

Pittsburg State University

Pittsburg State University Digital Commons

Digital Commons Tutorials

Library Services

4-2016

Submitting Your Research into Digital Commons@PSU

Leonard H. Axe Library

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Recommended Citation

Leonard H. Axe Library, "Submitting Your Research into Digital Commons@PSU" (2016). *Digital Commons Tutorials*. 6.

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

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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 is circled in red. Below the navigation bar, there is a 'Browse Research and Scholarship' section with a 'Follow' button and a link to 'Research unit, center, or department'. A 'Browse' section lists 'Collections', 'Disciplines', and 'Authors'. A 'Search' section includes a search input field and a 'Search' button. The bottom screenshot shows the 'Create new account' page, which states 'You will need to create an account to complete your request. It's fast and free.' and features a 'Sign up' button circled in red. The search section on this page includes a search input field, a 'Search' button, a dropdown menu set to 'in this repository', and 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 shows the Digital Commons website interface. At the top, there is a red navigation bar with "Library Services" and "Digital Commons" in white text. To the right of the bar are links for "Home", "About", "FAQ", and "My Account". Below the bar, the main content area features a "Browse Research and Scholarship" section with a blue "Follow" button. A red arrow points from the "Collections" link in the "Browse" menu to the "Browse by Research Unit, Center, or Department" section. This section includes a "Collapse All" button and a list of departments with expandable sub-items. The "Collections" link in the "Browse" menu is circled in red.

Library Services Digital Commons

Home About FAQ My Account

Browse Research and Scholarship Follow

• Research unit, center, or department

This repository is a service of the Office of the University Librarian. The repository provides access to a collection of digital research, scholarship, and creative works by students, and staff of the University to facilitate immediate and permanent access.

Browse

Collections

Disciplines

Authors

Search

Browse by Research Unit, Center, or Department

Content posted here has been selected and deposited by the individual contributor, and is the property of the University.

Collapse All

- College of Arts and Sciences
 - History, Philosophy and Social Science
 - History
 - Philosophy
- College of Education
 - Problems
- Electronic Thesis Collection
- Graduate School
 - Research Colloquium
 - 2015
 - 2016
- Honors College
 - Honorable Mentions
- Library Services
 - Lectures and Receptions
 - Faculty Author Reception
 - Faculty Author Reception Photographs
 - Outreach
 - Digital Signage
 - Library Events
 - Special Collections
 - Finding Aids
 - University Archives
 - Student Handbooks
 - The Educational Leader, 1937-1959
 - The Techné, 1917-1937
 - Yearbooks
- The Center for Teaching, Learning, and Technology
 - Open Pitt
 - 2015
 - 2016

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 a left sidebar and a main content area. The sidebar, titled "Browse by Research Unit, Center, or Department", lists various categories such as "College of Arts and Sciences", "College of Education", "Graduate School", "Honors College", "Library Services", "Outreach", "Special Collections", "University Archives", and "The Center for Teaching, Learning, and Technology". The "College of Arts and Sciences" category is expanded, showing sub-items like "History, Philosophy and Social Science", "History", and "Philosophy". A red arrow points from the "Submit Research" link in the "Author Corner" section to the "History, Philosophy and Social Science" sub-item. The "Author Corner" section also includes "Author FAQ" and "Submit Research" (circled in red). The "Links" section includes "Contact Us". The main content area features a search bar with the text "Enter search terms:" and a "Search" button, and a dropdown menu set to "in this repository".

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:

 ▾

[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

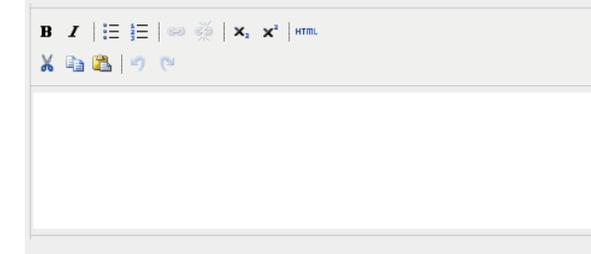
Submission Form Continued...

- **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:

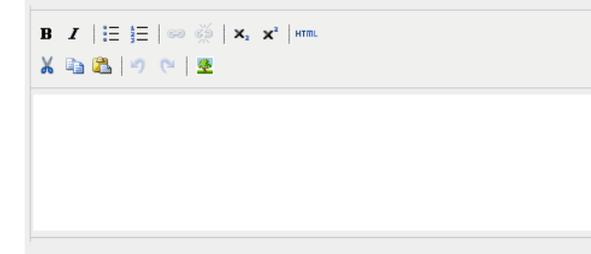


A rich text editor interface for the Abstract field. It features a toolbar with icons for bold (B), italic (I), bulleted list, numbered list, link, unlink, undo, redo, and HTML. Below the toolbar is a large, empty text area for entering the abstract.

Comments

Additional text to be displayed on index page.

