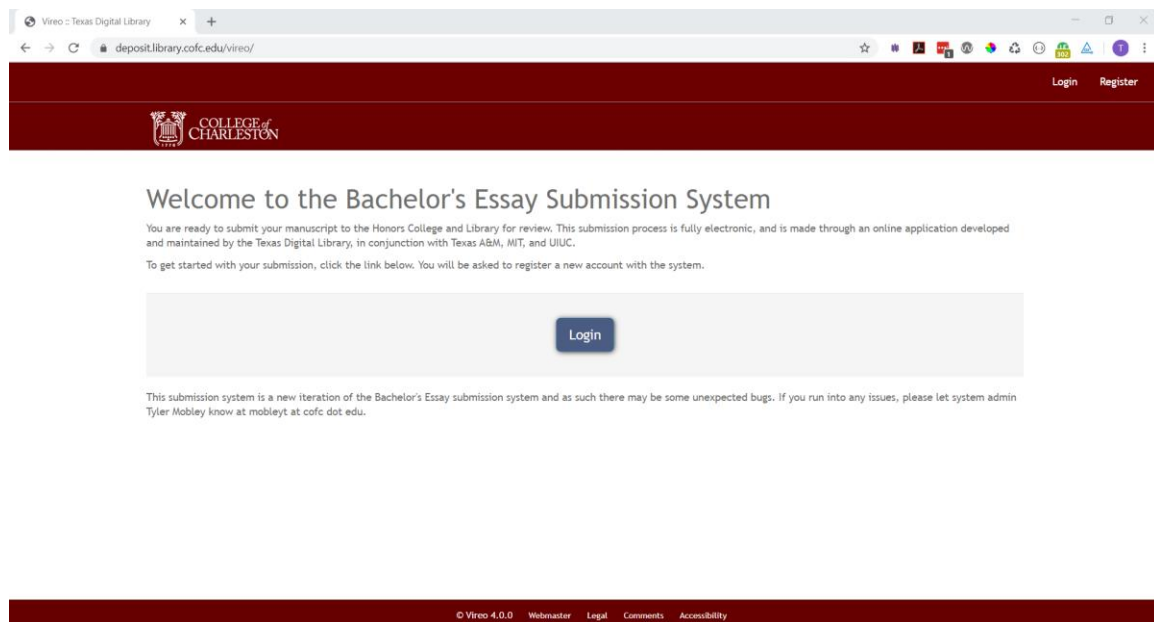


Submitting Your Bachelor's Essay Electronically

The 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!




The screenshot shows a web browser window with the address bar displaying "deposit.library.cofc.edu/vireo/". The page has a dark red header with the College of Charleston logo and the text "COLLEGE of CHARLESTON". In the top right corner of the header are links for "Login" and "Register". Below the header, the main content area is white and features the heading "Welcome to the Bachelor's Essay Submission System". Underneath this heading is a paragraph of text explaining the submission process and a link to get started. A prominent blue "Login" button is centered on the page. At the bottom of the page, there is a dark red footer containing copyright information and links for "Webmaster", "Legal", "Comments", and "Accessibility".

Vireo :: Texas Digital Library

deposit.library.cofc.edu/vireo/

Login Register

 COLLEGE of CHARLESTON

Welcome to the Bachelor's Essay Submission System

You are ready to submit your manuscript to the Honors College and Library for review. This submission process is fully electronic, and is made through an online application developed and maintained by the Texas Digital Library, in conjunction with Texas A&M, MIT, and UIUC.

To get started with your submission, click the link below. You will be asked to register a new account with the system.

