

Submitting the Final Thesis/Project to the Hollins Digital Commons

NOTE: Begin this process only **AFTER** your thesis/project has been approved by both your directing professor and your program director.

To submit your thesis digitally, you will need to create an account on the HDC site, at <https://digitalcommons.hollins.edu>. Click on "My Account" in the top right. Click "Sign up" in the Create New Account section. After you log in, go back to the Theses page and look under the "Author Corner" section on the left for the link "Submit Research" to begin the process. Before beginning the submission process, we recommend that you use the checklist below to make sure you are ready.

The image shows a screenshot of the Hollins Digital Commons website. On the left, there is a navigation menu with links for Home, About, FAQ, and My Account. A red arrow points to the My Account link. Below the navigation menu, there is a section titled "Step 1 - Create an account" with a background image of a building. To the right of this image is a sidebar menu with links for Author Corner, Author FAQ, and Submit Research. A red arrow points to the Submit Research link. Below the sidebar menu is a yellow box with the text "Step 2 - Click submit". On the right side of the screenshot, there is a section titled "CREATE NEW ACCOUNT" with the text "You will need to create an account to complete your request. It's fast and free." and a blue "Sign up" button.

- I have all documents, including my final thesis/project and any supporting files (images, spreadsheets, audio, etc.) that I plan to upload ready.
- I have the title of my document exactly as it appears on the title page.
- I have selected key words (no more than 10) for my document, that represent the subject matter of the thesis/project.
- I have my abstract (up to 250 words) available to be inserted into the submission form.
- I have submitted a copy of my title page signed by my directing professor to the Graduate Studies Office.

Please note that your final thesis/project will be only accessible on the HDC to Hollins community members. Your faculty advisor may nominate your work for open accessibility through the Digital Commons – if this happens, you will be notified and asked if you consent to having your work openly available.