



Submission Guidelines for Maxwell School - Distinction Theses Collection

Welcome to the set of guidelines for submitting your Distinction Thesis to SURface. In order to do so, you will need a SURface account. If you already have an account, please go ahead and follow the steps in **Submission Instructions** to submit your thesis. Otherwise, please see **How to Create an Account**.

How to Create an Account

- Go to <http://surface.syr.edu> if you are not already there.
- Click on the “**My Account**” link on the top right of the page
- Enter your NetID and click “Login” (Yes, leave Password blank)
- Complete the form (the required fields are marked with a red asterisk) and click “Sign up”
- A confirmation email will be sent to you and you will need to activate your account from there.

Submission Instructions:

- Go to <http://surface.syr.edu>
- Click “**Submit an Item**” on the left menu under “Submit” section
- You will see a list of collections. Scroll down to “**Maxwell School of Citizenship and Public Affairs**” -> “[Maxwell School – Distinction Theses \(Undergraduate\)](#)” and click on it
- The login page will pop up if you are not already logged in. Please enter your SU NetID & password and login
- A submission agreement follows and must be accepted before uploading is allowed. The language of the agreement is also attached at the end of this guidelines document.
- After you accept the agreement, a submission form will pop up. You will need to complete it, attach the PDF of your thesis, and submit it.
- Fields in the submission form
 - **Title (required)**: the title of your work
 - **Author**: it should be already there as you logged in. Edit the author information by clicking , and add more authors (if any) by clicking .
 - **Date of Submission (required)**: fill in the date when you upload the work
 - **Degree Type**: please pick “Thesis, Senior”
 - **Department**: please pick your department (e.g., Political Science (under the category of “Social and Behavioral Science”))
 - **Faculty Advisor**: fill in your advisor’s name (e.g., Seth Jolly)
 - **Keywords**: if any
 - **Subject Categories**: Pick the appropriate subject categories (e.g., Political Science)
 - **Abstract**: if any
 - **Comments**: if any
 - **Upload Full Text (required)**: Pick “Upload file from your computer”, then open your file by clicking “Browse”

- **Additional Files:** if there are any supplemental files, check the box and click “submit” to upload additional files
- **Creative Commons License:** Pick any CC licenses or none.

Submission Agreement

Managed by the SU Library and implemented by a cross-university team, SURface is a set of services that the University is offering to the SU community. It is an organizational commitment to the stewardship of the SU digital scholarly and creative record, assuring long-term preservation, as well as organization, access and distribution. The greater the participation by the SU community, the richer the database. Ultimately, SURface is designed to:

- Give visibility of the rich and varied research and creative work at SU
- Contribute to the University’s commitment to public scholarship
- Build a searchable and browsable database of SU research
- Collect and preserve the scholarly and creative output of SU

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Any questions or comments regarding the submission process, please contact Yuan Li at yli115@syr.edu