

8-2016

# Submitting Your Thesis into Digital Commons@PSU

Deborah L. White

*Pittsburg State University*, [dlwhite@pittstate.edu](mailto:dlwhite@pittstate.edu)


Follow this and additional works at: [http://digitalcommons.pittstate.edu/ir\\_info](http://digitalcommons.pittstate.edu/ir_info)

---

## Recommended Citation

White, Deborah L., "Submitting Your Thesis into Digital Commons@PSU" (2016). *Institutional Repository Information*. Paper 10.  
[http://digitalcommons.pittstate.edu/ir\\_info/10](http://digitalcommons.pittstate.edu/ir_info/10)

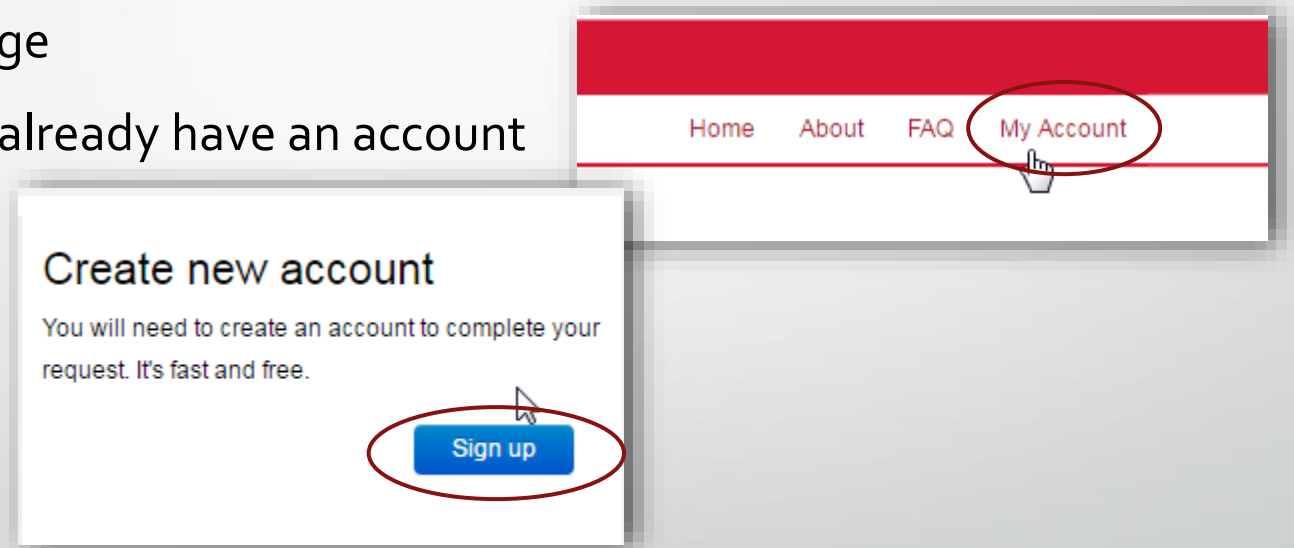
This Article is brought to you for free and open access by the Digital Commons - Information and Tools at Pittsburg State University Digital Commons. It has been accepted for inclusion in Institutional Repository Information by an authorized administrator of Pittsburg State University Digital Commons. For more information, please contact [dlwhite@pittstate.edu](mailto:dlwhite@pittstate.edu).



# Submitting Your Thesis into Digital Commons@ Pitt State

# Create a Digital Commons Account

- Select "My Account"
  - This will take you to a login page
  - Select "Sign-up" if you do not already have an account



# Creating an Account

- Use an email you will want to receive future emails about your work
- First & Last Name
- Institution: Pittsburg State University
- Create a Password

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an \*:

Email address \*

First/Given Name \*

Middle Initial

Last/Family Name \*

Suffix

Institutional Affiliation Not on list? Please enter name in full.

Password\*

Re-enter Password\*

# New Account Confirmation

## New Account

Your new account information was just emailed to lauren-geiger@hotmail.com. Click on the link in the email message to activate your account and continue with your activity. If you do not receive the email after several minutes, please check your spam or junk mail folder.

Having trouble? Please [email us](#) or call us at (510)665-1200. Our support hours are from 8:30 am to 5:30 pm Pacific Time.

- You will receive an email confirming your account
- Go to your email and click on the link it will take you back to the log in page
- Log into your account

# Upload Your Thesis for Review

- Go to the Pittsburg State University Thesis page:  
<http://digitalcommons.pittstate.edu/etd/>
- Select the **Submit Research** link on the left side of the page
- Review and accept the **Submission Certifications**. (*Be sure to print a copy for your records.*)
- Once you have reviewed the Submission Certifications, click the **Continue** button and complete the required information online, submission form.

Once you have logged into your account go to the Electronic Thesis Collection landing page and click "Submit Research"

[http://digitalcommons.pittstate.edu/submit\\_research.html](http://digitalcommons.pittstate.edu/submit_research.html)

The screenshot shows a navigation menu on the left with an "Expand All" button. The menu items are: College of Arts and Sciences, College of Education, Digital Commons - Information and Tools, Electronic Thesis Collection, Graduate School, Honors College, Library Services, and The Center for Teaching, Learning, and Techno. A red arrow points from "Electronic Thesis Collection" to the right. On the right, there is a "Browse" section with a mouse cursor over it, containing links for Collections, Disciplines, and Authors. A red arrow points from "Collections" to the left. Below the "Browse" section is the "Author Corner" section, which includes links for Author FAQ and Submit Research. A red arrow points from "Submit Research" to the left.

**Expand All**

- ⊕ College of Arts and Sciences
- ⊕ College of Education
- ⊕ Digital Commons - Information and Tools
- ⊕ Electronic Thesis Collection
- ⊕ Graduate School
- ⊕ Honors College
- ⊕ Library Services
- ⊕ The Center for Teaching, Learning, and Techno

**Browse**

- Collections
- Disciplines
- Authors

**Author Corner**

- Author FAQ
- Submit Research

# After you login/create an account, you will be sent to the Submission Instructions and Submission Agreement page.

## ELECTRONIC THESIS COLLECTION

### Submission Agreement

Follow the instructions below to submit to *Electronic Thesis Collection*. You will be notified shortly regarding the suitability of your submission for the series/journal.

Before submitting, please read all relevant policies and/or submission guidelines.

#### The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and any co-authors
3. Upload your electronic file, if any, and associated files

#### Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 250 words)
- A list of keywords (10 maximum)
- The electronic format of your file

### Submission Agreement for *Electronic Thesis Collection*

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

By checking the box below, I grant *Electronic Thesis Collection* on behalf of Pittsburg State University the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the Pittsburg State University Digital Commons.

#### 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.

If you agree with the terms, check the box and click "Continue." You must check this box to submit your thesis.



Once you have agreed to the Submission Agreement/Terms you will be sent to a form. Carefully read the directions and fill out the form.

