

Submitting Your MLS Thesis to Rollins Scholarship Online

Students completing the **Masters of Liberal Studies (MLS)** degree at Rollins are required to submit an electronic copy of their finished thesis to the Olin Library through Rollins Scholarship Online (RSO), the library's open-access institutional repository (<http://scholarship.rollins.edu/>). RSO acquires, preserves, and makes accessible the scholarly and creative output of the Rollins community. Content is discoverable through Google and other search engines, making your research accessible worldwide.

MLS theses are submitted by their authors using RSO's self-submission feature. For submission guidelines, step-by-step instructions, and information on copyright, see the below sections of this document.

Submission Guidelines

- Before you start the submission process, have ready the **thesis title**; an **abstract**; a **list of keywords** (6 maximum); and an **electronic copy** of your thesis (preferably a PDF or Microsoft Word file).
- Submit only the **final version** – that is, the one approved by your advisors.
- The thesis should be named using the following naming convention:

LastnameFirstinitial_YYYY_MLS (Example: SmithJ_2015_MLS)

- Use _ for spaces, and **avoid using special characters** such as >< "/\|? * :/\ \$
- **Why?** Good question. Olin Library is committed to the long-term preservation of MLS theses. Digital preservation is made easier – and is more likely to be successful over time – when files can be managed in batches of like formats, and identified easily by humans and computers. Special characters may have meaning to operating systems and programs, which can cause problems when attempting to open files named with them.
- Word and other word processing file formats (e.g., Open Office) will be converted to PDF upon submission.

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Step-by-Step Instructions

1. **Create an account** with Rollins Scholarship Online.

Go to <http://scholarship.rollins.edu/> and click on "My Account" in the upper right-hand corner of the screen. Then, click "Sign up" under "Create new account." Use your Rollins email address and password as your login credentials or make up your own password. Once you complete the sign-up form, you'll receive a confirmation email to your Rollins email account. Confirm your account, and you're ready to submit your work.

2. Go to "**My Account**" to sign in.
3. Under "**Author Corner**" in the left-hand sidebar, click on "**Submit Research.**"
4. Select "**Masters of Liberal Studies Theses**" from the list of collections.
5. Read and accept the **Submission Agreement Form**.
6. Complete the **MLS Submission Form** and upload your file.

Below are a few pointers for doing this:

- For "**Thesis Type**," you have the option of providing **Open Access** (i.e., available to any user) or Rollins Access Only. Rollins College strongly encourages MLS students to share their work globally by selecting the Open Access option.
 - For "**Degree Name**," use the drop-down menu to find and select "**Master of Liberal Studies.**"
 - For "**Department**," leave the entry as "**None**" (the default).
 - All MLS theses are assigned the "**Arts and Humanities**" discipline in the "Subject Categories" field. This accurately but very broadly describes the work produced by MLS students. If you wish to assign **additional subject categories** to your thesis to allow for more detailed indexing of your work, select up to three from the menu at the right.
 - Under "**Rights Holder**," enter your **name**. You own your work!
7. Click the **Submit** button, and you're done! Your submission will be reviewed by the site administrator and posted to RSO shortly. You will receive a notification when it is online.

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A Note on Copyright

Copyright protects against unauthorized use of content. It protects you as the author as well as authors or creators cited by you. After all, a simple keyword query in an online search engine can reveal when someone has used another's work without giving credit to the original author!

For more information about your copyright and fair use privileges see

<http://www.rollins.edu/library/services/copyright.html>

The below guidelines will help you avoid copyright infringement and the unintentional act of plagiarism. They also serve as a reminder about proper citation procedures for the most common types of works cited in MLS theses.

- **Quotations** - when quoting from books, articles, websites, or other publications, give a complete citation that will allow the reader to locate your original source.
- **Tables, data, sources of statistics, diagrams** - if including reproductions of these types of sources, give a complete citation that will allow the reader to locate your source.
- **Human Subjects/ Interviews** - If your work includes interviews, you must have permission from the interviewees to make their interviews public in RSO. See <http://www.rollins.edu/institutional-review-board/index.html> for more information.
- **Web sites** - almost every web site includes copyright information. Please review the site carefully; just because something is freely available via the web does not mean it can be used without permission or that it is trustworthy.
- **Images (photos, artwork, sculptures, graphics, paintings, etc.)** - If images are not original (made by you), you must include permission from the copyright holder. Alternatively, you can include a URL, but not the image itself. If using images from [ARTStor](#) (a subscription-based image library available through Rollins), you must delete the image and only include the URL (this allows only readers on campus to access the image). Images outside the public domain, or for which you have not secured permission for use from the copyright holder, will be removed by an administrator.