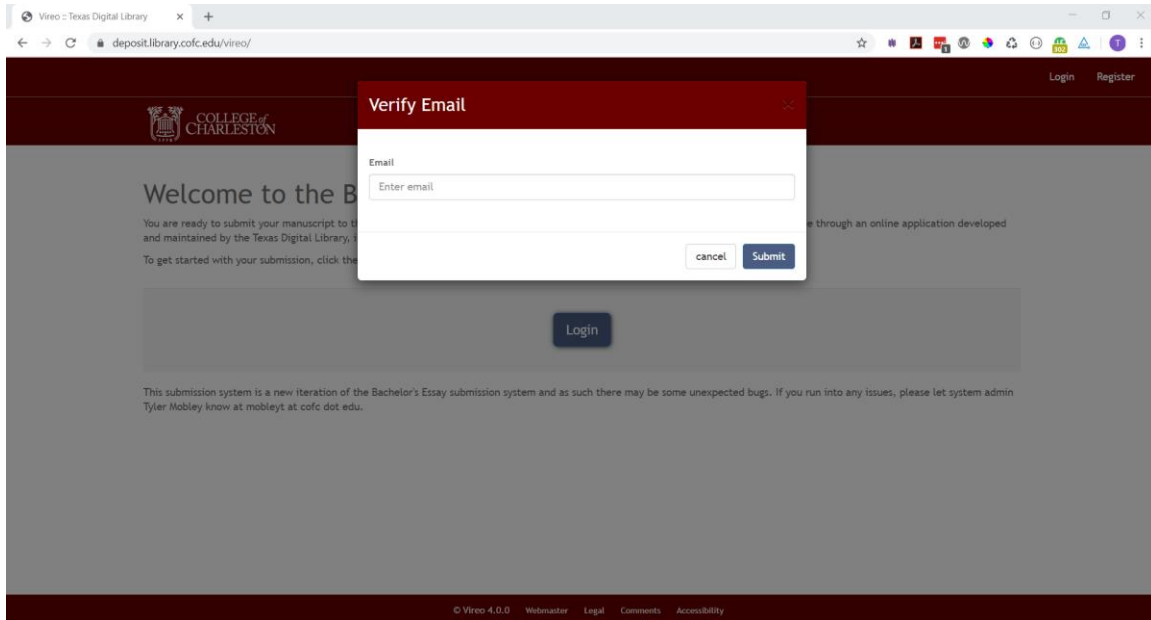
Login

This submission system is a new iteration of the Bachelor's Essay submission system and as such there may be some unexpected bugs. If you run into any issues, please let system admin Tyler Mobley know at mobleyt at cofc dot edu.

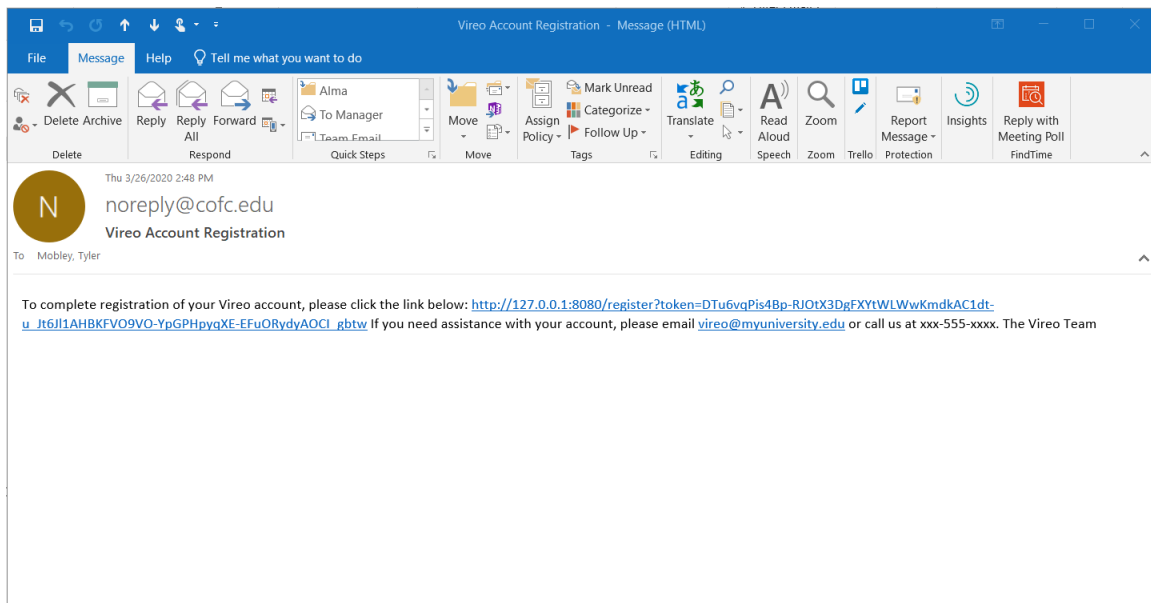
© Vireo 4.0.0 Webmaster Legal Comments Accessibility