- **Title:** The Title of your thesis needs to be in Headline Capitalization. In other words capitalize “nouns, pronouns, and verbs, and all other words of four or more letters” (quote from *The New York Times Manual of Style and Usage*).
- **Author:** Enter your email address, first and last name & institution (It should be the name and information you entered from creating your account).

The screenshot shows a web form with two main sections. The first section is titled 'REQUIRED Title' in red. Below the title is a red horizontal line, followed by the instruction: 'Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.' Below this is a text input field with the placeholder text 'Dissertation/Thesis Title'. The second section is titled 'REQUIRED Author' in red. Below the title is another red horizontal line, followed by a search input field with the placeholder text 'Search For An Author Using: Last Name, First Name, Email, or Institution'. Below the search field is a list of search results. The first result is '1 (dlwhite@pittstate.edu) Deborah L White, Pittsburg State University', with a small red 'x' icon and a person icon to its right. At the bottom right of the list is a green plus sign icon.

# Submission Form Continued...

- **Date of Award:** The Semester you graduate.
- **Degree Name:** Enter your specific degree title as it appears on the title page of your thesis.
- **Department:** Select the appropriate department from the drop down list.

**REQUIRED** Date of Award

Season Month Day Year  
-- -- --

**REQUIRED** Document Type

Document Type:  
Thesis

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

Degree Name:  
None

Department

Department:  
None

# Submission Form Continued...

- Enter the names and email address of your three committee members
- Enter your Committee Chair as the First Advisor

The screenshot shows the Bepress Electronic Thesis Collection submission interface. The top navigation bar includes 'bepress™' and 'Electronic Thesis Collection'. Below this is a menu with 'Manage Theses/Dissertations', 'Upload Thesis/Dissertation', 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. The main content area displays the following information:

**Theses/Dissertations**

- Batch upload XML
- Batch upload Excel
- Batch revise Excel
- Thesis/Dissertation details
- Preview
- Thesis/Dissertation
- Revise
- Thesis/Dissertation
- View revisions
- Supplemental Content
- Register decision
- Post
- Withdraw
- Thesis/Dissertation
- History
- Administrator Notes
- Close ir\_etd
- Preview site
- Update site
- Go to site
- Log out
- Administrator report

**Title:** Appeal to reason; a study of the "largest political newspaper in the world"

**Authors:** Charles Lyman Scott

**Last Event:** Revision uploaded (Tue Jul 26 2016)

**Waiting for Administrator:**  **Locked by Administrator:**

**Manuscript:** #1097 PDF

Note: Status (above) may not be accurate. Click "Thesis/dissertation details" to refresh.

**History**

**First Advisor**

First Advisor:

**Second Advisor**

Second Advisor:

**Third Advisor**

Third Advisor:

# Submission Form Continued...

- **Keywords:** The words you enter will help visitors find accurate results when they search Digital Commons. Input up to 6 keywords separated by commas. These keywords should be terms not already used in the title or abstract.
- **Subject Categories:** Select the disciplines which best describe your document. Although it is not necessary, more than one discipline can be added.

**Keywords**

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

**Subject Categories**

Please select the subject category that best fits your Dissertation/Thesis. Subject Categories will help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<input type="checkbox"/> Architecture		
<input type="checkbox"/> Arts and Humanities		
<input type="checkbox"/> Business		
<input type="checkbox"/> Education		
<input type="checkbox"/> Engineering		
<input type="checkbox"/> Law		
<input type="checkbox"/> Life Sciences		
<input type="checkbox"/> Medicine and Health Sciences		
<input type="checkbox"/> Physical Sciences and Mathematics		
<input type="checkbox"/> Social and Behavioral Sciences		

Select »  
« Remove

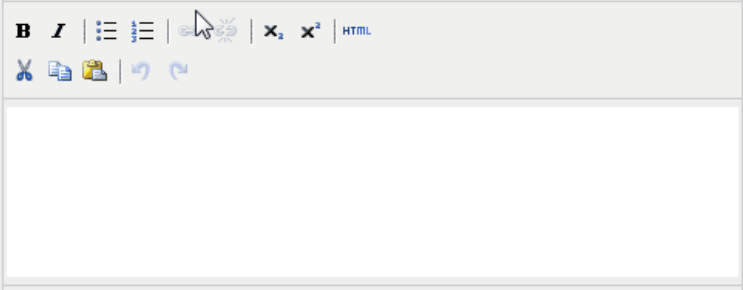
# Submission Form Continued...

- **Abstract:** Often abstracts will be the only way readers can determine if they want to view your work. As a result it is important to provide a well written and descriptive abstract to your project.
- **Comments:** Additional comments or information about the document can be added in this field. Please be aware that anything included in this field will be subject to Graduate College and Digital Commons approval, and if accepted, will display on the public record of your document.

**Abstract**

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

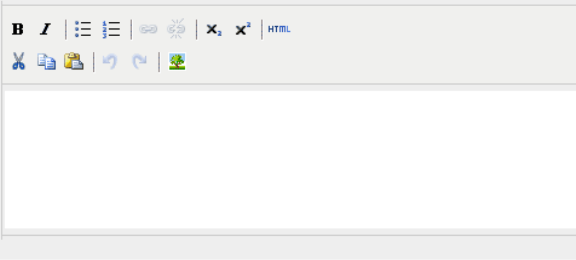
Paste or type Abstract:



**Comments**

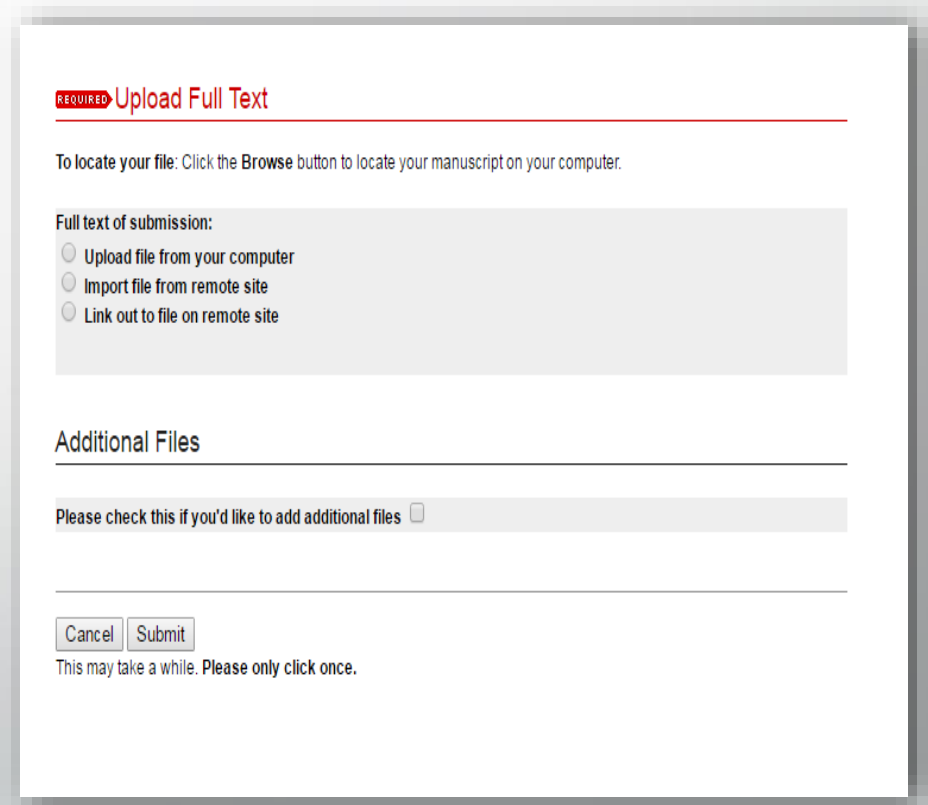
Additional text to be displayed on index page.