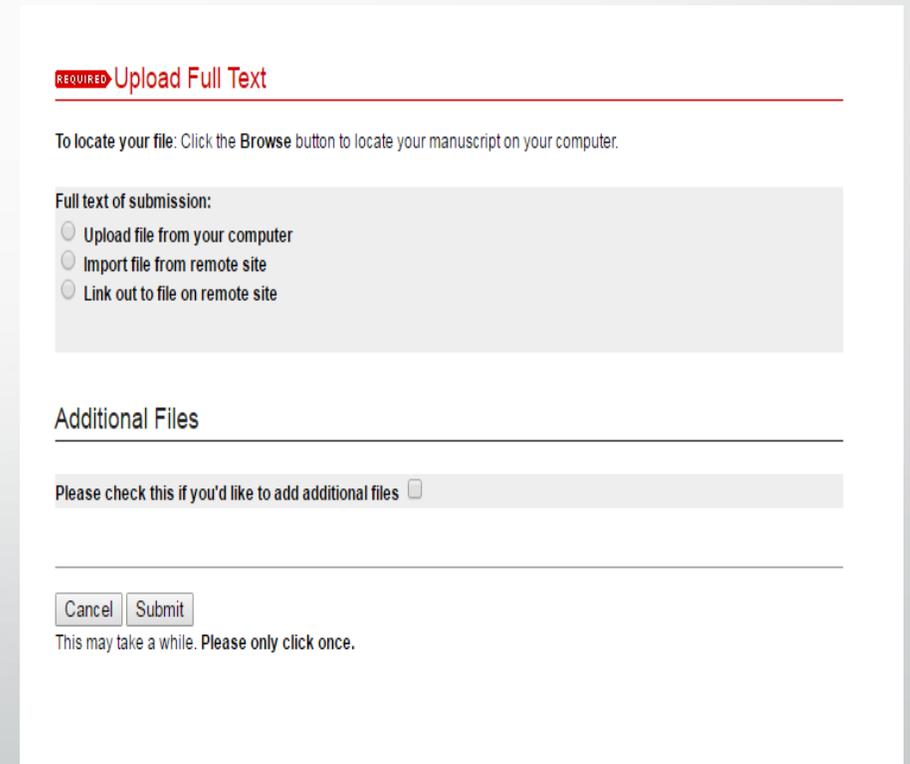
Comments:



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

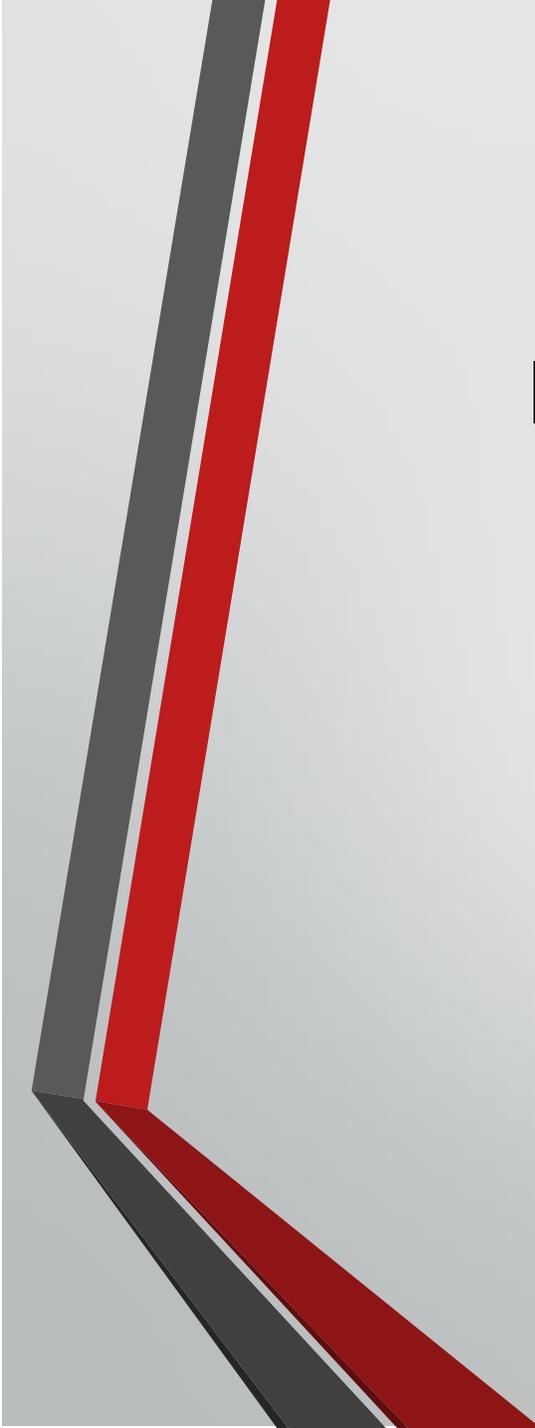
Additional Files

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:

Logan Thompson

Digital Resources & Initiatives Manager

lfthompson@pittstate.edu

(620) 235-4889