Step 1. Visit & Register

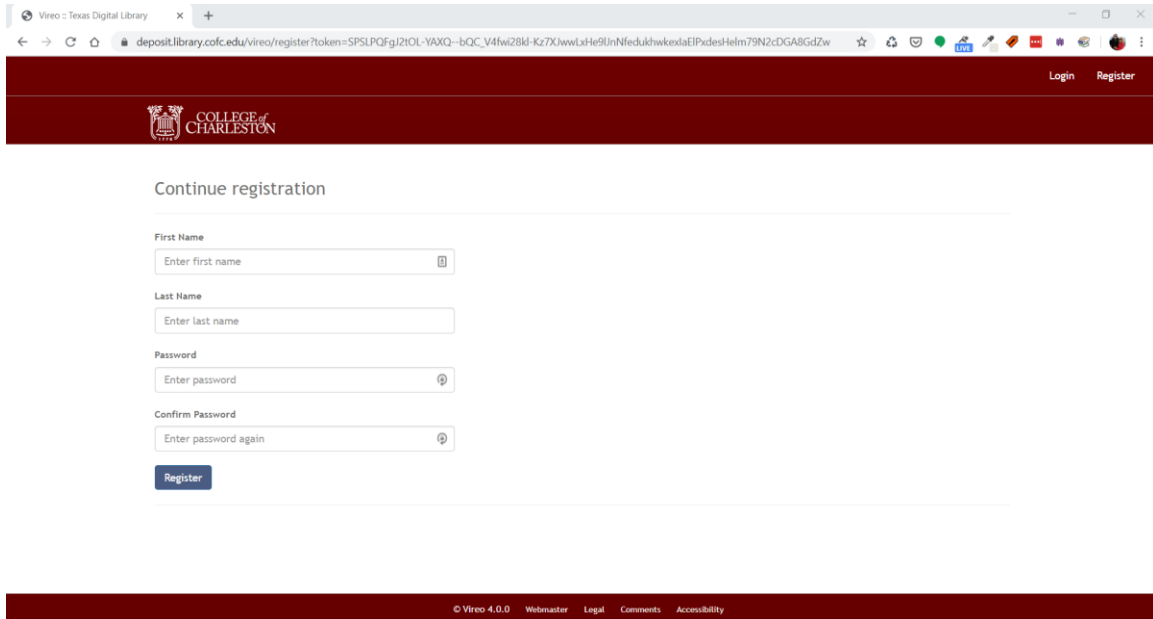
The submission system requires you to register as a new user on your first visit. **It does not automatically work with your existing student account.** To register, visit <https://deposit.library.cofc.edu/vireo/> and click the Register link at the top right. You will see the following dialog box.



Input your email address and click 'Submit'. 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.



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 out this form and click 'Register'. You are now successfully registered with the system and will be redirected to the homepage.



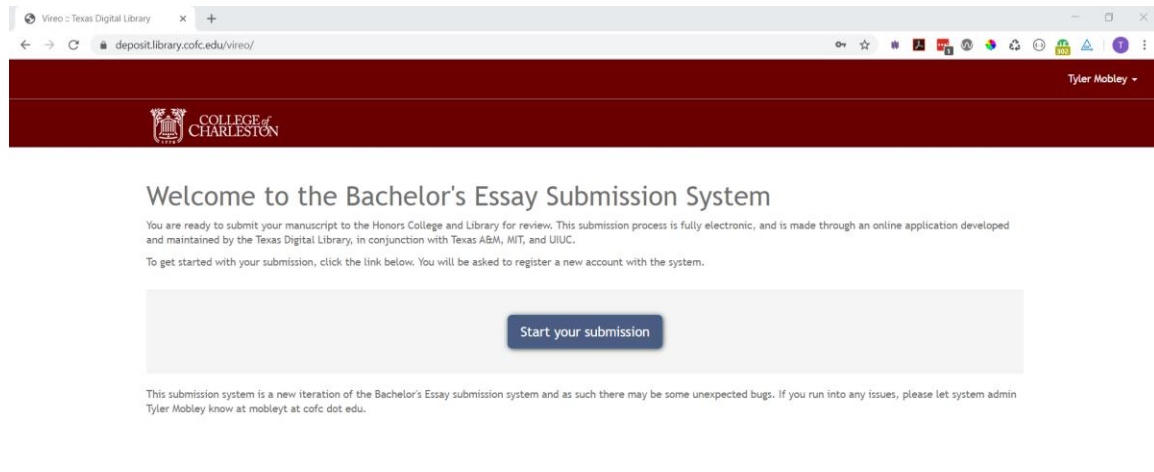
The screenshot shows a web browser window with the address bar displaying the URL: `deposit.library.cofc.edu/vireo/register?token=SPSLPOfgJ2tOL-YAXQ--bQC_V4fw28kl-Kz7XJwwLdHe9lInNfedukhwkstaEPcdesHelm79N2cDGA8GdZw`. The browser's address bar also shows "Vireo - Texas Digital Library". The page has a dark red header with the College of Charleston logo and the text "COLLEGE of CHARLESTON". In the top right corner of the header, there are links for "Login" and "Register". The main content area is titled "Continue registration" and contains a registration form with the following fields:

- First Name**: A text input field with the placeholder "Enter first name" and a clear button (X).
- Last Name**: A text input field with the placeholder "Enter last name".
- Password**: A text input field with the placeholder "Enter password" and a password icon (eye).
- Confirm Password**: A text input field with the placeholder "Enter password again" and a password icon (eye).

