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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.
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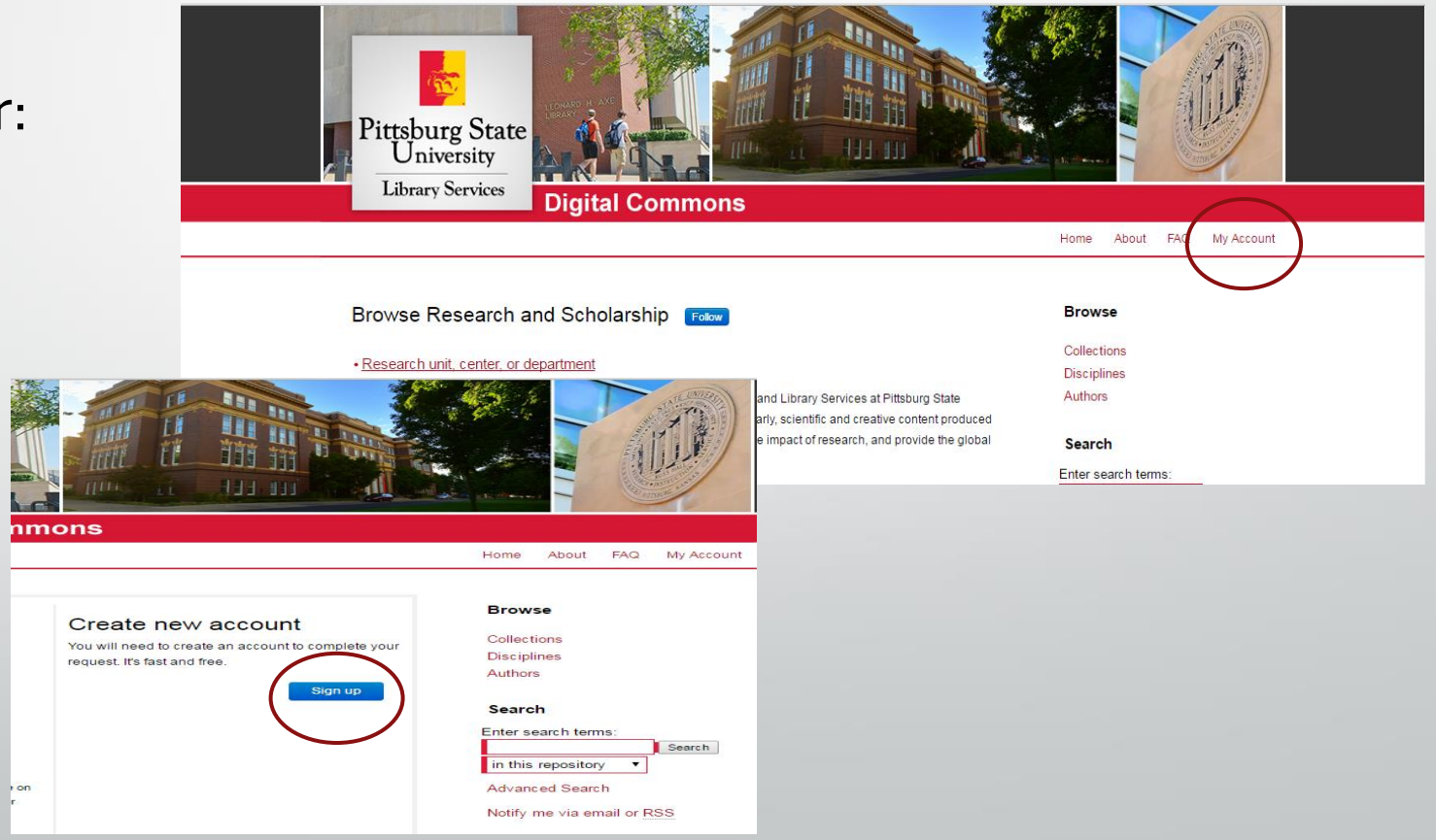
