INSTRUCTIONS FOR SUBMITTING UNDERGRADUATE THESES AND PROFESSIONAL PAPERS TO SCHOLARWORKS

Undergraduate Research Projects that culminate in a thesis or professional paper are intended to provide students at the University of Montana with a substantial capstone experience that encourages them to work diligently and creatively in collaboration with a faculty mentor over an extended period of time. These projects challenge students to draw on knowledge and life experiences that they have attained throughout the course of their education, and apply them to an in-depth investigation of the chosen topic.

All University of Montana students are welcome to submit their undergraduate research papers for electronic publication in ScholarWorks. Students in the Davidson Honors College who complete the Senior Honors Research Project are required to submit an electronic copy of their undergraduate thesis or final paper to ScholarWorks. **Your final paper must be reviewed and approved by your faculty mentor before you submit it to ScholarWorks**. If your final paper contains any proprietary material that is not suitable for electronic publication, access can be restricted or embargoed by ScholarWorks. Consult with your faculty mentor to determine whether any such restriction is necessary.

Follow these steps to submit your undergraduate thesis or professional paper to ScholarWorks:

1. Go to http://scholarworks.umt.edu

2. Click on **My Account**.

3. If you have not previously submitted anything to ScholarWorks, click the **Sign Up** button under **Create new account**. Enter your email address, first name, last name, and a password. You will receive an email with instructions for completing the sign-up process. Follow those instructions and login to ScholarWorks. (If you already have a login and password, enter your email address and password and click the **Login** button.)

4. Click the **Submit Research** link on the left-hand side of the screen.

5. Click the **Undergraduate Theses and Professional Papers** link from the list in the center of the page.

6. Read the Submission Agreement. Check the box at the bottom of the agreement and click the **Continue** button.

7. Complete the upload form. When you have finished, click the **Submit** button at the bottom of the form.

8. If you are satisfied with the data you have entered, click the **My Account** link beneath the ScholarWorks/University of Montana header. (Click **Revise submission** if you wish to edit your submission.)

9. Click **Log Out**.