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# Experiential Language Learning: A Short-Term Study Abroad Program to Quetzaltenango, Guatemala for Canton High School

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## FAQ's

1. **Do I have to post my abstract?** YES, submitting your capstone abstract is required
2. **Do I have to submit my full text Capstone?** NO, you are only required to submit the abstract.
3. **If I post my abstract and decide later I want to post the full text, can I?** Yes, simply email [digitalcollections@sit.edu](mailto:digitalcollections@sit.edu) and we will handle updating your submission for you.
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UPDATED 12/18/15

## Instructions for submitting FULL TEXT Capstone paper

(The submission of the full text is OPTIONAL, though strongly encouraged. If you are choosing to submit ONLY your abstract, please see instructions below.)

1. Go to <http://digitalcollections.sit.edu/>
2. Click on “SIT Graduate Institute” and then “Capstone Collection.”  
(Make sure you use the Capstone Collection and *not* your individual degree program collection.)
3. In the left hand column, under “Author Corner”, click on the link to “Submit Research.”
4. You will need to create an account.

The screenshot shows the 'SIT Digital Collections' website header with navigation links: HOME, ABOUT, FAQ, MY ACCOUNT, and SIT Home. Below the header, there are two main sections: 'Login' and 'Create new account'. The 'Create new account' section contains a form with the following fields: Email address\*, First/Given Name\*, Middle Initial, Last/Family Name\*, Suffix, Institutional Affiliation (with a dropdown menu and a note 'Not on list? Please enter name in full.'), Password\*, and Re-enter Password\*. A red arrow points to the 'Create new account' link, and another red arrow points to the 'Institutional Affiliation' dropdown menu.

(When choosing an Institutional Affiliation choose *SIT Graduate Institute - Study Abroad*.)

5. After you create an account you will be sent an email with a link. The link will bring you to a page with submission guidelines. You will need to agree to the terms and click continue.
6. You will be brought to a submission form. Please fill out the form in its entirety. All fields in red are required

The screenshot shows the 'CAPSTONE COLLECTION' submission form. The form includes a search bar with the text 'Enter search terms:' and a 'Search' button. Below the search bar, there is a dropdown menu for 'in this series'. The form also includes a 'Browse' section with links for 'Collections', 'Disciplines', and 'Authors'. There is a 'Paper Locations' section with links for 'View Papers on map' and 'View Papers in Google Earth'. A 'PIM Admissions Blog' section is also present. The main form fields are: 'Title' (required, highlighted in red), 'Enter title:' (text input), 'Authors' (required, highlighted in red), 'Search For An Author Using: Last Name, First Name, Email, or Institution' (text input), and 'Degree Type' (text input). The form also includes a table for author information with columns for 'Email', 'First', 'Middle', 'Last', 'Suffix', and 'Institution', and a 'Search...' button for each column. A green plus sign is located at the bottom right of the form.

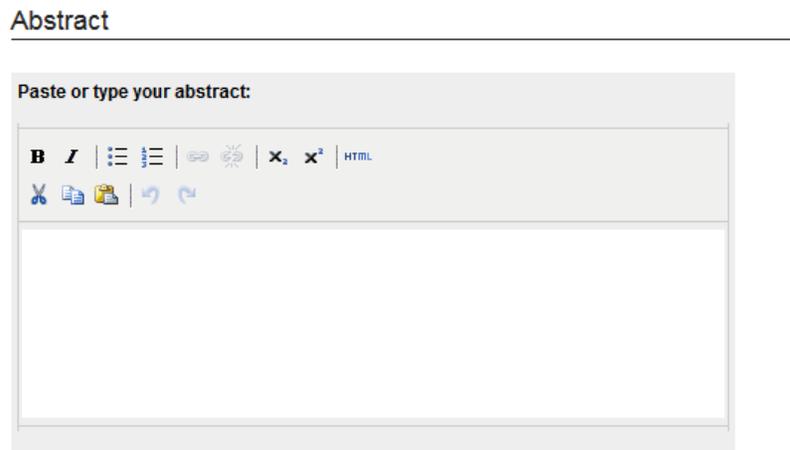
7. When you get to the “**Upload File**” section, **attach** the full-text document and click **Submit**

We’ll send you and email and let you know when it has been added to the collection. If you have any questions, you can contact [digitalcollections@sit.edu](mailto:digitalcollections@sit.edu).

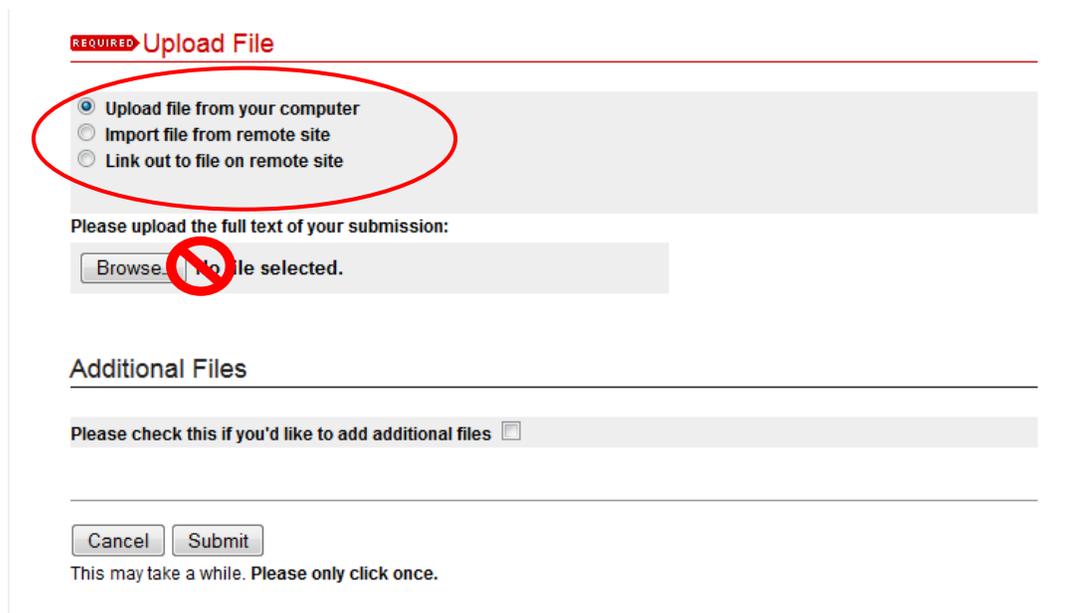
### Directions to submit *only* the abstract (required):

1. To begin, follow steps 1-6 from the above instruction.

(Be sure to copy/paste your capstone abstract in the “Abstract” section of the submission form)



- When you get to the “**Upload File**” section, you have to click on the “Upload file from your computer” option, but you **do not** attach your document. Then click “**Submit**”



(**NOTE:** The system requires this “Upload file from your computer” button to be selected before you can make your submission, but you **do not** attach the file)