

The Library will make the senior project publicly accessible on the web. The student should receive an email notification when their paper is available. Robert E. Kennedy Library will create a bibliographic record in the library catalog. Paper versions will no longer be collected by Kennedy Library. Microfiche copies will no longer be provided to departments.

### **Optional step: Receive notifications of new content**

Departments, faculty advisors or students can sign up to receive a customized RSS feed or email notification when new content fitting your desired criteria is available. General information about these tools is available at: <http://digitalcommons.calpoly.edu/announcements.html>.

You can set up automatic notification to ensure notification of new senior projects as they become available online.

#### **To receive an RSS feed:**

1. Go to the **DigitalCommons@CalPoly** (<http://digitalcommons.calpoly.edu>)
2. **Click on Senior Projects**
3. **Click** on the department collection for which you wish to receive an RSS feed
4. **Click on Notify me via email or RSS** the right-hand green side bar
5. **Click on the orange RSS button** to receive an RSS feed for the specific department

*NOTE: You must have an RSS reader to receive RSS feeds. In short RSS provides an alternate view of web content by providing a stream of headlines. People can use feed aggregators to view headlines from all of their favorite sites in one place. For further explanation of RSS, its use, history, and technology, you may read more at [http://en.wikipedia.org/wiki/RSS \(file format\)](http://en.wikipedia.org/wiki/RSS_(file_format)).*

#### **To receive notification emails:**

1. Go to the **Advanced Search** page (<http://digitalcommons.calpoly.edu/cgi/query.cgi?advanced=1>)
2. **Remove** one of the search rows using the **blue minus button** next to the row.
3. In the remaining row, **change** the first dropdown field to **Publication Title**.
4. **Change** the second drop down field to **includes**
5. **Enter Senior Projects** in the free text field.
  - a. If you wish to receive emails for a specific department **enter the department name**. Do not include the word "department" in the name. Example: electrical engineering
6. Click the **Search** button
7. In a few moments, all of the senior projects posted on the DigitalCommons meeting the criteria you entered should appear.
8. Above the Search Results, **click the Notify Me button** to create a saved search. This will save these results and will notify you when future senior projects matching your search criteria are available.
  - a. **NOTE: You will need to be logged in to save the search.** If you are not logged into the DigitalCommons@CalPoly you will be prompted to do so. Log in using your Cal Poly email and password.
  - b. **If you do not have a Cal Poly email and password**, you will need to create a free account. To do so, click on the "My Account" tab in the right-hand corner of the browser and click on the "Create a Free Account" link. Follow the prompts to create an account. After your account is set up, follow the above instructions to set up notification.

9. Once the search is saved to your account, the frequency of email notifications can be set to daily, weekly, monthly, or never. Emails will only go out if a new submission has been made within the time frame selected.
10. **View, edit and delete saved notifications** by logging into “My account” and clicking on the “Research Alerts” link.

## VII. Electronic Distribution of Senior Projects

### *Student Information*

Students making submissions to the DigitalCommons@CalPoly agree to share their work and waive privacy rights granted by FERPA for the work, for the purpose of making the work available in the DigitalCommons@CalPoly.

Students will have an opportunity to provide a personal email address upon submission of the senior project. The personal email is not displayed or otherwise shared. The email is utilized by the system technology to provide updates on the status of the submission to the student. Once the paper is publicly accessible, the system will auto-generate a monthly statistical report to the student.

### *Web Distribution*

An electronic senior project is governed by the campus, department and library policy in effect at the time of its final submission to the Library.

### **Levels of Distribution**

Two levels of electronic distribution of senior projects are available. A student, in concert with his/her advisor, may choose the level which fits the situation.

#### **Open Access (Worldwide) Distribution**

The first option, recommended by the University and Library, is to make the information freely available worldwide. It should be noted that this Open Access option may be viewed by some book or journal publishers as publishing the work. They may see a conflict with this level of distribution of the senior project.

Please note: Kennedy Library’s Interlibrary Services Department (ILS) receives national and international borrow requests for Cal Poly Senior Projects. Open Access designated projects will be distributed to satisfy relevant borrow requests. Restricted Access senior projects will not be distributed through ILS until the restricted access time period lapses and the item is available via Open Access.

#### **Restricted Access (Complete restriction to file access)**

The second option is to embargo (restrict) the senior project for patent, proprietary or data sensitivity reasons. The student, with the written approval of his/her advisor, may select “restricted access” distribution for the senior project. During the submission process, the student will have the ability to indicate the initial embargo time period.

