

# eScholarship instructions for Bending the Curve faculty

Step by step process for publishing selected capstone thesis projects

# Timeline

1. The first few weeks of class, p. 3-4
2. After student capstones have been turned in, p. 5-11
3. After student capstones have been published, p. 12-13

# 1. First few weeks of class

## Materials you need

→ Instructor guide for the course

→ Permission form for students, downloaded from

[https://escholarship.org/uc/bending\\_the\\_curve/su\\_bmissionGuidelines](https://escholarship.org/uc/bending_the_curve/su_bmissionGuidelines)

## Student communication

→ Describe how capstones will be selected and published

→ Distribute a copy of the permission form

→ Explain what open access means technically and legally

## eScholarship to do

→ Make sure you can log into eScholarship & that you are an administrator for the capstone series (see below for detailed instructions)

→ For campus copyright consulting, email [help@escholarship.org](mailto:help@escholarship.org)

# Steps to log into eScholarship & check permissions

## Create an account

Create account at  
<https://submit.escholarship.org/subi/register>  
using your university email address (the email associated with the Bending the Curve course you are teaching)

## Log in

Log in at  
<https://submit.escholarship.org/>  
If you need to reset your password:  
<https://submit.escholarship.org/subi/forgotPassword>

## Check permissions

“Bending the Curve: Climate Change Solutions Student Projects” should appear below the “Manage Existing Deposits” heading  
→ Not there? Email [help@escholarship.org](mailto:help@escholarship.org)

## 2. After capstones have been turned in

### Materials you need

- Capstone projects & any supplemental files
- Signed permission forms\* with signatures of all students involved

\*It is your responsibility to manage & store these records

### Student communication

- Inform students of intention to publish open access
- Give students permission form if they agree
- Collect permission forms with signatures for your records

### eScholarship to do

- Publish final capstones to eScholarship (see below for detailed instructions with screenshots)
- Technical problems?  
Email  
[help@escholarship.org](mailto:help@escholarship.org)

# Steps for publishing items to eScholarship

## Log in to submit

- Log into eScholarship <https://submit.escholarship.org/>
- Under “Manage Existing Deposits,” select “Bending the Curve: Climate Change Solutions Student Projects”
- Click orange “Submit new item” button

## Create submission

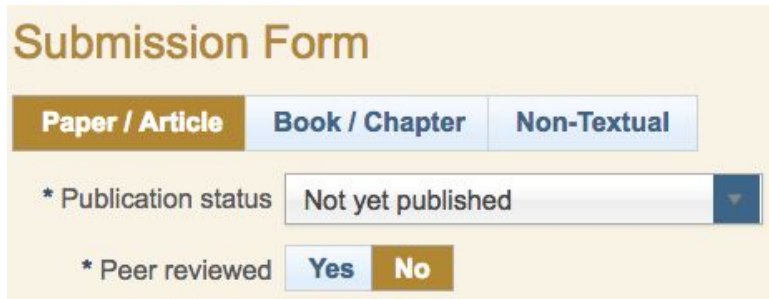
- Enter appropriate metadata, upload item and any supplemental files (see next slide for detailed instructions with screenshot)
- Accept the Deposit Agreement
- Click orange “Submit” button

## Publish submission

- Review Item Summary page. If changes are needed, click “Make Changes” to return to submission form.
- When item is error-free, click “Publish” button. The item may take up to an hour to appear on the live site.

# Submission form instructions

→ Select “Paper/Article,” “No” for Peer Reviewed, and “Not yet published.”



**Submission Form**

**Paper / Article** Book / Chapter Non-Textual

\* Publication status Not yet published

\* Peer reviewed Yes No

→ Ignore the DOI field. Enter the publication date (year only is fine) and title of the capstone thesis.



Publication Date Month / Season Day Year

\* Title

→ The system will default to entering your name as author. Delete your name and enter the names of all students, along with the campus. Use the icon to the right of the author name field to add additional authors. Entering student email addresses is optional but ensures they will receive readership statistics.

