

Pittsburg State University

Pittsburg State University Digital Commons

Institutional Repository Information

Digital Commons - Information and Tools

4-2016

Submitting Your Research into Digital Commons@ Pitt State

Deborah L. White

Pittsburg State University, dlwhite@pittstate.edu

Follow this and additional works at: https://digitalcommons.pittstate.edu/ir_info




Part of the [Scholarly Communication Commons](#), and the [Scholarly Publishing Commons](#)

Recommended Citation

White, Deborah L., "Submitting Your Research into Digital Commons@ Pitt State" (2016). *Institutional Repository Information*. 6.

https://digitalcommons.pittstate.edu/ir_info/6

This Publication 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 mmccune@pittstate.edu, jmauk@pittstate.edu.



Submitting Your Research into Digital Commons@ Pitt State

Create a Digital Commons Account

- You will need to enter:
 - Your full name
 - Valid email address
 - Create a Password

The image shows two screenshots of the Pittsburg State University Digital Commons website. The top screenshot displays the main navigation bar with the university logo, 'Library Services', and 'Digital Commons'. The 'My Account' link in the top right navigation menu is circled in red. Below the navigation bar, there is a section for 'Browse Research and Scholarship' with a 'Follow' button and a link to 'Research unit, center, or department'. A 'Browse' section lists 'Collections', 'Disciplines', and 'Authors'. A search bar is present with the text 'Enter search terms:'. The bottom screenshot shows the 'Create new account' page. It includes the text 'You will need to create an account to complete your request. It's fast and free.' and a blue 'Sign up' button, which is circled in red. To the right, there is a 'Browse' section with 'Collections', 'Disciplines', and 'Authors', and a 'Search' section with a search bar and a dropdown menu set to 'in this repository'. There are also links for 'Advanced Search' and 'Notify me via email or RSS'.

Upload Your Research/Scholarship

- Go to the your department page in Digital Commons from the “Collections” button
- If your department does not already have a page set-up in the repository, contact Deborah White, dlwhite@pittstate.edu or x 4889 to have one created.

The screenshot displays the Digital Commons website interface. At the top, there is a red navigation bar with the text "Library Services" and "Digital Commons". To the right of this bar are links for "Home", "About", "FAQ", and "My Account". Below the navigation bar, the main content area features a "Browse Research and Scholarship" section with a blue "Follow" button. A red arrow points from this section to a "Browse" menu on the right side of the page, which includes options for "Collections", "Disciplines", "Authors", and "Search". The "Collections" option is circled in red. Below the "Browse" menu, there is a section titled "Browse by Research Unit, Center, or Department" which lists various departments and their associated collections. A red box highlights this list, which includes categories such as "College of Arts and Sciences", "College of Education", "Electronic Thesis Collection", "Graduate School", "Honors College", "Library Services", "Outreach", "Special Collections", "University Archives", and "The Center for Teaching, Learning, and Technology".

Uploading Continued...

- 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.

The screenshot displays a website interface with two main columns. The left column, titled "Browse by Research Unit, Center, or Department", contains a list of categories such as "College of Arts and Sciences", "College of Education", "Graduate School", "Honors College", "Library Services", "University Archives", and "The Center for Teaching, Learning, and Technology". The right column features a "Search" section with a search bar and a dropdown menu set to "in this repository". Below the search bar are links for "Advanced Search" and "Notify me via email or RSS". Further down is the "Author Corner" section, which includes "Author FAQ" and a "Submit Research" link circled in red. A red arrow originates from this circled link and points to the "History, Philosophy and Social Science" category in the left navigation menu. The bottom right corner of the screenshot shows a faint watermark of a university seal.

Submit Research:

http://digitalcommons.pittstate.edu/submit_research.html and click “Electronic Thesis Collection”

Submit Your Research

Most research can be submitted electronically. Click on a link below to submit your research. Some publications do not allow authors to submit directly. In these cases, you will be provided with a mail form to contact the appropriate administrator for further instruction.

College of Arts and Sciences

- History, Philosophy and Social Science
 - History
 - Philosophy

College of Education

- [Problems](#)
- [Electronic Thesis Collection](#)

Graduate School

- Research Colloquium
 - 2015

Honors College

- [Honorable Mentions](#)

Library Services

- Lectures and Receptions
 - [Faculty Author Reception](#)
 - [Faculty Author Reception Photographs](#)
- Outreach

Browse

- [Collections](#)
- [Disciplines](#)
- [Authors](#)

Search

Enter search terms:

in this repository ▾


- [Advanced Search](#)
- [Notify me via email or RSS](#)

Author Corner

- [Author FAQ](#)
- [Submit Research](#)

Links

- [Contact Us](#)



Submission Instruction and Submission Agreement Page

- After you login / create an account, you will be sent to the Submission Instructions and Submission Agreement page.
- 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:** Enter the title of your thesis exactly as it appears on your document
- **Author:** Enter your email address, first and last name & institution (It should be the name and information you entered from creating your account).

