



Submitting Your MFA Thesis to UNC's Carolina Digital Repository (CDR)

What is the Carolina Digital Repository (CDR)? The Carolina Digital Repository (CDR) is a digital archive for materials produced by members of the University of North Carolina at Chapel Hill community. The main goal of the CDR is to keep UNC digital scholarly output safe and accessible for as long as needed. It also serves as a repository of historical materials that broadly support the University's academic mission. More specifically, the CDR aims to acquire UNC digital material, ensure it is accessible, searchable and safe from alteration.

<https://cdr.lib.unc.edu/scontent/aboutPages/aboutTheRepository.xml>

*** Students are not cleared for graduation by the Art Department and the Graduate School until complete MFA thesis documentation is submitted to the CDR. ***

If you have questions or need additional help with this process, contact:

Carolina Digital Repository staff: cdr@unc.edu
Art Librarian Alice Whiteside: awhitesi@unc.edu

Parts for digital submission (as determined by the UNC Department of Art):

Please submit this to YOUR ADVISOR first so it can be proofed and accepted for submission. PLEASE SUBMIT this to the CDR by May 5.

1. **Save your thesis cover sheet, copyright page, artist statement, and Power Point slides as a single PDF.** If you would like to add additional text, for instance a longer statement about your work, add it to this PDF. Please name this file using the following convention:
 - GraduationYear_LastName.pdf. (For example: 2013_Smith.pdf)
 - A. **Cover sheet:**
 - Title
 - Your Name
 - The statement: *"Documents submitted to the Faculty of the University of North Carolina at Chapel Hill in partial fulfillment of the requirements for the degree of the Master of Fine Arts in the Department of Art"*
 - Year
 - "Approved by" and list of thesis advisor names
 - B. **Copyright page in this format:**
 - © Year
 - Full Name (exactly as it appears on the cover sheet)
 - ALL RIGHTS RESERVED
 - C. **An artist statement:** The artist statement should give context to the work or be an introduction to the work, revealing the artist's intention, process, and motivation 1-2pages. (This should be the Artist Statement that you have been working on all year; the same one included in your solo MFA Allcott show.)
 - D. **Slides from the thesis presentation PowerPoint.** If presentation links to external content (e.g., video) include a still image in its place within the PDF of the PowerPoint. If there are any images

that are NOT yours, please provide full citations below/with images (artist, title, date, size, medium, source, etc)

2. Work samples – images or video clips.

- Please name your work sample files using the following convention:
GraduationYear_LastName_Number.ext For example, if Smith has two extra files:
2012_Smith_1.mp3 and 2012_Smith_2.mov

Submit:

- a. Between 12-20 images, including installation shots.
- b. Include an edited short of up to 5 minutes for media-based or installation work.
- c. Single images are to be submitted as TIFF files (1920 pixels on long side).
- d. Video files must be no larger than 500MB per file.
- e. Information about each slide – both video and still, your own work and collateral/research images and the work of others - needs to include:
 - Title
 - Medium/materials
 - Dimensions
 - Year
 - Brief narrative - this is where you may add extra information
 -
 - **Video recording of your oral thesis presentation.** Art Department staff will record theses presentations and library staff will upload the video to the CDR. Recordings will be submitted in **.m4a** format. Each presentation will be recorded separately and submitted to CDR staff as individual files.

Steps for Submitting Your Files to the Carolina Digital Repository (CDR):

1. We strongly suggest that you upload your files from a campus computer or other location with a high-speed connection. Most home internet connections will not be fast enough to handle the submission of large files required for the MFA thesis.
2. Link to the CDR: <https://cdr.lib.unc.edu/forms/art-mfa.form> You will get a log-on screen that looks like this:

The screenshot shows the login page for the Carolina Digital Repository (CDR) Art MFA Thesis Submission Form. The header features the CDR logo in white text on a dark blue background. Below the header, the page title "Art MFA Thesis Submission Form" is displayed in blue. The main content area is white and contains the following text: "Use this form to submit a copy of your MFA project to be archived with the University Library.", "Log In is Required", and "You must first log in to use this deposit form. Send email to cdr-support@listserv.unc.edu to request access." A "Log In" button is centered below this text. At the bottom, a dark blue footer bar contains navigation links: "Home | Browse Collections | About | Contact Us | Library Home | Privacy Policy" on the left and "UNC Home" with a small UNC logo on the right.

Log-on with your UNC Onyen and password.

- The first screen will ask for your name, the title of your thesis, etc. and will include a place to upload your PDF/combined documents. Upload your cover sheet, copyright page, artist statement, and Power Point slides (a single PDF) where it says “File for Deposit”.

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Art MFA Thesis Submission Form

Use this form to submit a copy of your MFA project to be archived with the University Library.

Author Information

First name *

Last name *

Graduation semester

Paper Information

Title *

Date submitted *

Faculty Advisors

Please separate your advisors' names using commas.

Faculty Advisors *

Access Conditions

Please select one of the following options

Copyright Statement

You are the owner of the copyright of your thesis. You also retain the right to use in future works all or part of your thesis. In addition to submitting your thesis project to the Libraries' digital repository, you retain the right to distribute your thesis in any manner you see fit.

File for Deposit

Submit the cover sheet, copyright page, artist statement, and Power Point slides as a single PDF

*

Email Address for Deposit Receipt

Your deposit receipt will be emailed to the address below.

- Once you have completed entering everything required in the first screen, including your email address, hit the “next step” button at the bottom of the screen. You will proceed to another screen that allows you to select files representing **work samples** for upload and forms for descriptions of those works.

5. Adding Work Samples

Here is what the work samples submission form will look like the first time you advance to this screen:

CAROLINADIGITALREPOSITORY


Art MFA Thesis Submission Form

Use this form to submit a copy of your MFA project to be archived with the University Library.

Add Work Samples

File size limit: 500MB per file. If any of your work samples are larger than this, please omit them from your submission and contact cdr@unc.edu.

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UNC Home 

- a. Under the “Add work samples” heading, click on the “browse” button to bring up a file browse dialog box. Select individual files for upload, or select multiple files at once using the shift or control keys.
- b. After selecting the file you want to include, click on the “add work sample” button to the right of the “browse” button. This will create sections on the form where you can enter descriptions of each work sample.
- c. **DO NOT HIT THE “SUBMIT” BUTTON UNTIL YOU HAVE ENTERED ALL WORK SAMPLES.** If you do make a mistake and hit the submit button on accident, you will need to start the process over.

CAROLINA DIGITAL REPOSITORY

Art MFA Thesis Submission Form
Use this form to submit a copy of your MFA project to be archived with the University Library

Add Work Samples
Browse... **Add Work Sample**
File size limit: 500MB per file. If any of your work samples are larger than this, please omit

Work Samples
alston.jpg Remove

Title test
Medium/Materials test
Dimensions test
Year 2013
Brief Narrative

Submit Deposit
NOTE: Please be sure to include all of your work samples before hitting submit. You will not be able to go back and revise your submission after you hit submit.

~~Submit Deposit~~

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- d. Once you have selected and described all of your work samples, click the “submit deposit” button at the bottom of the page. Because we are working with large image files, the upload process might take a minute to complete.
- e. Uploaded files may not exceed 500 MB each. If you must submit files larger than that, contact the CDR staff at cdr@unc.edu to arrange an alternative file transfer method.
- f. If you entered your email address into the form on the first screen, you will receive an email confirmation that your thesis has been received.

If you have questions or need additional help with this process, contact:

Art Librarian Alice Whiteside: awhitesi@email.unc.edu
Carolina Digital Repository staff: cdr@unc.edu