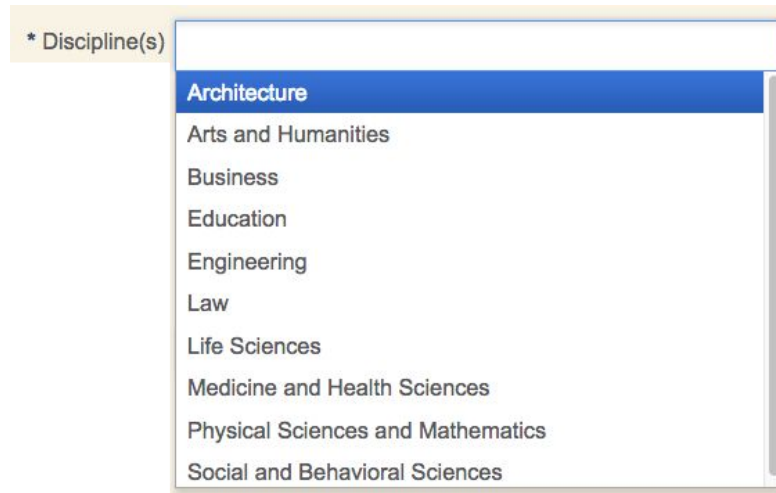


The form contains the following fields:

- \* Author (dropdown menu)
- first name
- mi
- last name
- suf
- institution (optional)
- email (optional - for stats)

A red box highlights an icon of a person with a plus sign, with a red arrow pointing to it from the text "Click to add additional authors".

→ Add appropriate discipline(s) from the dropdown menu.



\* Discipline(s)

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences




→ Add the main file for the capstone thesis by dragging and dropping the file or clicking “Browse” to select the file from your computer.



→ If there are supplemental files that should be published with this item (like illustrations, diagrams, or data sets), select “Supplemental Files” in the “Data Availability” dropdown field, and add the files there. Otherwise choose the default option “No data associated with this publication.”



→ Click the “Add keywords, abstract, etc” button to add 5-7 keywords and an abstract, if one exists. Ignore the “custom citation” field.

Descriptive Info  [Add keywords, abstract, etc.](#)

### Descriptive Info

You can significantly increase the number of readers who find your work via search engines and indexes by providing additional information.

Keyword(s)

Separate keywords and phrases with commas.

Abstract

→ Ignore the checkboxes about embargos and reuse. Check the box next to the Deposit Agreement **only** if you have a record of the permission form signed by all students.

I would like to delay public access to (embargo) this deposit.

I would like to specify how others may reuse this work.

\* I accept the policies and terms of the Deposit Agreement.

» **Submit**   **Clear**   **Cancel**

### 3. After capstones have been published

#### Materials you need

→ URL for each capstone thesis you have published to eScholarship

#### Student communication

→ Inform students that capstones have been published and send each student the URL for their capstone project

→ Ask students to review item metadata for any corrections

#### eScholarship to do

→ If students provide any corrections, edit the metadata and re-publish the item (see below for detailed instructions)

# Steps for making corrections to published items

## Find the item

→ Log into eScholarship, click on the capstone series title, and locate the item on the “Manage Items” page.

→ Click on the item title to enter the Item Summary page.

## Edit submission form

→ Click “Make Changes” button on Item Summary page to return to submission form

→ Make changes to submission form as needed, making sure to re-check the “Deposit Agreement” box

## Re-publish item

→ Add a comment in the “Revision Comment” box explaining what you changed.

→ Click “Submit”

→ Click “Publish” on the Item Summary page. Changes may take up to an hour to appear on the live site.

# 4. Need help?

For help with the eScholarship site:

- First, search the help center: <https://help.escholarship.org/>
- If you can't find an answer there, contact [help@escholarship.org](mailto:help@escholarship.org)

For open access, digital scholarship, and rights questions:

- Your campus library is the best resource, especially scholarly communication librarians
- If you need help finding them, contact [help@escholarship.org](mailto:help@escholarship.org)