ELECTRONIC THESIS COLLECTION


REQUIRED Title


Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your dissertation or thesis.

Dissertation/Thesis Title

REQUIRED Author

Search For An Author Using: Last Name, First Name, Email, or Institution

1 (dlwhite@pittstate.edu) Deborah L White, Fort Hays State University 



Submission Form Continued...

- **Date of Final Oral Examination (Defense):** Include the date listed on your documents title page
- **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...

- **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:

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

Selected:

Select »

« Remove

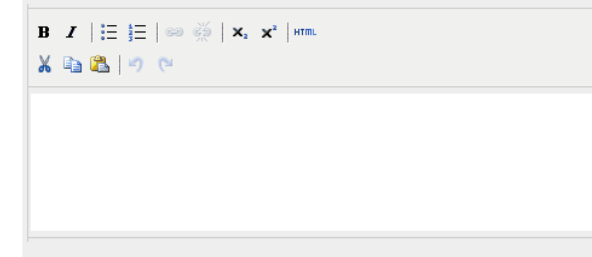
Submission Form Continued...

- **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:

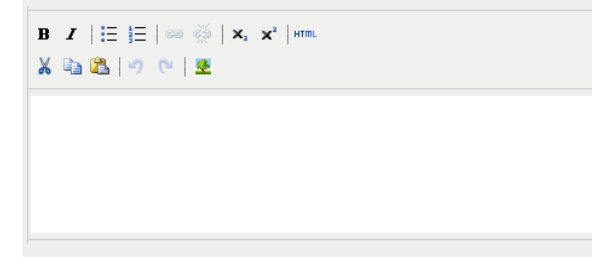


A rich text editor interface for the Abstract field. It features a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, undo, redo, and HTML. Below the toolbar is a large, empty text area for entering the abstract.

Comments

Additional text to be displayed on index page.

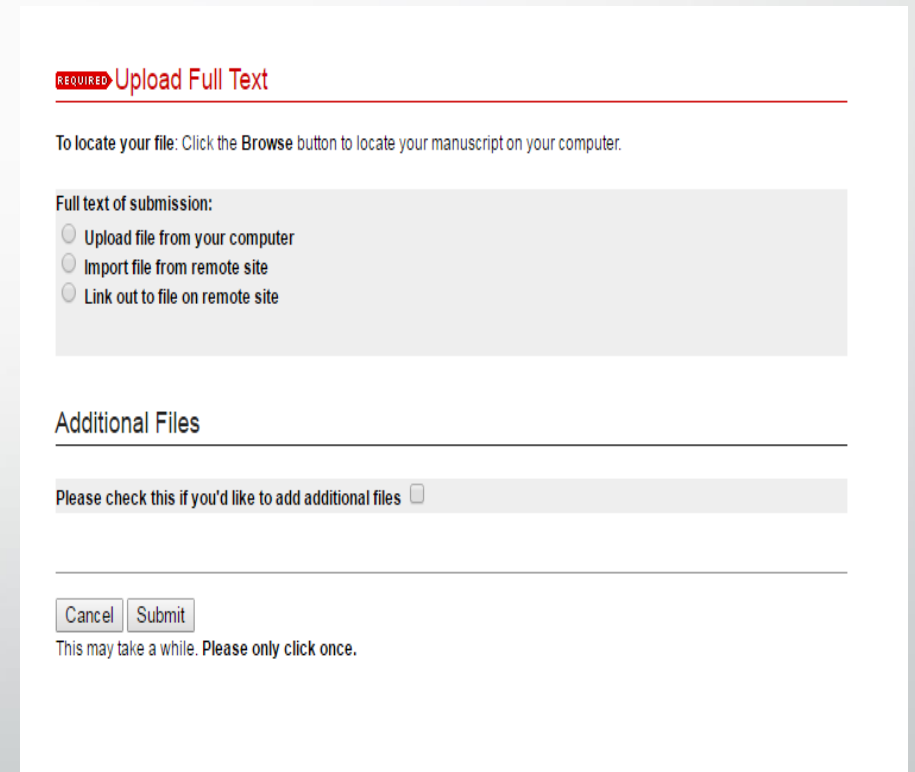
Comments:



A rich text editor interface for the Comments field. It features a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, undo, redo, and HTML. Below the toolbar is a large, empty text area for entering 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 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.

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.



If you have any questions, please contact:

Deborah L. White

Digital Resources & Initiatives Manager

Email: dlwhite@pittstate.edu

Phone: 620-235-4889