Comments:



# Submission Form Continued.

- **Upload File:** Select the “Upload file from your computer” option and navigate to your thesis.
- **Additional Files:** Select this option if you have additional files you would like to make publically available. Examples of additional files are copyright release form, audio/video files from a recital, art exhibit, etc.
- **Submit:** Once you have submitted your thesis and required information, you will be able to see the information you entered. At this point you may log out of Digital Commons through the “My Account” link.



**REQUIRED Upload Full Text**

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.

After you hit “Submit” on the form, you will be sent to a page listing the information you entered.

1. Double check the information you entered is correct.
2. If you have corrections click “Revise Submission”
3. This will take you back into the previous screen and you can make any necessary changes to the metadata.
4. Be sure to click “Save” after any changes are made.



ELECTRONIC THESIS COLLECTION

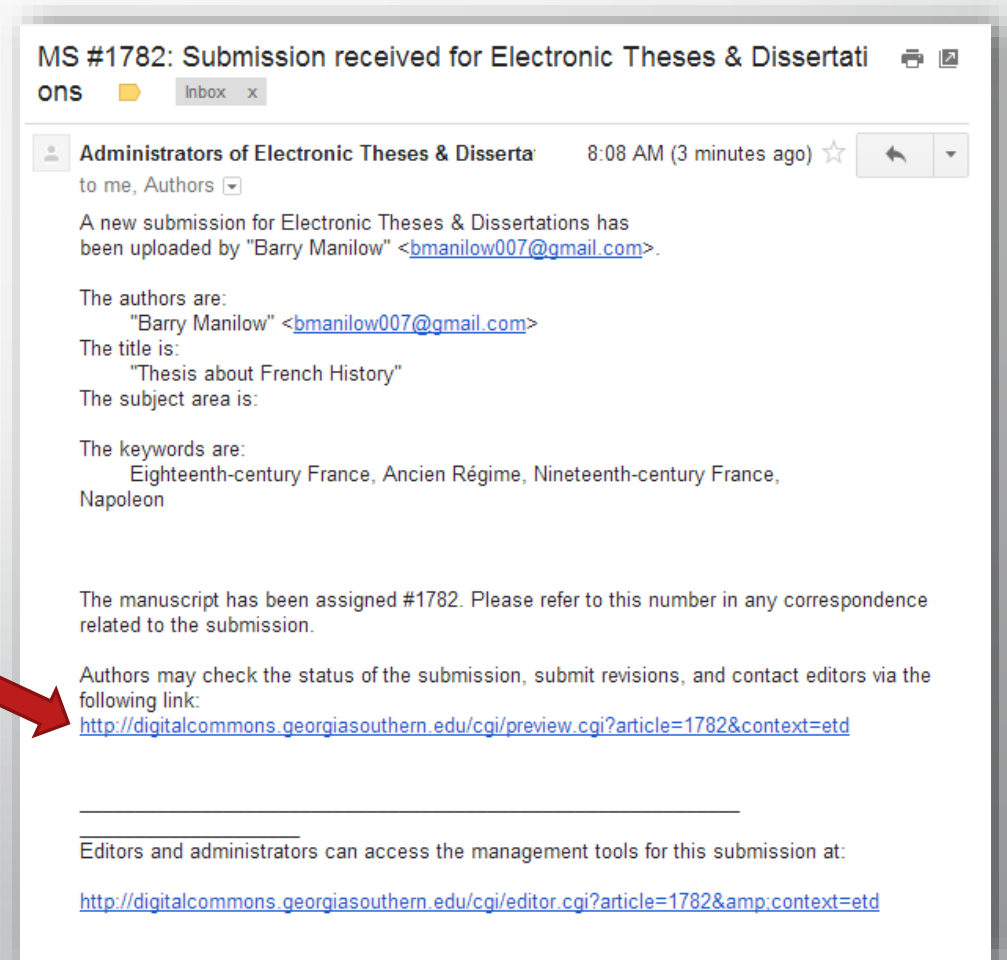
You have successfully uploaded:  
Test

**Submission Metadata**

Metadata Field	Value
Title	Test
Author	Lauren Geiger, Pittsburg State University
Date of Award	Spring 2017
Document Type	Dissertation
Degree Name	Master of Historic Preservation (MHP)
Department	History
First Advisor	- empty -
Second Advisor	- empty -
Third Advisor	- empty -
Keywords	Archives, Preservation
Subject Categories	
Abstract	This is a test run of this program.
Comments	- empty -
Upload Full Text	<a href="#">Download</a>
Update Submission	Initial Submission