Senior projects holding the status of “Restricted Access,” will receive a bibliographic record in the Library Catalog and a brief bibliographic display will be available in the DigitalCommons@CalPoly. “Restricted Access” status is designed to secure the work, even disallowing access to the Cal Poly community. This procedure addresses situations such as when a patent application is planned or when proprietary or security interests are at stake.

A senior project under the "Restricted Access" status will be placed on a secured server, but the file will not be made visible or available. Only the descriptive data (author, title, abstract and basic information about the submission) will be publically visible.

The status of "Restricted Access " will lapse after 1 or 5 years, depending on the restriction initially determined by the student and his/her advisor. The student may contact the Kennedy Library to obtain a 1 year extension before the expiration of the initial restriction. After the restriction expires, the document will be moved into open access (worldwide) distribution unless an exception has been granted by the department and/or college/school.

A student should not select restricted status in lieu of obtaining appropriate copyright permissions for use of 3<sup>rd</sup> party content, since senior projects are intended to be public record of student output.

Restriction cannot be applied specifically to supplemental materials.

### **Retroactive Restriction of content**

DigitalCommons@CalPoly is designed to provide long-term, persistent access to deposited items. However, a situation may arise requiring the restriction of an item from public view. When this becomes necessary, the student should contact the Kennedy Library to determine the best course of action.

- Requests for restriction should be sent to [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu)
- No materials will be restricted without an attempt to reach the author

## **VIII. Submission of Past Student Work**

Cal Poly students are responsible for electronically submitting their senior project. The student must grant the University permission to reproduce and distribute the work electronically. Faculty members interested in mounting senior projects from former students must first secure permission from the student. It would be unlawful to reproduce and distribute the work without the permission of the student.

Ask the former student to provide his/her full name, title of project, graduation year and attach a Word or PDF of the project to Kennedy Library ([senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu)) in the body of the email, the student should include their full name and the following statement:

*I hereby grant California Polytechnic State University and its agents the non-exclusive license to deposit and make accessible my senior project now or hereafter known. I certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third-party copyrighted matter to be included in my senior project, allowing open access and distribution.*

*I certify that the version I am submitting is the same as that approved by my advisor.*

*I agree to waive any privacy rights granted by FERPA or any other law, policy or regulation, with respect to this work, for the purpose of publication.*

*I retain all ownership rights to the copyright of this work. I also retain the right to use in future works (such as in articles or books) all or part of this work.*

## IX. For Questions and Assistance

Each department determines its own style guide and policy regarding submission of senior projects to the Kennedy Library. **Please consult with your advisor and department** on your specific departmental guides, policies and procedures.

Karen Beaton, Library Acquisitions (Rm 104 Kennedy Library), can assist students in uploading their senior project to the DigitalCommons@CalPoly. She can be contacted at [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu).

**If you need assistance with your DigitalCommons@CalPoly account or require technical troubleshooting assistance, email the Berkeley Electronic Press software support desk at [support@dc.bepress.com](mailto:support@dc.bepress.com) or call (510) 665-1200.** Support desk hours are between 8:30am and 5:30pm Pacific Time.

For other general questions about the DigitalCommons@CalPoly, contact Marisa Ramirez, Digital Repository Librarian ([mramir14@calpoly.edu](mailto:mramir14@calpoly.edu)).

## X. About Electronic Senior Projects

### *Background of the DigitalCommons@CalPoly*

The DigitalCommons@CalPoly was launched in October 2007 with support from the Office of the Provost and Vice President for Academic Affairs.

DigitalCommons@CalPoly promotes discovery, research, cross-disciplinary collaboration and instruction by collecting, preserving and providing access to scholarly work created at Cal Poly. The repository also provides access to relevant documents created by administrative offices, departments and programs at Cal Poly. Members of the Cal Poly academic community are invited to contribute completed scholarship for long-term preservation and worldwide electronic accessibility through the DigitalCommons.

