QUICK GUIDE TO SUBMITTING YOUR HONORS CAPSTONE TO SCHOLARLY COMMONS

Logging into Scholarly Commons:

1. Navigate to https://commons.lib.jmu.edu/. Click on "My Account" at the top of the page.

2. If you have created an account in JMU Scholarly Commons, log in using your email address and password. JMU Scholarly Commons is not connected to the JMU eID system.

3. If you have not yet created an account in JMU Scholarly Commons, enter your full email address under "Login" and click on the "Login" button. Complete the form and click "Sign Up".

4. Check your email to activate your account. Once your account has been created and activated, navigate back to JMU Scholarly Commons and sign in.

Submitting your capstone:

1. Navigate to https://commons.lib.jmu.edu/honors202029/. At the top of the page click on "Submit your Honors Capstone". There should be only **ONE** submission per group.

2. Log in using the information from the Scholarly Commons account created above. After reading the submission agreement check the box at the bottom and then click "Continue".

3. You will then be brought to a submission form. Fill in the boxes with the information prompted. The following are required

   - **Title:** Enter the title of capstone.

   - **Author:** Fill in your author information. You can add multiple authors.

   - **Creative Commons License:** This is a preset field. You do not need to make any changes unless you would like to select a different license.

   - **Date of Graduation:** Indicate the approximate date of graduation.

   - **Semester of Capstone:** Please indicate Fall, Spring, or Summer semester.

   - **ORCID:** If you have an ORCID account, please list it in this box.

   - **Publish:** Please answer the yes/no question if you intend to have your work published on Scholarly Commons.

   - **Embargo Period:** If you would like an embargo to be placed on your project please indicate the length of time you would like your capstone to be restricted. You can find out more information about this in the "About" section of Scholarly Commons.

   - **Document Type:** This is preset to "Thesis". You do not need to make any changes to this field.

   - **Degree Name:** Name of the degree gained after completion of this work.

   - **Department:** Select department as it appears on capstone.

   - **Advisors:** Please enter your advisors. Do not include titles (ex. Dr.; Ph.D.; MA)

   - **Keywords:** Enter keywords that help others find your capstone separated by a comma.

   - **Subject Categories:** Please use the drop-down menus to include categories for your capstone.

   - **Abstract:** Include the abstract for your capstone.

   - **Upload Full-Text:** Import your project. If you have additional documentation check the box below that asks for additional files. After hitting the "Submit" button you will be taken to another screen to upload additional files.

Have any questions? Contact us at dc_admin@jmu.edu