# You will receive a confirmation email when you have submitted a thesis

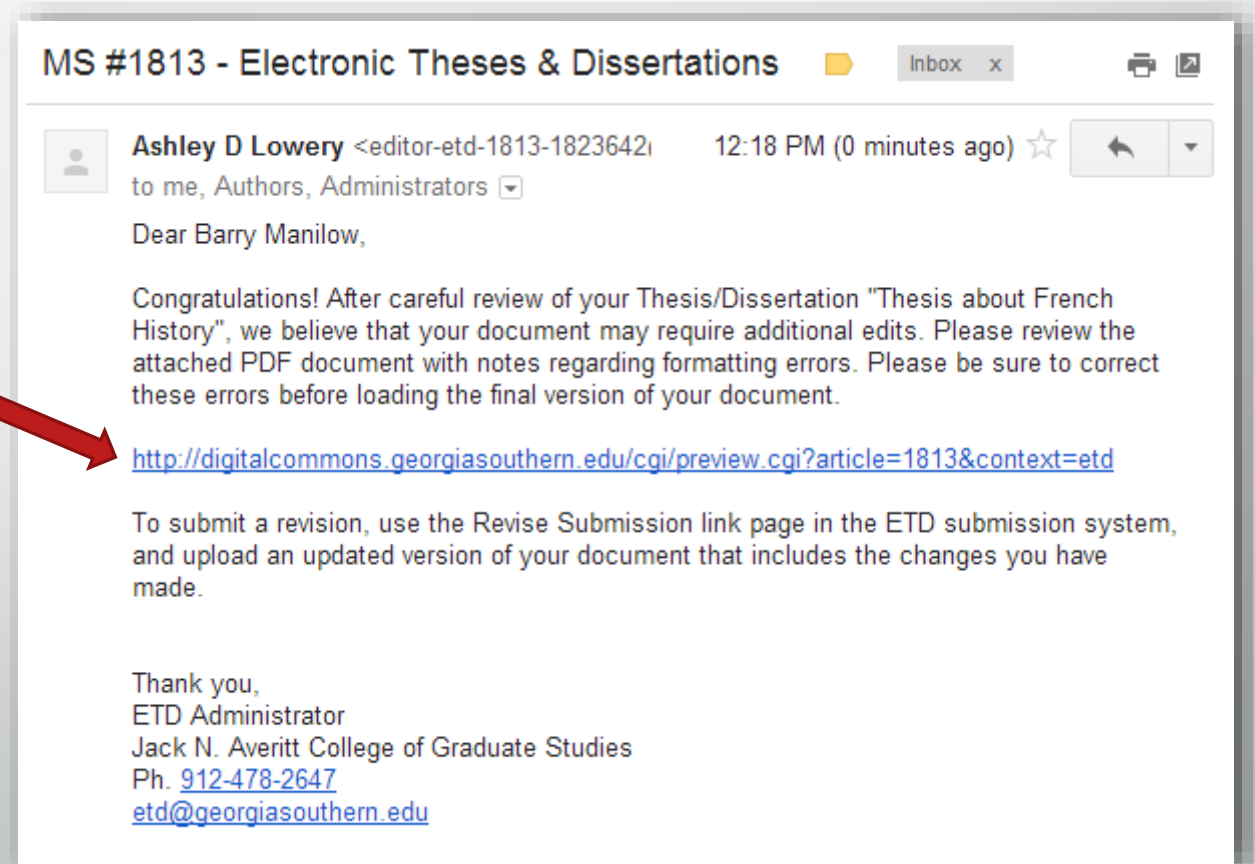
You can click here to view the status of your submission, to submit revisions or contact administrators. You will receive another email alerting you when the Office of Graduate and Continuing Studies has finished the format check.





You will receive an email when the Office of Graduate and Continuing Studies has reviewed your thesis for formatting errors.

Click here to review and submit revisions.



The link in the email will send you here where you can review the requested revisions and revise your thesis.

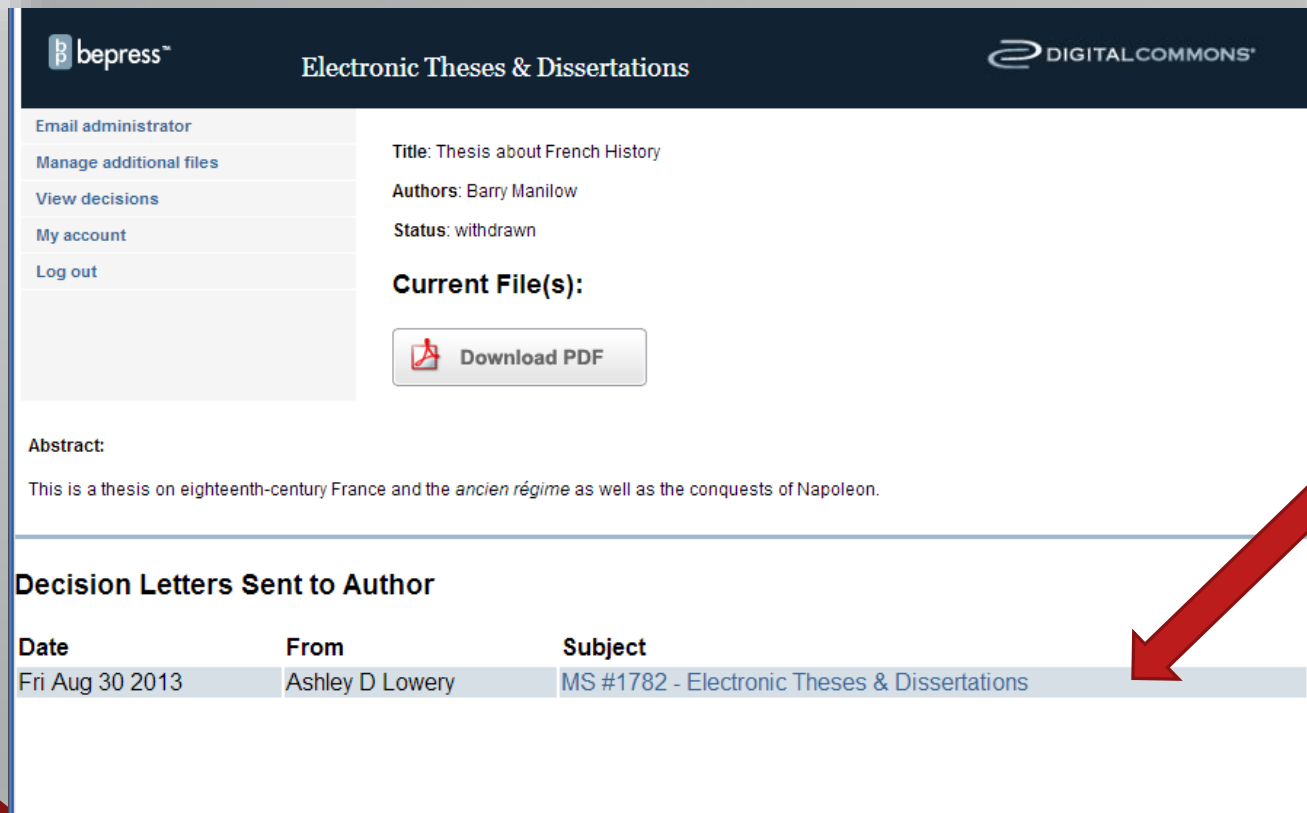
Click "View decisions" to see your formatting errors.



The screenshot shows the Bepress interface for a thesis titled "Thesis about French History" by Barry Manilow. The status is "revisions required". The interface includes a navigation menu on the left with options like "Revise thesis/dissertation", "Withdraw thesis/dissertation", "Email administrator", "Manage additional files", "View decisions", "My account", and "Log out". A "Download PDF" button is visible. Below the navigation is an "Abstract" section with the text: "This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon." At the bottom, there is a "Revision History" table.

User	Comment	Date	Native	PDF
Barry Manilow	Initial Submission	Fri Aug 30 05:08:00 2013		PDF
Editor selected version		NOTE: All times are in PT (Pacific Time)		

This page lists all the decision letters you received about your formatting errors. If you received multiple letters, you can view them all here.



The screenshot shows a Digital Commons page for a thesis. The header includes the 'bepress' logo and 'Electronic Theses & Dissertations'. The main content area displays the following information:

- Title:** Thesis about French History
- Authors:** Barry Manilow
- Status:** withdrawn
- Current File(s):** A button labeled 'Download PDF' with a PDF icon.
- Abstract:** This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon.