The goals of the repository are to:

- Provide persistent and centralized access to research at Cal Poly
- Promote research and collaboration within the scholarly community
- Preserve the history, growth and development of Cal Poly

The benefits of contributing scholarship to the DigitalCommons@CalPoly:

- DigitalCommons@CalPoly is optimized for fast and accurate indexing by Google and other Internet search engines, so it is easy to find and download content
- Increases access, availability and visibility of your work
- Showcases your research to new audiences, including future employers, graduate schools, alumni and friends, future students, faculty, funding agencies, and other universities
- Creates a secure, stable and persistent home for your work

### *Goals of Electronic Submission and Access*

1. Allow undergraduate students submit their own electronic senior project,
2. Unlock the potential of intellectual property and research productivity,
3. Improve undergraduate education through more effective sharing,

4. Demonstrate the high caliber of research and education occurring on the Cal Poly campus,
5. More fully use technology and increase the accessibility and availability of student research,
6. Control costs formerly associated with the production and traditional library storage of senior projects

### ***Department Responsibilities***

- Will determine policy regarding senior project submission to the Kennedy Library
- Will determine the form, length and content for senior projects
- Will be responsible for updating and maintaining their senior project guidelines for form, length, content and internal department workflow

### ***Library Responsibilities***

- Collect and provide access to the content
- Maintain the *Senior Project Requirement Form*
- Determine the format in which senior projects are preserved
- Determine the assessment to cover the cost of preservation
- Determine the level and nature of resources and support provided to students who wish to deposit electronic senior projects in the DigitalCommons@CalPoly
- Promote and provide intellectual access to senior project materials by:
  - Aggregating senior projects and sharing them in an open-access environment
  - Creating bibliographic records for senior projects, which are uploaded to international bibliographic utilities

Note: The library does not evaluate or assess the quality of the content.

### ***Listserv for Departments and Campus Entities***

The library has created a listserv to serve as a vehicle for communication among and between Cal Poly academic department staff, department chairs, faculty advisors, library faculty and staff and other campus entities on the topic of senior projects.

To join the list please visit:

<http://lists.lib.calpoly.edu/mailman/listinfo/seniorprojectadmin-l>

## **Appendix A: Sample Title Page**

The Chemistry and Biochemistry of Vanadium and Vanadium Compounds

A Senior Project  
presented to  
the Faculty of the Chemistry and Biochemistry Department  
California Polytechnic State University, San Luis Obispo

In Partial Fulfillment  
of the Requirements for the Degree  
Bachelor of Science

by

Jane Elizabeth Smith

June, 2009

## **Appendix B: Upload Instructions to the DigitalCommons@CalPoly**

# UPLOAD INSTRUCTIONS TO THE DIGITALCOMMONS@CALPOLY

The DigitalCommons@CalPoly is California Polytechnic State University's open access digital archive promoting discovery, research, cross-disciplinary collaboration and support for instruction by collecting, preserving and providing access to scholarly, intellectual and creative work generated by Cal Poly faculty, students and related entities.

Before you submit material to the DigitalCommons@CalPoly, first review the submission steps and guidelines in the Electronic Senior Project Information Packet ([http://lib.calpoly.edu/seniorprojects/seniorproject\\_infopacket.pdf](http://lib.calpoly.edu/seniorprojects/seniorproject_infopacket.pdf)). Be sure you:

- Have a title page
- Have the full text of your **final advisor-approved senior project** in Word or PDF format
- Have the optional supplementary files (such as datasets) that are an integral part of the project

## Need Help?

If you need assistance with your account or submitting your senior project, email [support@dc.bepress.com](mailto:support@dc.bepress.com) or call (510) 665-1200. Support desk hours are between 8:30am and 5:30pm Pacific Time. If you have questions specific to the submission process, contact **Karen Beaton** at [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu).