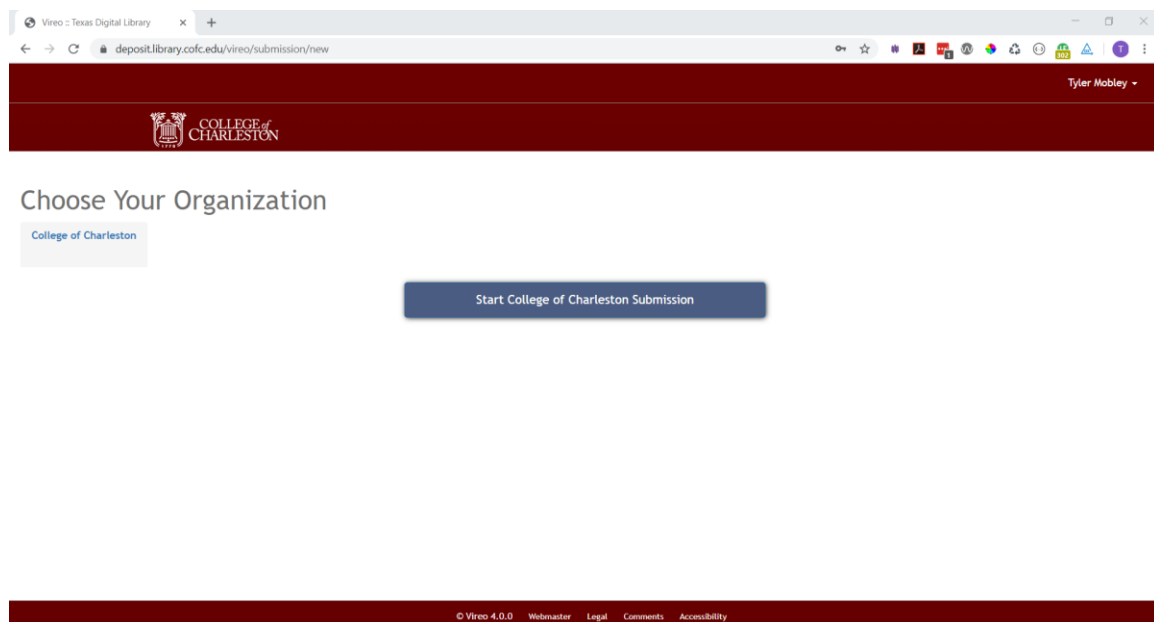
Below the password fields is a blue "Register" button. At the bottom of the page, there is a dark red footer containing the text: "© Vireo 4.0.0 Webmaster Legal Comments Accessibility".

Step 2. Begin Submission

At the homepage click 'Login' at the center of the page, enter your email address and password you created during registration, and click 'Login'. The homepage will now display a large 'Start Your Submission' button as below.



To begin, click 'Start Your Submission'. You will be taken to the screen below confirming you want to 'Start College of Charleston Submission'. Click the button to proceed.



Step 3. Verify Personal Information

Next, please input your first name, last name, 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 'Continue to License Agreement'.

The screenshot shows a web browser window with the URL `deposit.library.cofc.edu/vireo/submission/13/step/1`. The page header features the College of Charleston logo and the text "Submission (College of Charleston)". Below the header, a red banner states "Currently accepting submissions for the Spring 2020 semester." A progress bar at the top of the form area shows five steps: 1. Personal Information (active), 2. License Agreement, 3. Document Information, 4. File Upload, and 5. Confirm & Submit. The main content area contains instructions: "Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school. Required fields are indicated with an asterisk." The form fields are as follows: *First Name (required, with a red error message "This field is required"), Middle Name, *Last Name (required), Email (pre-filled with `mobyey@cofc.edu`), *Department (required), *Degree (required, with a dropdown menu showing "Choose Degree"), Additional Degree, *Major (required), Additional Major, and *Permanent Email (required). A "Continue to License Agreement" button is located at the bottom right of the form. The footer of the page includes the text "© Vireo 4.0.0" and links for "Information", "Legal", "Comments", and "Accessibility".

