Uploading a Bates Environmental Studies Thesis to SCARAB

You must upload your thesis to SCARAB on the same day your completed thesis is due to your advisor, unless directed otherwise by your advisor. In all cases your thesis must be uploaded to SCARAB before you can be certified for graduation.

Instructions for Students: To submit, you must have your thesis in electronic format. SCARAB allows you to upload one file only. The abstract, if you have one, is pasted into SCARAB. Suggested file types 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.

Content Type - Suggested File Type

Text - pdf

3D Models - 3ds

Audio - mp3

Compressed files/folders - zip

Image - jpg

Tabular data - csv

Video - mpeg4

Uploading the Thesis

From any computer connected to the internet, open a browser and go to: http://scarab.bates.edu/

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.

In the "Browse" area of the navigational panel at the left of the screen, select "Collections".
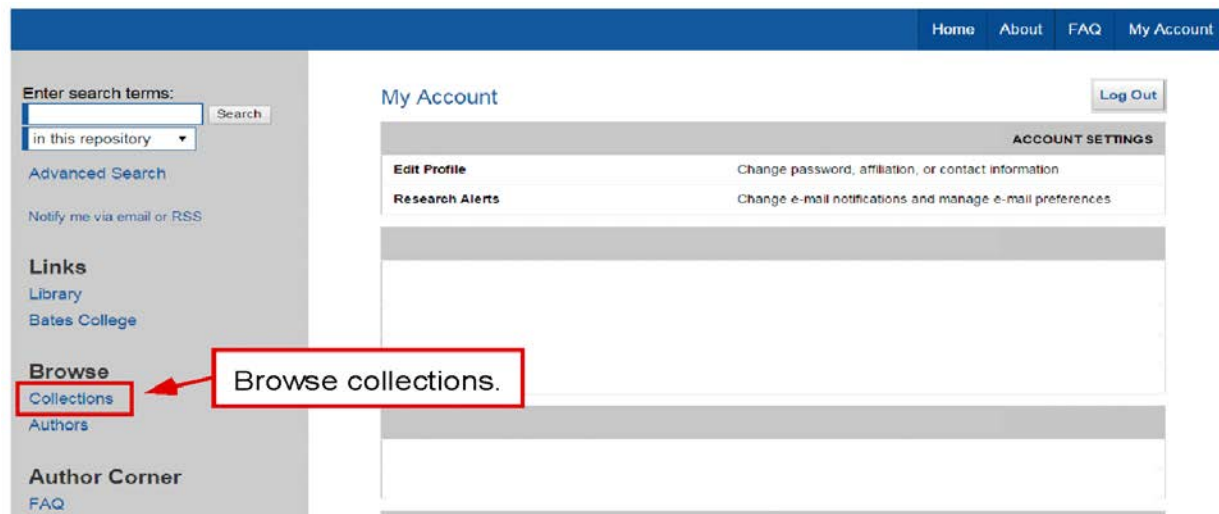
From the Environmental Studies group under "Departments and Programs", select "Student Scholarship"

On the Environmental Studies *Student Scholarship* Collections page, select the "Standard Theses" link.

Finally, from the Author Corner of the Environmental Studies Standard Thesis page, select "Submit Research".

You will need to enter the following information into the submission form when you upload your thesis:

• **Thesis title**

• **Author (Your name)**

• **Date of Graduation (Month, Year.)**

• **Level of Access (ES theses are all Restricted Access. Choose the Restricted option that was decided upon with your advisor on the "Thesis Authorship and Embargo Form" and is listed below.)**

- Select "Open Access" to grant permission to Bates College to distribute this thesis for scholarly and research use to the general public on the internet. **Not an option for ES theses!**
- Select "Restricted: Campus/Bates Community Only Access" if the thesis is to be made available only to the Bates on campus community. If the thesis includes copyrighted materials the use of which do NOT conform to the fair use provision of the United States copyright code select this option.
- Select "Restricted: Archival" if the thesis is being submitted for archiving on the SCARAB web site, but will not be accessible from the public portal.
- Select "Restricted Access: Embargoed [Open Access After Expiration of Embargo]" if the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available to all after that embargo period.
- Select "Restricted Access: Embargoed [Bates Community After Expiration of Embargo]" if the thesis is to be made inaccessible to all for a specified length of time (i.e. embargoed) and then made available only to the Bates Campus community after that embargo period.

• **Embargo Period (Select the appropriate number of years if an embargo period is required.)**

• **Degree Name (Select "Bachelor of Arts" or "Bachelor of Science")**

• **Department or Program (Environmental Studies)**

• **Second Department or Program (if your thesis counts in more than one major)**

• **Number of Pages (of the thesis)**

• **Advisor(s) (of the thesis)**

• **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 a one paragraph thesis abstract of 250 words or less. If there is no abstract type in None.)

• **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)

After completing the descriptive fields, you should select the "Upload file from your computer" button 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 de- pending on the size of the file, so please be patient.

If you need help using SCARAB, please contact the Help Desk.