## SUBMITTING YOUR ELECTRONIC PROJECT

**Use Firefox, Internet Explorer 7 or Safari to ensure a successful upload process.**

1. Go to the Senior Projects section in DigitalCommons@CalPoly : <http://digitalcommons.calpoly.edu/seniorprojects/>
2. Click on your **Department Name**
3. On the lower right-hand side menu, under Author Corner, click the **Submit Senior Project** link.
4. You will be prompted to log in. To log in, click on the **My Cal Poly Portal** and login using your existing **Cal Poly username and password**.
  - a. If you do not have a Cal Poly username and password, you will need to create a free account. To do so, click on “**Create New Account**”. Follow the prompts to create an account. After your account is set up, follow steps 1 and 2 (above).  
When you are prompted to log in, be sure to do so under the section “**For other existing users**”.
5. Read the **Submission Instructions** and the **Terms of the Non-Exclusive License**. **Check the box** at the bottom of the license and click **Continue**.
6. Follow the prompts and enter information about your item including:
  - Full title of your project (**required**)
  - Email address of author(s) (**required**) – Use the email address to which you would like notifications sent
  - Full names of author(s) (**required**)
  - Institution (**required**) - Enter **California Polytechnic State University – San Luis Obispo**
  - Date (**required**) – Enter the month and year as it appears on the title page of your project
  - Degree name (**required**)
  - Department (*optional*)
  - Advisor's full name (**required**) – **DO NOT** include titles such as Dr., Ph.D., Professor or Mr./Ms./Mrs.
  - Subject categories (*optional*)
  - Keywords (*optional*)
  - Abstract (*optional*) - Enter a brief summary of your senior project
  - Abstract Format (*optional*)
  - Access (**required**) – Default is **Open Access –No Embargo Required**. Select **the appropriate access restriction ONLY IF** you and your advisor agreed on a restriction, as indicated on your *Senior Project Approval Form*.
7. Upload your file by selecting **Upload a file** and click the **Browse** button to locate your senior project on your computer.
  - a. **DO NOT USE** “Provide a link to the full text”. This option will not archive the full text of the document but instead only record an external URL. If the URL breaks or changes, the item will not be retrievable.
8. If you have supplementary files, place a check in the **Additional Files** box. You will be prompted to upload your supplementary content after you click on Submit Paper. See “Supplementary Files” section for more information.
9. Click **Submit**
10. From this screen you can revise your submission or logout.

Your uploaded paper will be received by the Senior Project Coordinator. Once the Coordinator has also received the cashier's receipt and completed *Senior Project Requirement Form*, the paper will be posted to the DigitalCommons@CalPoly, making it publicly viewable on the web. You will receive an auto-generated message to your email account notifying you when your paper is posted.

**You will not be able to make changes or edits to your submission after it has been posted (made public) to the DigitalCommons@CalPoly site.**

## SUPPLEMENTARY FILES

Supplementary files are intended to supplement the full text of the project, such as datasets.

1. If you wish to upload supplementary files with your electronic senior project, be sure to place a check in the **Additional Files** box. After you click **Submit Paper**, you will be prompted to upload supplemental content.
2. To upload a supplementary file, select **Browse** to locate and select your file.
3. Enter a brief description of the file in the **Description** field.
4. Click **Save New File**.
5. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

## CHECKING THE STATUS OF YOUR ITEM

You may check on the status of your item by logging into your account in the DigitalCommons@CalPoly. The status of your paper will appear "under review" until your uploaded content is posted to the site. When it is posted to the site, the status will change from "under review" to "posted". This means that your item is made viewable to the public. **You will not be able to make changes to your paper once the item is posted.**

## MAKING CHANGES TO YOUR UPLOADED FILE

You may upload revisions of your paper **ONLY IF THE STATUS OF THE FILE APPEARS AS "UNDER REVIEW"**.

**You will not be able to make changes to your item once it has been POSTED (made public) to the DigitalCommons@CalPoly.**

Contact Karen Beaton at [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu) for questions.

If you need to revise your submission or add supplementary files, log into your account. Click on the paper title that appears toward the bottom of the *My Account* page, and select **Revise submission** or **Add supplemental content** in the upper left hand corner of the screen (see below).

<a href="#">Revise submission</a> <a href="#">Withdraw submission</a> <a href="#">Email administrator</a> <a href="#">Add supplemental content</a> <a href="#">View decisions</a> <a href="#">My account</a> <a href="#">Log out</a>	<b>Title:</b> Sample Paper Submission <b>Status:</b> under review <b>Download Current Version:</b> <a href="#">PDF</a> Jan 24 2008 (59 K)
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**Abstract:**

### Revision History

Who	Comment	Date	Native	PDF
Sample Author	No comments	Feb 4 2008 1:39 PM PST	-	-
Bepress Editor	Initial Version	Jan 24 2008 10:01 AM PST	-	<a href="#">view</a> *

\* = selected version    ◦ = author approved version

## QUESTIONS?

 **Help** Use the Help button for additional assistance on uploading your file. The Help button is located at the top right of the data entry screen. If you need assistance with your account or submitting your senior project, email [support@dc.bepress.com](mailto:support@dc.bepress.com) or call **(510) 665-1200**. Support desk hours are between 8:30am and 5:30pm Pacific Time. If you have questions specific to the submission process, contact **Karen Beaton** at [senior.project@lib.calpoly.edu](mailto:senior.project@lib.calpoly.edu).