Submission (College of Charleston)

Currently accepting submissions for the Spring 2020 semester.

1. Personal Information → 2. License Agreement → 3. Document Information → 4. File Upload → 5. Confirm & Submit

Instructions:
Please verify all of your personal information. Some of the information has been provided by your school; if this information is in error, you will need to correct it through the appropriate office at your school.
Required fields are indicated with an asterisk.

*First Name:
This field is required

Middle Name:

*Last Name:

Email:

*Department:

*Degree:

Additional Degree:

*Major:

Additional Major:

*Permanent Email:

[Continue to License Agreement](#)

© Vireo 4.0.0 [Information](#) [Legal](#) [Comments](#) [Accessibility](#)

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 'Continue to Document Information'. **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.**

The screenshot shows a web browser window with the address bar displaying 'deposit.library.cofc.edu/vireo/submission/13/step/2'. The page header features the College of Charleston logo and the text 'Submission (College of Charleston)'. Below the header, a navigation bar contains five buttons: '1. Personal Information', '2. License Agreement' (which is highlighted), '3. Document Information', '4. File Upload', and 'Confirm & Submit'. The main content area is titled '%License Agreement:' and contains the following text:

I grant the College of Charleston Libraries (hereafter called "ADL"), my home Institution (hereafter called "Institution"), and my academic department (hereafter called "Department") the non-exclusive rights to copy, display, perform, distribute and publish the content I submit to this repository (hereafter called "Work") and to make the Work available in any format in perpetuity as part of a ADL, Institution or Department repository communication or distribution effort.

I understand that once the Work is submitted, a bibliographic citation to the Work can remain visible in perpetuity, even if the Work is updated or removed.

I understand that the Work's copyright owner(s) will continue to own copyright outside these non-exclusive granted rights.

I warrant that:

1. I am the copyright owner of the Work, or
2. I am one of the copyright owners and have permission from the other owners to submit the Work, or
3. My Institution or Department is the copyright owner and I have permission to submit the Work, or
4. Another party is the copyright owner and I have permission to submit the Work.

Based on this, I further warrant to my knowledge:

1. The Work does not infringe any copyright, patent, or trade secrets of any third party,
2. The Work does not contain any libelous matter, nor invade the privacy of any person or third party, and
3. That no right in the Work has been sold, mortgaged, or otherwise disposed of, and is free from all claims.

I agree to hold ADL, Institution, Department, and their agents harmless for any liability arising from any breach of the above warranties or any claim of intellectual property infringement arising from the exercise of these non-exclusive granted rights.

By checking here you agree to the above license in its entirety.

[Continue to Document Information](#)

The footer of the page contains the text: © Vireo 4.0.0 | [Information](#) | [Legal](#) | [Comments](#) | [Accessibility](#)

Step 5. Document Information

The next step is to describe your 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

-You will also need to list any Bachelor's Essay Advisors involved with your work. If you have any secondary readers, be sure to list those here as well. The email of your Primary Advisor is also required in the following section.

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', 'Full External Embargo', and 'Indefinite'. **If you are OK with your essay being published and made available immediately, please select 'No Embargo' and click 'Continue to File Upload'. Otherwise, please select the Embargo Option relevant to you.**

The screenshot shows a web browser window with the URL `deposit.library.cofc.edu/vireo/submission/13/step/3`. The form is titled "Step 5. Document Information" and contains the following fields and sections:

- Title:** A text input field with a red border and a red error message: "This field is required".
- Graduation Semester:** A dropdown menu with "Choose Date" selected.
- Submission Type:** A dropdown menu with "Bachelor's Essay" selected.
- Abstract:** A text input field with a red border and a red error message: "This field is required".
- Bachelor's Essay Advisors:** A section with two text input fields: "Input Name" and "Input Email".
- Primary Committee Chair Email:** A text input field with a red border and a red error message: "This field is required".
- Default Embargos:** A section with four radio button options:
 - No Embargo:** This work will be made available to the CoFC campus community and to off-campus audiences via search engines (e.g. Google and Bing).
 - File Embargo:** Though descriptive information you enter regarding your work will be searchable, any files associated with this work will not be made available to off-campus audiences. All files and descriptive information will be available internally.
 - Full External Embargo:** Your work will only be available to the CoFC campus community.
 - Indefinite:** No portion of this submission will be made available online. This choice is typically only for those items with potential copyright issues. For example, an essay contains research that will soon be published in a journal.

