

2014

Antonian Scholars Senior Honors Permission Form

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ST. CATHERINE UNIVERSITY

Antonian Scholars Senior Honors Project

GUIDELINES FOR PREPARING HONORS PROJECTS FOR SUBMISSION TO SOPHIA, THE INSTITUTIONAL REPOSITORY

Introduction

Beginning in 2010 all Honors Projects submitted electronically will be posted to St. Catherine University Library institutional repository, [Sophia.stkate.edu](http://sophia.stkate.edu). With the exception of selected scientific projects with ongoing research, these Honors Projects will be accessible on a **permanent** basis to anyone, and fully searchable via Google and Google Scholar.

Following are instructions on submitting your Honors Project for inclusion in Sophia, as well as guidelines to help you avoid copyright infringement and/or the unintentional act of plagiarism. Keep in mind that simple keyword searches in Google can reveal when someone has used another's work without giving credit to the original author. It is in your best interests to become familiar with practices of proper citation in order to avoid charges of plagiarism or copyright infringement. Copyright protects both you as the author, as well as other authors cited by you.

Summary of steps for submitting your Honors Project for inclusion in Sophia

1. Secure final approval of your Senior Project from your committee and the Honors Coordinator.
2. Provide the Honors Coordinator with an electronic final approved version of your Senior Honors Project.
3. There are circumstances in which the work can be withheld from public view for up to one year. This is called an embargo. Situations warranting an embargo include copyright agreements with a potential publisher. You may hold back public release of this Senior Honors Project for one year. There are no permanent embargoes.
4. The Honors Coordinator will forward the approved Honors Project to Emily Asch at ejasch@stkate.edu for inclusion in Sophia.

Avoiding Copyright Infringement and Plagiarism

The best way to avoid copyright infringement and plagiarism is to cite properly. For citation help, please see our web page <http://libguides.stkate.edu/citationguides>. In general, please follow these simple guidelines:

- **Quotations** – when quoting from, or referring to, books, articles, web sites, or other publications, give a complete citation that will allow the reader to locate your original source. Be sure to cite all sources within your text or in footnotes, *and* in your bibliography.
- **Copyright information** – always look for copyright information to determine if you need to seek permission.
- **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 the source.
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- **Images** (photos, artwork, sculptures, graphics, paintings, etc.) – Images may be included in your graded Honors project, but for the permanent electronic version in Sophia, you must comply with one of the following or images will be removed from your document:
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 - you can include a URL, but not the image itself, or
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If you have questions about submitting your Honors Project, obtaining copyright permissions, copyright infringement or avoiding plagiarism, please contact Emily Asch at ejasch@stkate.edu or 651.690.6650.

PERMISSION TO DEPOSIT HONORS PROJECTS
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Please read this document carefully before signing. If you have questions please contact Emily Asch at ejasch@stkate.edu or 651.690.6650.

Title of Honors Project (please print): _____ _____
Author's Name: (Last name, first name) _____
5 or 6 Keywords Describing Your Project: _____ _____

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I certify that the version I submitted is the same as that approved by my advisory committee and the Honors Coordinator.

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I understand that this Honors Project will be accessible on and off campus once released.

I have read the above statements and agree to make my Honors Project available to the St. Catherine University community and to the larger scholarly community in our permanent digital archive, /Sophia.stkate.edu or its successor technology. _____ (*initial here*)

I request that my Honors Project be embargoed for one year. _____

Signed _____ Date _____

Approved by Honors Coordinator _____ Date _____

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