

# Guide to Upload the Final Version of an Honors Thesis to SCARAB

**You must upload your revised thesis and make any other changes no later than the assigned date (see the calendar).** At this stage of the process, you must also select the final Level of Access and Embargo Period.

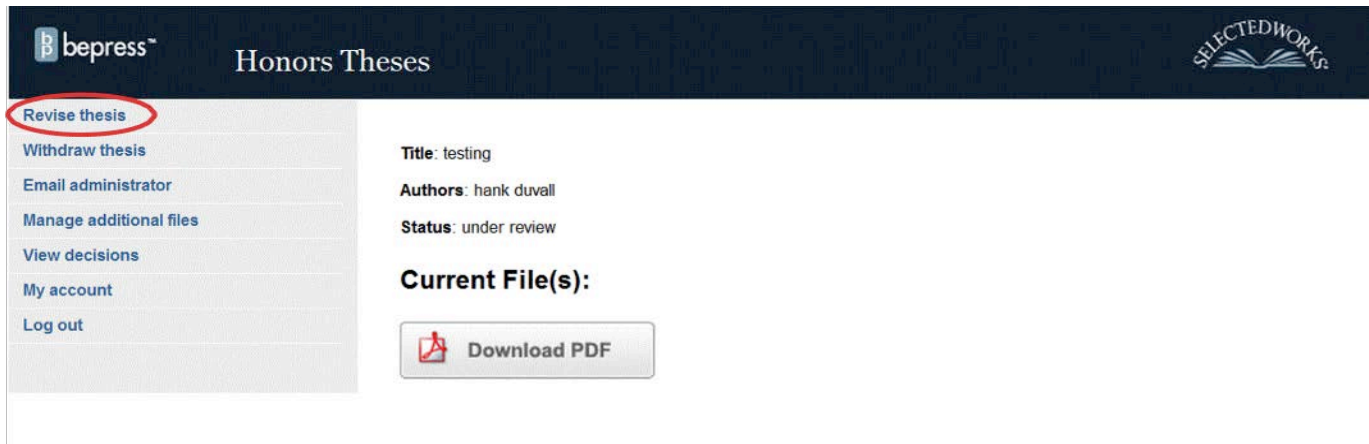
## Accessing your Thesis

Navigate to SCARAB (<http://scarab.bates.edu/>), and login to: 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. Click on your thesis title to access the record.

The screenshot shows the SCARAB: Digital Commons@Bates website. The header features a blue navigation bar with links: Home, About, FAQ, and My Account. The 'My Account' link is circled in red with an arrow pointing to it. Below the header, there is a search bar on the left and a 'My Bates Portal' section on the right. The 'My Bates Portal' section contains the text 'For current Bates students and faculty, click on the link below to log in to your My Bates account.' Below this, there is a box with the Bates College logo and a link 'Log in to your Bates account >>' which is circled in red with an arrow pointing to it. Below the link, there is a note: '(use your full email address; username@bates.edu)'. At the bottom of the page, there is a table with two columns: 'HONORS THESES' and 'ARTICLES'. Under 'HONORS THESES', there is a table with two columns: 'THESES' and 'Status'. The first row of the 'THESES' table has 'Test Thesis' in the 'THESES' column, which is circled in red with an arrow pointing to it. The second row also has 'Test Thesis' in the 'THESES' column.

HONORS THESES	ARTICLES
<b>THESES</b>	
Title	Status
Test Thesis	
Test Thesis	

To upload a revised document or make changes to the thesis metadata, click “Revise Thesis” from the upper right-hand corner.



Review the metadata entries from the thesis form, and make any changes as necessary.

- **Thesis title** (revise if necessary)
- **Author** (Your name)
- **Date of Graduation** (Month/ Year)
- **Level of Access** (The selection you make must match the selection you made on the Thesis Access and Embargo Form)
- **Embargo Period** (If appropriate, select and enter an embargo period for your thesis, otherwise select “no Embargo Required.” The selection you make must match the selection you made on the Thesis Access and Embargo Form. Once entered, the period of embargo cannot be changed.)
- **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)
- **Components of Thesis** (If you removed or added content after the oral exam, you must update this field.)
- **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 an updated, one paragraph thesis abstract of 250 words or less.)

After updating or confirming the descriptive fields in the form, upload the new thesis file (if there is a new one) in the same way that you originally uploaded your thesis. Remember, if you have multiple files they must be bundled into a single zip file (see the Bates Help Desk for help creating a zip file).

## Things to Remember

Set the “Level of Access” you chose in consultation with your advisor. Your choice must match the choice you made on the signed “Thesis Access and Embargo” form.

You must select one of the following options:

- 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.
- 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.

If you grant “Open Access” to your thesis, your final thesis document/zip file should not contain materials that exceed the fair use provision of the United States copyright law. See <http://www.bates.edu/ils/policies/access-use/copyright-for-scarab/> for information about fair use. You should have identified and removed any such materials initially provided for the reference of your honors panel that does not comply with fair use.

Set an “Embargo Period” if you and your advisor identified one. The period must match the date provided on the “Thesis Access and Embargo” form. Once chosen, the period of embargo cannot be changed.

If you need help using SCARAB, please contact Christina Bell ([batesscarab@bates.edu](mailto:batesscarab@bates.edu)) at the Ladd Library.