Submitting Your Bachelor’s Essay Electronically

The new online submission system for Honors College Bachelor’s Essays provides a simple process for describing and uploading your essay.

Once submitted, your submission will be reviewed and then published to the Institutional Repository portal provided by College of Charleston Libraries.

Let’s begin!

**PLEASE NOTE: THE STUDENT SUBMISSION SYSTEM IS ONLY ACCESSIBLE ON THE COLLEGE OF CHARLESTON CAMPUS NETWORK.**

**Step 1. Visit & Register**

The submission system requires you to register as a new user on your first visit. **It does not automatically work with your existing student account**. Therefore, you will first need to proceed to <http://bachelors-essay.cougars.int:9000/register> to register. You will be taken to the following page.



Input your email address and click ‘Register’. You will be notified that a confirmation email has been sent to your account. Then navigate to your email inbox, where you will shortly find an email message like the one below. Note: the email you receive will contain a different address (bachelors-essay.cougars.int) than the example image below.



Click the link provided in the email, and you will be taken back to the student submission system, where you will see the form below. Fill this form out, and click ‘Complete Registration’. You are now successfully registered with the system.



**Step 2. Begin Submission**

Once registration is complete, you will be taken to the initial submission system page below.



Click ‘Start your submission’. You will be directed to the beginning of submission process (visible on page 6 of this document).

**Step 3. Verify Personal Information**

For this step, note that your name has been filled in with the name you chose during registration. **PLEASE NOTE THAT FIELDS IN BOLD WITH AN ASTERISK ARE REQUIRED.**

To complete Step 1, please input the department for which this essay was completed, your degree and major, and a permanent email address where you can be reached. If you have an additional degree and major, please input them in the optional Additional fields. Once done, click ‘Save and Continue’.



**Step 4. License Agreement**

The next step of the process is a simple License Agreement. To continue, check the box at the bottom reading ‘By checking here you agree to the above license in its entirety’ and click ‘Save and Continue’. **Please note that this license only seeks to confirm your consent for submitting your paper to the system for online publication. You, the author, still hold all copyright control over your work.**



**Step 5. Document Information**

The next step is to describe your document. The full page can be seen on page 9 of this document.

On this page, please fill out all required fields and whatever optional fields are relevant to you. This includes:

-Title

-Your graduation date (Month and Year)

-The type of document you are submitting (only ‘Bachelor’s Essay’ is available)

-An optional abstract

-A semicolon-separated list of keywords related to your essay. These keywords will help make your document more searchable later on

You will also need to list any Bachelor’s Essay Advisors involved with your work. Be sure to check the ‘Primary Advisor’ box next to your Primary Advisor. This is required. The email of your Primary Advisor is also required. If you have any secondary readers, be sure to list those as well.

Finally on this page, there are embargo options for you to choose. An embargo is a request on your part as the author to delay the publication of your submission. This will typically only be relevant if your article is soon to be published in another publication and must not be published elsewhere beforehand. Current options for embargos as ‘No Embargo, ‘File Embargo’, and ‘Full External Embargo. **If you are OK with your essay being published and made available immediately, please select ‘No Embargo’ and click ‘Save and Continue’. Otherwise, please select the Embargo Option relevant to you.**



**Step 6. Upload Your Files**

On this page you can upload your primary essay document as well as supplementary files. The primary document must be in PDF format, but supplementary files can be in other formats (such as Excel or PowerPoint files). Once you choose each file, click ‘Upload’. Once complete, click ‘Save and Continue’.



**Step 7. Confirm & Submit**

You’re almost done! Review the information you have entered to be sure it is correct. If anything is incorrect, click the ‘edit your information’ link below the relevant section to make changes. If you are satisfied with the fields, click ‘Confirm and Submit’.



**Step 8. Completion**

Your paper should now be submitted. You will receive an email confirmation similar to the one below. At this point, the paper will be reviewed. Upon approval, your essay will be published electronically to the Library’s Institutional Repository system at <http://repository.library.cofc.edu>. 

