

How to Upload Your CGU MFA Thesis Project To Scholarship@Claremont

Your artist statement and images need to be uploaded to two separate “buckets.”

- a. The pdf of your statement goes into a bucket that contains all of the artist statements coming from the Claremont Graduate University MFA program http://scholarship.claremont.edu/cgu_mfatheses
- b. The images go into a bucket that is a gallery of all the art coming from the CGU MFA program http://scholarship.claremont.edu/cgu_mfaexhibits/ then the images are pulled into individual galleries titles after your MFA show, example <http://scholarship.claremont.edu/between>

Before you begin to submit your project, you should have the following at hand:

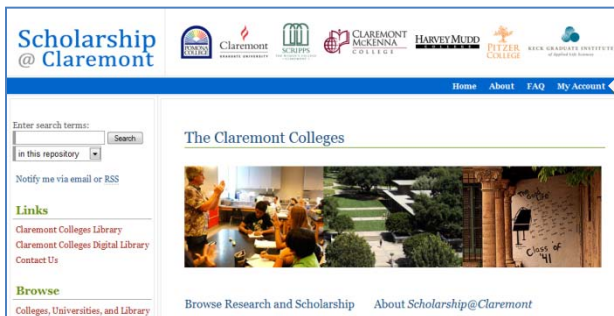
For the artist statement:

- Title of your exhibit
- Abstract or description (a short paragraph can be taken from the statement)
- Keywords (Topic or subject terms)
- Final version (not a draft) of your statement – please embed all fonts for pdf

For the image gallery:

- Image files (a nice sized Jpeg is fine)
- Titles of each image
- Dimensions and format of each original artwork in the image (not for gallery shots)

1. **Access the Scholarship@Claremont site:** <http://scholarship.claremont.edu> to upload your artist statement and exhibit images.
2. Click on the link to “My Account.”



3. Go to “Create new account” and click on “Sign up.”

Login

Email address:

Password:

Remember me

[Forgot your password?](#)

New Email Address? Please log in and choose [Edit Profile](#) on your [My Account](#) page to update your contact information or customize your password.

Create new account

You will need to create an account to complete your request. It's fast and free.

- Please fill out all the fields and use a permanent email address. Create a password you'll remember.



5. After you click "Sign up"

This page will appear directing you to check your email



- The email you receive should look something like this:

Click "here" and the link will take you back to Scholarship@Claremont

Scholarship @ Claremont

Home About FAQ My Account

Enter search terms: Search

in this repository

Notify me via email or RSS

Links

Claremont Colleges Library
Claremont Colleges Digital Library
Contact Us

Author Corner

Author FAQ
Faculty Submission
Theses and Dissertation Submission Policies and Guidelines
Contact Us

My Account Log Out

< CCmont@gmail.com ACCOUNT SETTINGS

Edit Profile Change password, affiliation, or contact information

Research Alerts Change e-mail notifications and manage e-mail preferences

Click on "Theses and Dissertation Submission"

6. Scroll down to Claremont Graduate University

Submit Your Thesis or Dissertation

Please choose your institution and follow the instructions below to submit your thesis or dissertation:

- Claremont Colleges Library
- Claremont Graduate University
- Claremont McKenna College
- Harvey Mudd College
- Keck Graduate Institute
- Pitzer College
- Pomona College
- Scripps College

Claremont Colleges Library
More information coming soon.

Claremont Graduate University

- **UPLOAD** your Claremont Graduate University Thesis or Dissertations (Except MFA Candidates).
- **UPLOAD** your Claremont Graduate University MFA Thesis Artist Statement.
- **UPLOAD** your Claremont Graduate University MFA Thesis Images.
- **COMING SOON** Scholarship@Claremont Upload Instructions for Claremont Graduate University MFA Thesis Artist Statement and Image Gallery

Click on the 2nd choice to **UPLOAD** your artist statement.

Use the 3rd choice to **UPLOAD** your exhibit images.

