

# Honors Project Final Submission Instructions

## *JCU Honors Program*

Students must submit a copy of their final, approved project for archiving for it to be considered complete. Students who have completed a poster should provide a PDF which includes both the poster and a written abstract.

### **PDF Copy, Honors Program**

A PDF of the final, approved project should be emailed to the Honors Program (honors@jcu.edu). The two-page submission form should be signed by the primary advisor and submitted as the cover sheet for the project.

### **Archived Copy, Grasselli Library**

Students are required to submit their approved project to **Carroll Collected**, the John Carroll institutional repository, to provide an enduring record of the work. Information about this process is contained in the submission form. Students may choose one of the following options:

1. **Permanent Online and Open Access.** If a student does not choose to limit public access to the work, it will be placed in the repository in a permanent, online and open-access location. Archiving an Honors Project in this manner provides students a stable URL to use on résumés, CVs and elsewhere. Materials in Carroll Collected are also available to search engines like Google, enabling an audience from around the world to view the work, and future Honors Program seniors to peruse previously approved projects. The **Creative Commons** license for Carroll Collected allows others to use the work, but they must attribute the work in the manner specified by the author.
2. **Embargoed or Dark Archive.** Only the Director of the Honors Program and library staff may access works that are embargoed or kept in a dark archive. To request either of these options, the primary advisor on the project should indicate the reason on the submission form and sign off with her/his approval of the embargoed or dark archive.
  - a. **Embargoed Archive.** A student may elect to have the project embargoed (i.e., not publicly available online) for twelve months with the option to extend the embargo indefinitely.
  - b. **Dark Archive.** This option maintains an archived copy of the project without it moving at any time into an open-access location.

Please allow a week for the project to be digitized and uploaded to Carroll Collected, after which open-access documents may be located in a search of the archive.

**Adding the Honors Project to your Résumé or Curriculum Vitae**

If you have elected to make your project available online, you may include a link to it on your résumé or CV. Here is an example: [\*Purification and Evaluation of Manganese Superoxide Dismutase by Madison DeTullio\*](#).

Even if you do not elect to make your project available electronically, you should consider including the title in your professional materials. Many people choose to include this under “educational background.” For example:

John Carroll University  
B.A., German (May 2015)  
*Magna cum Laude*, Honors Program  
Senior Honors Project: “Subject/Object: Representations of Maidservants in Fin-de-Siècle German Literature.”

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