Below the abstract is a section titled 'Decision Letters Sent to Author' containing a table with the following data:

Date	From	Subject
Fri Aug 30 2013	Ashley D Lowery	<a href="#">MS #1782 - Electronic Theses &amp; Dissertations</a>

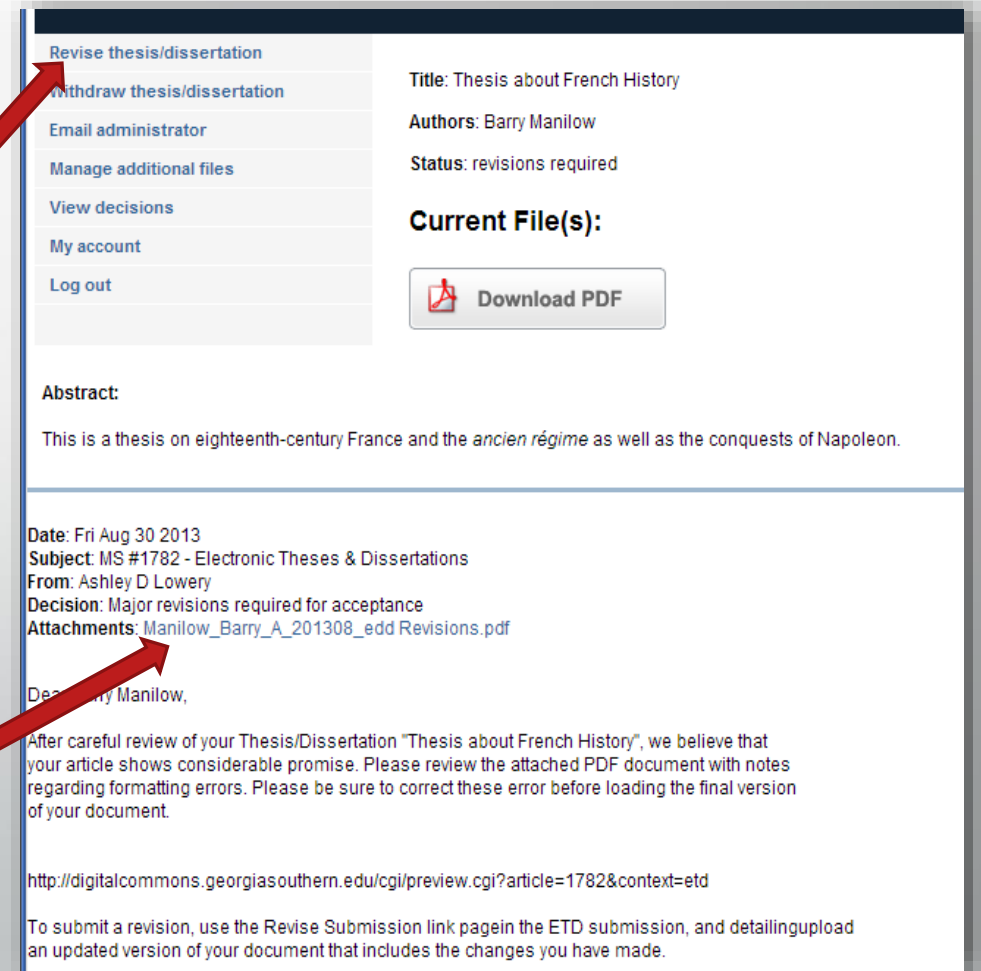
A red arrow points from the text 'Click here to view your formatting errors.' to the subject link in the table.

Click here to view your formatting errors.

Review the formatting revision requested by the Office of Graduate and Continuing Studies. When you have made the changes, upload your updated thesis.

Once you are done correcting your formatting errors, click "Revise thesis" to upload the corrected document.

Click here to view your formatting errors.

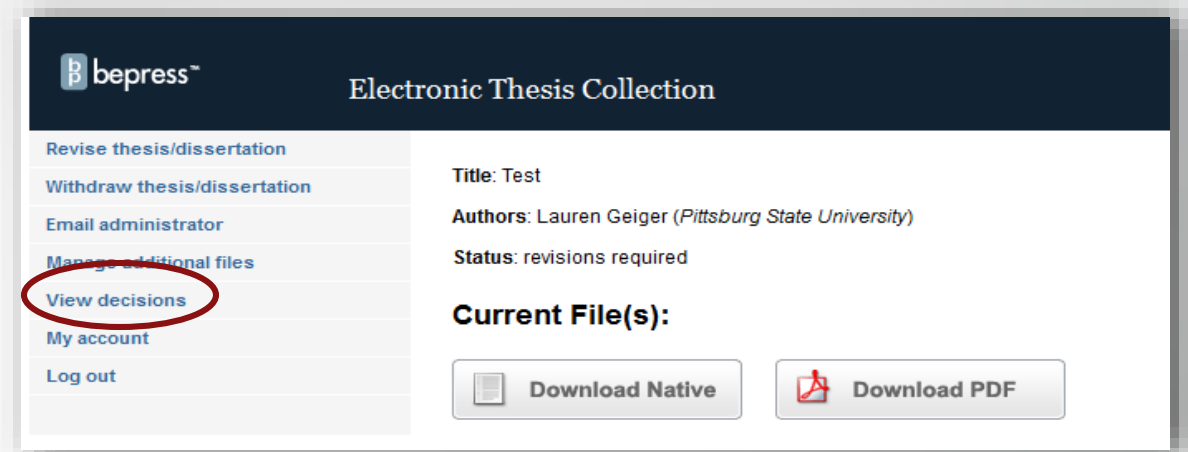


The screenshot shows a web interface for thesis submission. On the left is a vertical menu with the following items: [Revise thesis/dissertation](#), [Withdraw thesis/dissertation](#), [Email administrator](#), [Manage additional files](#), [View decisions](#), [My account](#), and [Log out](#). A red arrow points from the text 'Click here to view your formatting errors.' to the 'View decisions' link. On the right, the main content area displays: **Title:** Thesis about French History; **Authors:** Barry Manilow; **Status:** revisions required; **Current File(s):** with a [Download PDF](#) button. Below this is an **Abstract:** section with the text: 'This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon.' Further down is a metadata section: **Date:** Fri Aug 30 2013; **Subject:** MS #1782 - Electronic Theses & Dissertations; **From:** Ashley D Lowery; **Decision:** Major revisions required for acceptance; **Attachments:** [Manilow\\_Barry\\_A\\_201308\\_edd Revisions.pdf](#). A red arrow points from the text 'Click here to view your formatting errors.' to the attachment link. At the bottom, there is a paragraph: 'After careful review of your Thesis/Dissertation "Thesis about French History", we believe that your article shows considerable promise. Please review the attached PDF document with notes regarding formatting errors. Please be sure to correct these error before loading the final version of your document.' and a URL: <http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1782&context=etd>. A final instruction reads: 'To submit a revision, use the Revise Submission link page in the ETD submission, and detailing upload an updated version of your document that includes the changes you have made.'