On the right side of the form, there are three yellow callout boxes with information:

- Box 1: "Please supply the name of your Bachelor's Essay advisor(s) and Secondary Reader. Include the email address for your primary Bachelor's Essay advisor."
- Box 2: "If you don't know if you need an embargo, then you should check with your advisor."
- Box 3: "If your title or abstract requires word in italics, you may add HTML tags around the words to be italicized. For example, 'No embargo' would be typed as '<i>No embargo</i>'."

At the bottom of the form, there is a button labeled "Continue to File Upload".

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 'Continue to Review'.

The screenshot shows a web browser window with the address bar displaying 'deposit.library.cofc.edu/vireo/submission/12/step/4'. The page header features the College of Charleston logo and the text 'Submission (College of Charleston)'. Below the header, a navigation bar indicates the current step: '4. File Upload', with other steps like '1. Personal Information', '2. License Agreement', '3. Document Information', and 'Confirm & Submit' shown as inactive buttons. A message states 'Currently accepting submissions for the Spring 2020 semester.' The main content area is titled 'Instructions:' and explains that users will upload their thesis or dissertation to the server, with optional supplementary files. It provides instructions for uploading the main manuscript (PDF) and supplementary files, each with a 'Choose file here or drag and drop to upload' button. A file named 'Addstone Library File...' (447 KB) is shown as uploaded. To the right, three yellow boxes provide additional guidelines: the paper must be a single PDF file, there is no limit on the number or formats of supplementary files, and a size quota of 512 MB per file with a 1 GB total limit. At the bottom, a 'Continue to Review' button is visible.

Submission (College of Charleston)

Currently accepting submissions for the Spring 2020 semester.

1. Personal Information → 2. License Agreement → 3. Document Information → 4. File Upload → Confirm & Submit

Instructions:
In this step you will upload your thesis or dissertation to the server. Optionally, you may upload additional supplementary files that will be available along with your document after publication.

***Manuscript in PDF:**

Choose file here or drag and drop to upload

Addstone Library File... application/pdf 447 KB **Upload** Cancel (file will be renamed)

Supplemental Files:

Choose file here or drag and drop to upload

1 Your paper can only be one file, and the only allowable file format is PDF. Please contact your school for help or information related to creating a PDF file.

2 There is no limit on the number or formats of supplementary files you may upload.

3 **SIZE QUOTA:** no individual file may exceed 512 MB, and the total of all files must not exceed 1 GB.

[Continue to Review](#)

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'.

The screenshot shows a web browser window with the address bar displaying 'deposit.library.cofc.edu/vireo/submission/12/step/5'. The page has a dark red header with the College of Charleston logo and name. Below the header, it says 'Submission (College of Charleston)' and 'Currently accepting submissions for the Spring 2020 semester.' There are five buttons in a row: '1. Personal Information', '2. License Agreement', '3. Document Information', '4. File Upload', and 'Confirm & Submit'. The 'Confirm & Submit' button is highlighted. Below the buttons, the 'Confirm & Submit' section is active. It includes instructions: 'Please verify all the information displayed below before proceeding. Once you click the button to approve this document, you cannot make any more changes to the form's data without contacting your local thesis office.' The 'Personal Information' section is expanded, showing fields for First Name (Tyler), Middle Name, Last Name (Mobley), Email (mobleyt@cofc.edu), Department (Mathematics), Degree (Artium Baccalaureatus), Additional Degree, Major (Science), Additional Major, and Permanent Email (mobleyt@gmail.com). The 'License Agreement' section is also expanded, showing a 'License Agreement' field with the value 'yes'.

Step 8. Completion

Your paper is now submitted, and you should see the screen 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/handle/123456789/436>.

The screenshot shows a web browser window with the address bar displaying 'deposit.library.cofc.edu/vireo/submission/complete'. The page has a dark red header with the College of Charleston logo and name. Below the header, it says 'Submission Complete'. There are instructions: 'The Honors College has received your electronic submittal. You will also receive an email confirmation.' and 'Upon review, your manuscript will be placed in the queue and will be processed along with all other submissions for the semester in the order in which your file was received.' There is a 'Thank you,' message from the Honors College and a link to 'View submission status'. The user's name 'Tyler Mobley' is displayed in the top right corner. At the bottom of the page, there is a footer with the text '© Vireo 4.0.0 Webmaster Legal Comments Accessibility'.