7. Review the terms of the Submission Agreement at the bottom of the page. You are agreeing that the content is yours or that you have given attribution or permission to include content that is under someone else's copyright. You also agree to give the digital library permission to put your work online and preserve the digital file.

Submission Agreement for CGU MFA Theses

Note: this text is offered as a suggested model, not as legal advice.

By checking the box below, I grant CGU MFA Theses on behalf of Claremont Colleges the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the Scholarship @ Claremont.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that the Work has not been published elsewhere with the same content or in the same format; and
4. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

Please check this if you agree to the above terms.

Continue

Click the check box and continue.

8. A form will appear, fill it out completely and carefully.

Abstract

Fonts and text style changes are not supported for abstracts. To include **bold** or *italic* text in your abstract, [HTML tags](#) may be used.

Learn how your abstract can [improve the discovery of your article](#) in Google and Google Scholar.

Paste or type Abstract:

What is this?

The format of the abstract is:
 one paragraph

Link To Artist's Gallery

Additional text to be displayed on index page.

Comments:

For the Abstract section you can enter a short descriptive paragraph about your statement. For your images, you can enter the dimensions and format of the artwork.

We will enter the link to your exhibit gallery in Scholarship@Claremont

Here you will upload your artist statement or your image file from your computer (depending on which “bucket” you are filling).

To locate your file: Click the **Browse** button to locate your manuscript on your computer.

Full text of submission:

- Upload file from your computer
- Import file from remote site
- Link out to file on remote site


Additional Files

Please check this if you'd like to add additional files

This may take a while. Please only click once.

If this is your artist statement, you can upload your exhibit announcement card and your exhibit image list as additional files.

9. For images, you'll see these fields. We'll fill in the links to your exhibit and statement.



Link to Student's Full Exhibit

Link to Artist Statement


Additional text to be displayed on index page.

Comments

Rights

Enter relevant copyright and/or usage rights information for this image.

For a rights statement, consider the Creative Commons license by adding the code below in the Rights field, you'll get this on the website.

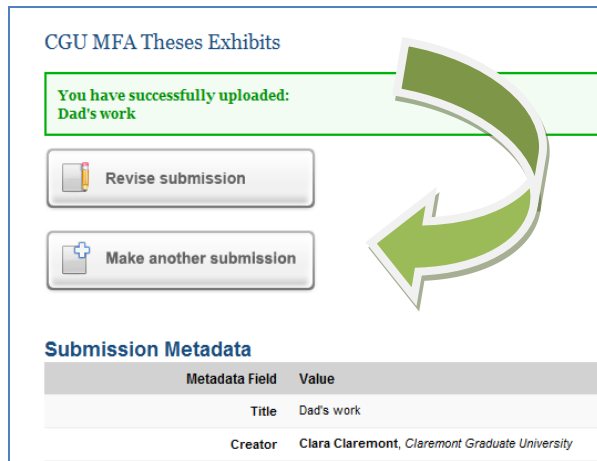


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Contact a librarian or the digital library staff if you have questions about your rights statement.

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<a rel="license" href="http://creativecommons.org/licenses/by-nc/3.0/us/"></a><br />This work is licensed under a <a rel="license" href="http://creativecommons.org/licenses/by-nc/3.0/us/">Creative Commons Attribution-NonCommercial 3.0 United States License</a>.
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10. Once you upload the image file, the next screen will give you the choice of revising or adding more images by clicking on “Make another submission.”



CGU MFA Theses Exhibits

You have successfully uploaded:
Dad's work

Revise submission

Make another submission

Submission Metadata

Metadata Field	Value
Title	Dad's work
Creator	Clara Claremont, Claremont Graduate University

11. Once you're finished, we'll get notified and check your submissions on our end. You'll be notified at the email address you supplied in the submission when your work is online at <http://scholarship.claremont.edu>

In the meantime, if you have any questions, please contact the digital library staff at scholarship@claremont.edu.

And CONGRATULATIONS!