# View Decisions

To view decisions by either your committee or the Office of Graduate and Continuing Studies, click on the "View decisions" link

Then click on one of the "Decision Letters" to view comments





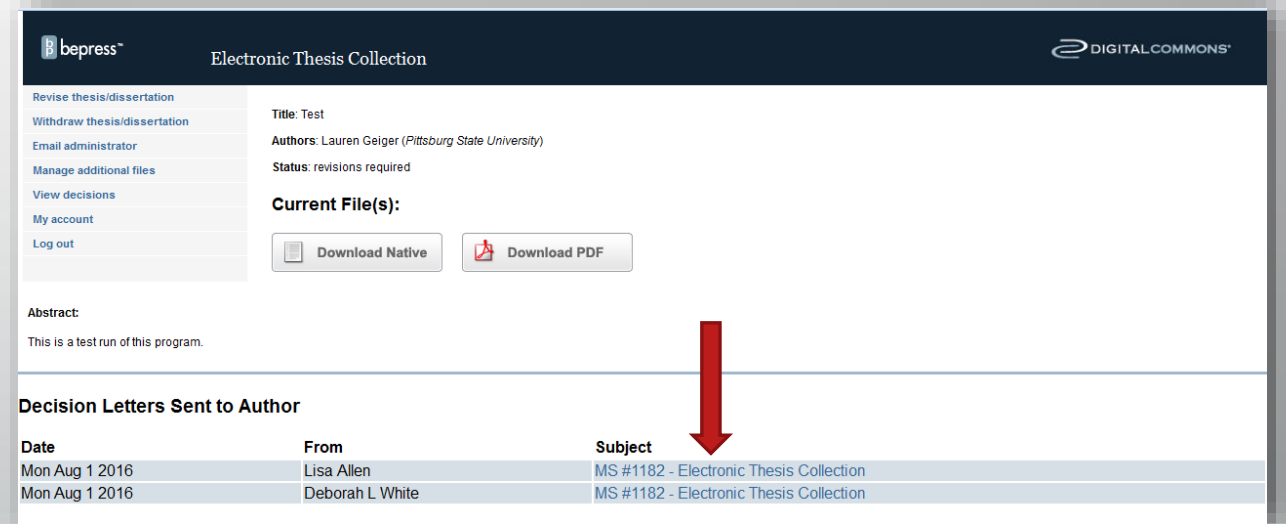
bepress™ Electronic Thesis Collection

- Revise thesis/dissertation
- Withdraw thesis/dissertation
- Email administrator
- Manage additional files
- View decisions**
- My account
- Log out

**Title:** Test  
**Authors:** Lauren Geiger (*Pittsburg State University*)  
**Status:** revisions required

**Current File(s):**





bepress™ Electronic Thesis Collection DIGITAL COMMONS™

- Revise thesis/dissertation
- Withdraw thesis/dissertation
- Email administrator
- Manage additional files
- View decisions
- My account
- Log out

**Title:** Test  
**Authors:** Lauren Geiger (*Pittsburg State University*)  
**Status:** revisions required

**Current File(s):**

**Abstract:**  
This is a test run of this program.

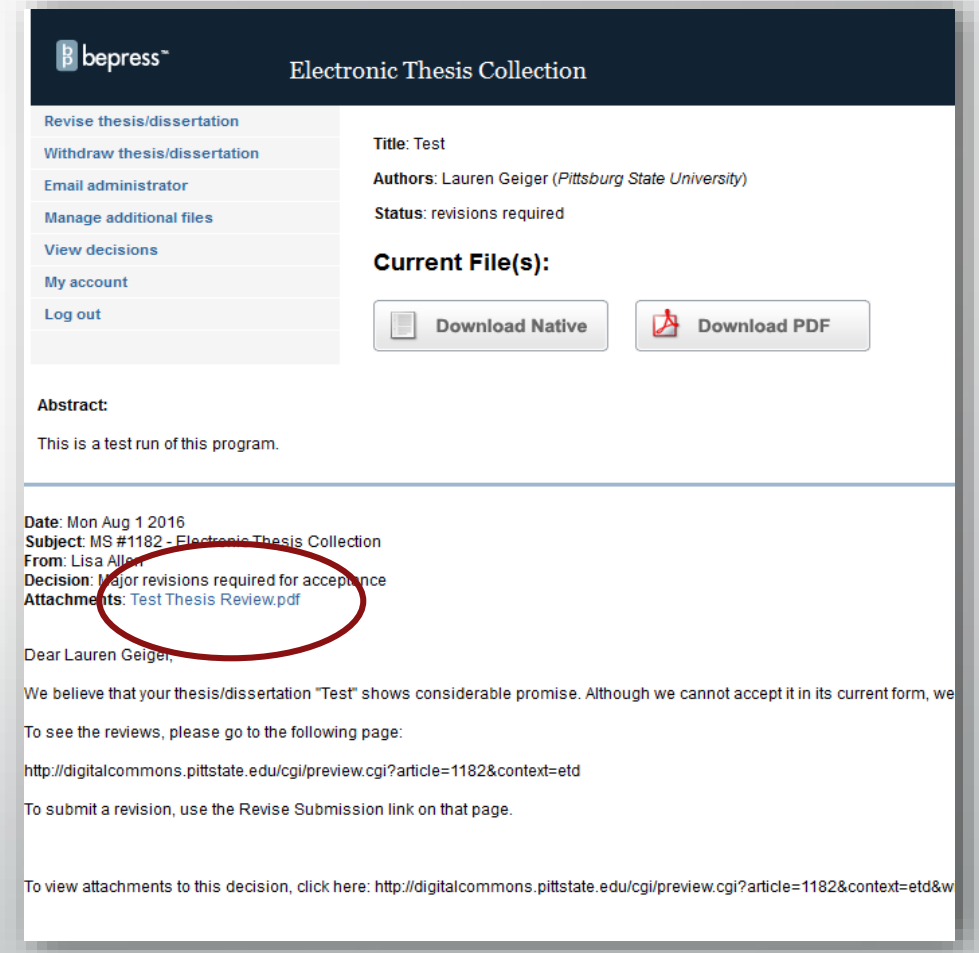
**Decision Letters Sent to Author**

Date	From	Subject
Mon Aug 1 2016	Lisa Allen	MS #1182 - Electronic Thesis Collection
Mon Aug 1 2016	Deborah L White	MS #1182 - Electronic Thesis Collection

# Decision Letters

Attachments will appear below the decision. Your letter may also provide feedback if an attachment is not available.

You will also receive this letter as an email that you may click into the system to access the attachments.



