Initial Submission

Abstract

All Honors candidates submit an initial titled, one-paragraph thesis abstract of 250 words or less to Academic Services by the date listed on the Honors Timeline Checklist. Abstracts must be sent in Microsoft Word (.docx) format by email to academicservices@bates.edu.

Once the thesis is complete, students must provide their revised abstract in the Honors Thesis submission form on SCARAB at the same time they upload their thesis.

Thesis

It is the responsibility of the Honors Candidate to upload their original thesis to SCARAB no later than 3pm on the date listed on the Honors Timeline Checklist.

Only the advisor and the examination panel will have access to the first submission of the senior thesis on SCARAB. Consequently in the initial thesis submission through SCARAB, candidates select "Open Access" with "No Embargo."

If the thesis is an artistic composition, candidates must upload a written statement. At the oral-examination stage of the process, the thesis will only be available to the examination panel.

Procedure for Uploading the Initial Submission to SCARAB

The **Guide to Uploading EXAM version to SCARAB** on the Honors website has the following instructions with screenshots included.
(http://www.bates.edu/honors/files/2011/06/SCARABUploadingExamCopy_REVISED.pdf)

To submit, you must have your thesis in an electronic format. SCARAB allows you to upload one thesis file only. The updated abstract is pasted into SCARAB separately.

Suggested file types for the thesis are listed below. In cases where a thesis is comprised of multiple files, e.g. an artist statement and the actual composition(s), you must package all files together in a single zip file. You must then upload the zip file.

If you need help creating zip files, please see the Bates Help Desk in Ladd Library.

Suggested File Types

Content Type	Suggested File Type
Text	pdf
Audio	mpeg3
Image	jpg
Video	mpeg4
3D Models	3ds
Compressed files/folders	zip
Tabular data	csv

1. From any computer connected to the internet, open a browser and go to: http://scarab.bates.edu/. Select "Honors Theses" below "Browse the Collections" in the middle of the page.
2. Select "My Account" in the upper right corner. In the "My Bates Portal" box, click on "Log in to your Bates account" and enter your complete Bates email address and Bates password.
3. In the "Author Corner" near the bottom of the left-hand column, click the "Submit Research" link.
4. On the "Submit Your Research" screen be sure to complete each of the required fields and then upload the Honors thesis file from your computer and select "Honors Thesis" at the bottom of the page.
5. On the following page, you will find submission instructions and a submission agreement. Check it to move forward. If your thesis is awarded honors, you and your advisor must sign and submit by the date listed on the Honors Timeline Checklist, the Thesis Access and Embargo form pertaining to the legal aspect of publishing your work. Check the box to confirm that you have read the submission agreement and click
6. "Continue" at the bottom of the screen to move to the submission form.
7. You will need to enter the following information into the submission form when you upload your thesis (* notes a required field):

*Thesis Title	
*Author	Your name
*Date of Graduation	Month/ Year
*Level of Access	Select "Open Access" when you first submit your thesis. Only the honors panel will have access to the thesis until then and unless it is approved. You will select the final level of access on the Thesis Access and Embargo Form in consultation with your advisor the date indicated on this year's deadline calendar
*Embargo Period	Select "No Embargo Required" when you first submit your thesis. This allows the Honors Panel full access to your material. If appropriate, you will select and enter an embargo period on the Thesis Access and Embargo Form in consultation with your advisor after the oral exam.
*Degree Name	Select "Bachelor of Arts" or "Bachelor of Science"
*Department or Program	From which you seek honors
Second Department or Program	From which you seek honors, if applicable
*First Advisor	The primary faculty advisor to your work
Second and Third Advisor	Additional faculty advisors, if applicable
Keywords	Six descriptive words or phrases, each separated by commas, that might help with the indexing and retrieval of the thesis; these concepts should represent the primary essence or most salient aspects of the work
*Abstract	Paste an updated, one paragraph thesis abstract of 250 words or less
Components of Thesis	A listing of the file types and their number that comprise your thesis. An example: 1 pdf file, 2 mp3 files, 5 jpg files

8. After completing the descriptive fields, you will be prompted to upload your thesis from the computer. When the form is complete, you should click the "Submit" button. Once clicked, the button text changes from "Submit" to "Processing." If the upload succeeds, your browser will display a confirmation page. If there is a problem, you will be prompted to correct the error. The upload process may take several minutes depending on the size of the file, so please be patient.

If you need help using SCARAB, please contact Christina Bell, batesscarab@bates.edu in Ladd Library.