The screenshot displays the BePress Electronic Thesis Collection interface. On the left, a navigation menu includes links for 'Revise thesis/dissertation', 'Withdraw thesis/dissertation', 'Email administrator', 'Manage additional files', 'View decisions', 'My account', and 'Log out'. The main content area shows the following details:

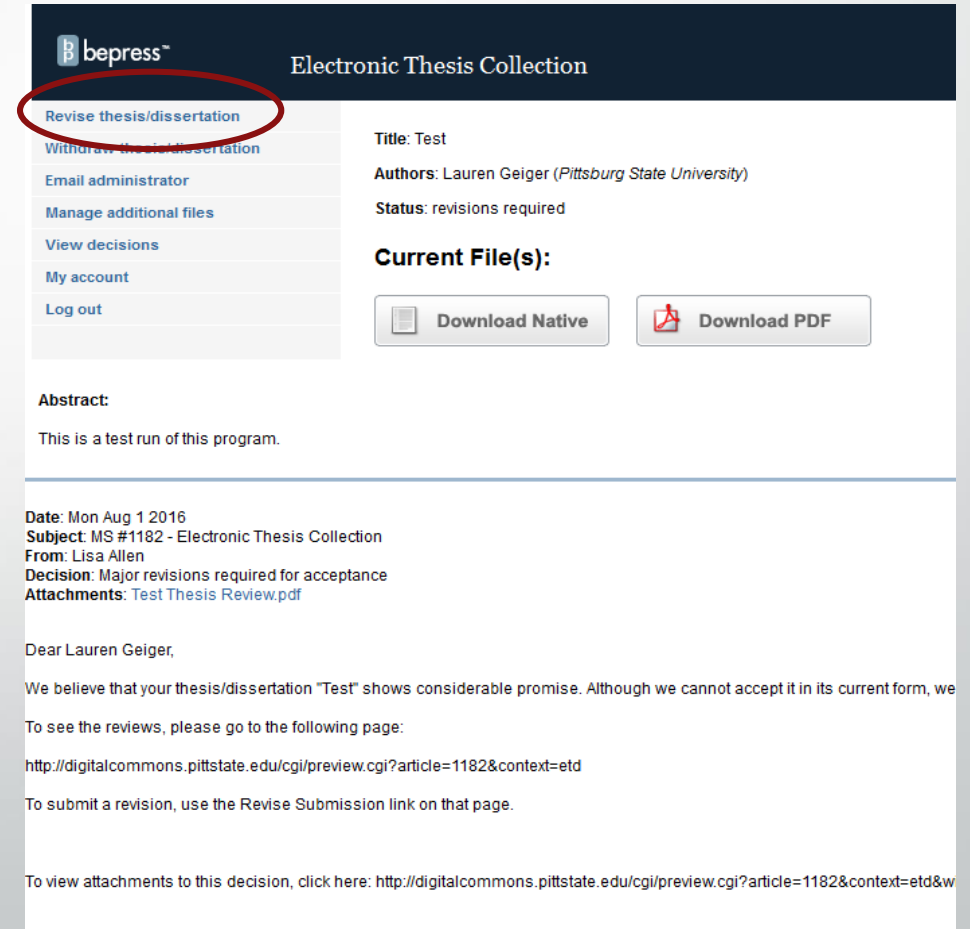
- Title:** Test
- Authors:** Lauren Geiger (*Pittsburg State University*)
- Status:** revisions required
- Current File(s):** Download Native, Download PDF
- Abstract:** This is a test run of this program.
- Date:** Mon Aug 1 2016
- Subject:** MS #1182 - Electronic Thesis Collection
- From:** Lisa Allen
- Decision:** Major revisions required for acceptance
- Attachments:** [Test Thesis Review.pdf](#)

The email body text begins with 'Dear Lauren Geiger,' and continues with: 'We believe that your thesis/dissertation "Test" shows considerable promise. Although we cannot accept it in its current form, we... To see the reviews, please go to the following page: <http://digitalcommons.pittstate.edu/cgi/preview.cgi?article=1182&context=etd> To submit a revision, use the Revise Submission link on that page. To view attachments to this decision, click here: <http://digitalcommons.pittstate.edu/cgi/preview.cgi?article=1182&context=etd&w>

# Submitting Revisions

Once you have made your revisions, click on the “Revise Thesis” link to upload your submission.

Scroll down the page to upload the new file to the system.



The screenshot displays the bepress Electronic Thesis Collection interface. The top navigation bar includes the bepress logo and the text 'Electronic Thesis Collection'. A sidebar menu on the left contains several links: 'Revise thesis/dissertation' (circled in red), 'Withdraw the dissertation', 'Email administrator', 'Manage additional files', 'View decisions', 'My account', and 'Log out'. The main content area shows the following information:

- Title:** Test
- Authors:** Lauren Geiger (*Pittsburg State University*)
- Status:** revisions required
- Current File(s):** Two buttons are visible: 'Download Native' and 'Download PDF'.

**Abstract:**  
This is a test run of this program.

---

**Date:** Mon Aug 1 2016  
**Subject:** MS #1182 - Electronic Thesis Collection  
**From:** Lisa Allen  
**Decision:** Major revisions required for acceptance  
**Attachments:** [Test Thesis Review.pdf](#)

Dear Lauren Geiger,

We believe that your thesis/dissertation "Test" shows considerable promise. Although we cannot accept it in its current form, we

To see the reviews, please go to the following page:

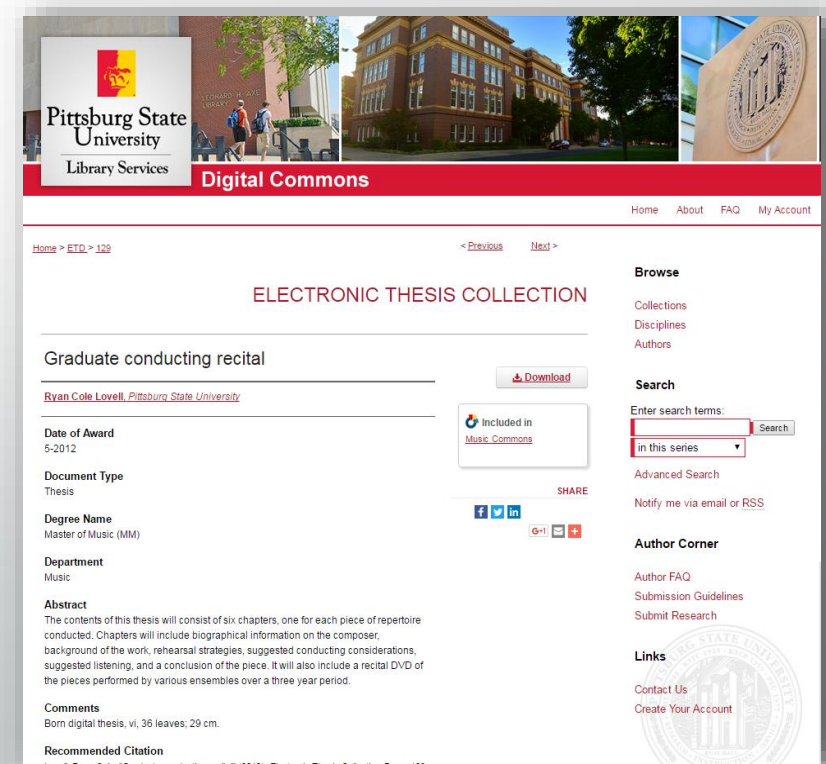
<http://digitalcommons.pittstate.edu/cgi/preview.cgi?article=1182&context=etd>

To submit a revision, use the Revise Submission link on that page.

To view attachments to this decision, click here: <http://digitalcommons.pittstate.edu/cgi/preview.cgi?article=1182&context=etd&w>

# Final Approval

- After all your committee members have reviewed and verified the document/information you submitted, your thesis will be posted into Digital Commons. You will receive an email stating that it has been posted and how you can print a copy of your thesis.



The screenshot displays the Digital Commons interface for Pittsburg State University. The header includes the university logo and navigation links. The main content area features the title 'Graduate conducting recital' by Ryan Cole Lovell, with a 'Download' button and a 'Music Commons' badge. The page lists metadata such as the award date (5-2012), document type (Thesis), degree name (Master of Music (MM)), and department (Music). An abstract is provided, followed by a comments section and a recommended citation. The right sidebar contains navigation options like 'Browse', 'Search', and 'Author Corner'.

**Pittsburg State University**  
Library Services

**Digital Commons**

Home About FAQ My Account

Home > ETD > 129 < Previous Next >

**ELECTRONIC THESIS COLLECTION**

**Graduate conducting recital**

[Ryan Cole Lovell, Pittsburg State University](#)

[Download](#)

Included in  
[Music Commons](#)

SHARE  
f t+ in

**Browse**  
Collections  
Disciplines  
Authors

**Search**  
Enter search terms:  
   
in this series   
Advanced Search  
Notify me via email or RSS

**Author Corner**  
Author FAQ  
Submission Guidelines  
Submit Research

**Links**  
Contact Us  
Create Your Account

**Date of Award**  
5-2012

**Document Type**  
Thesis

**Degree Name**  
Master of Music (MM)

**Department**  
Music

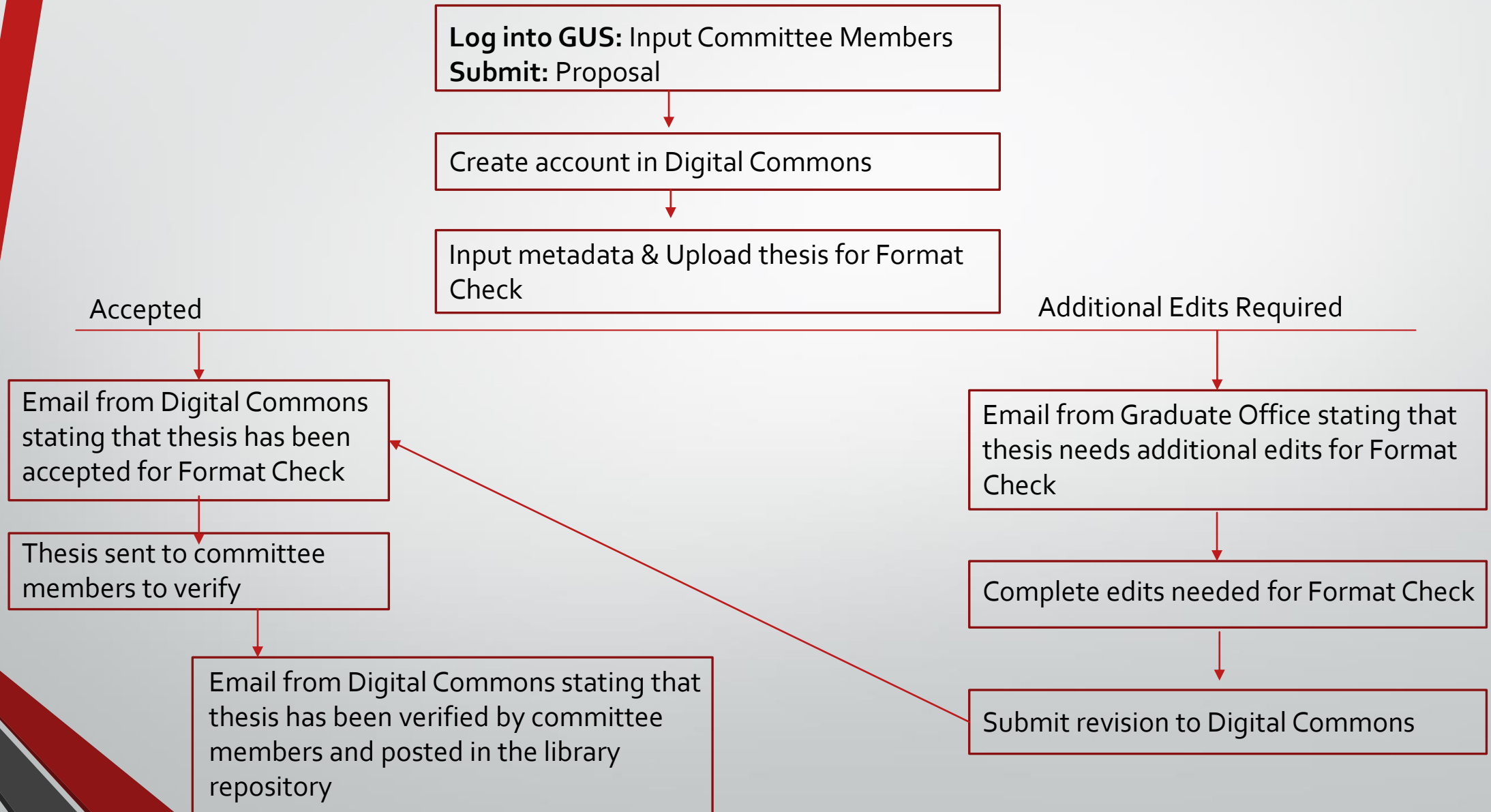
**Abstract**  
The contents of this thesis will consist of six chapters, one for each piece of repertoire conducted. Chapters will include biographical information on the composer, background of the work, rehearsal strategies, suggested conducting considerations, suggested listening, and a conclusion of the piece. It will also include a recital DVD of the pieces performed by various ensembles over a three year period.

**Comments**  
Born digital thesis, vi, 36 leaves, 29 cm.

**Recommended Citation**



# Electronic Thesis Workflow – For Students



# Supplemental Files Upload

Upload the full text of your thesis here. If you upload a Word document, the system will automatically create a PDF copy of your document.

**REQUIRED** Upload Full Text

---

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 you check that you have additional files, you will be sent to an additional page where you can upload those files.

# If you have additional files to upload you will be sent to another screen to add those files.

1. Choose "Browse" to find additional files to upload.
2. Deselect the "Show" box so files will not be available to the public.
3. Type in a title or descriptor for the file
4. Click "Save"
5. Click "Continue"

✓ Uploaded MAC 44 2 White.docx

### Upload Supplemental Content

If your submission includes supplementary material—spreadsheets, audio clips, or other material that isn't part of the text portion of your work—you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

---

Upload a new file:  No file selected.

Filename	Description	Upload new version	Sort	Show
<a href="#">MAC 44 2 White.docx</a>	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	1	<input checked="" type="checkbox"/>

Checked items will appear with the published thesis/dissertation.

Please click the **Continue** button once after you've attached your supplemental files.



If you have any questions, please contact:

Deborah L. White

Digital Resources & Initiatives Manager

Email: [dlwhite@pittstate.edu](mailto:dlwhite@pittstate.edu)

Phone: 620-235-4889