Submitting Your Research into Digital Commons@Pitt State

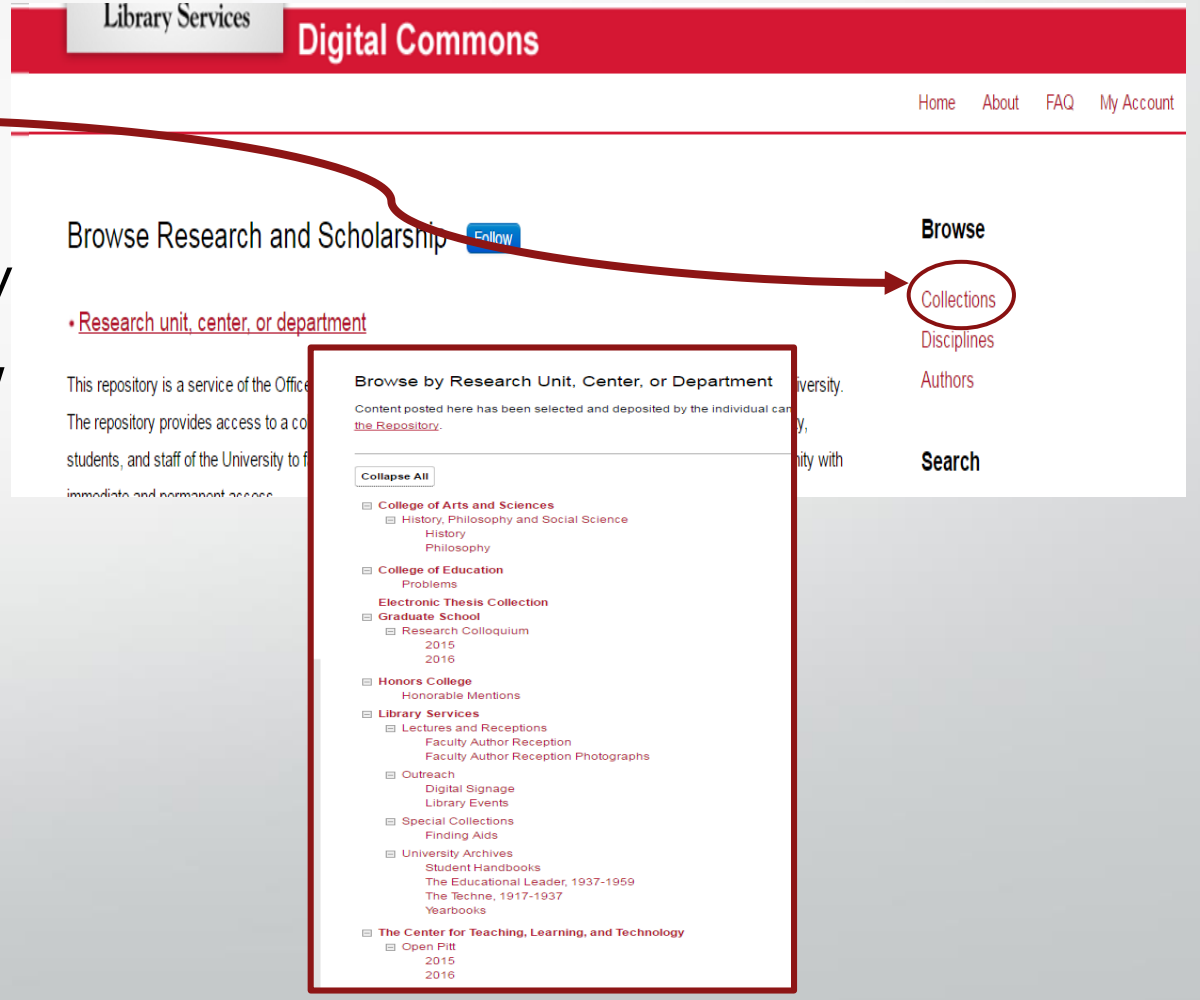
Create a Digital Commons Account

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



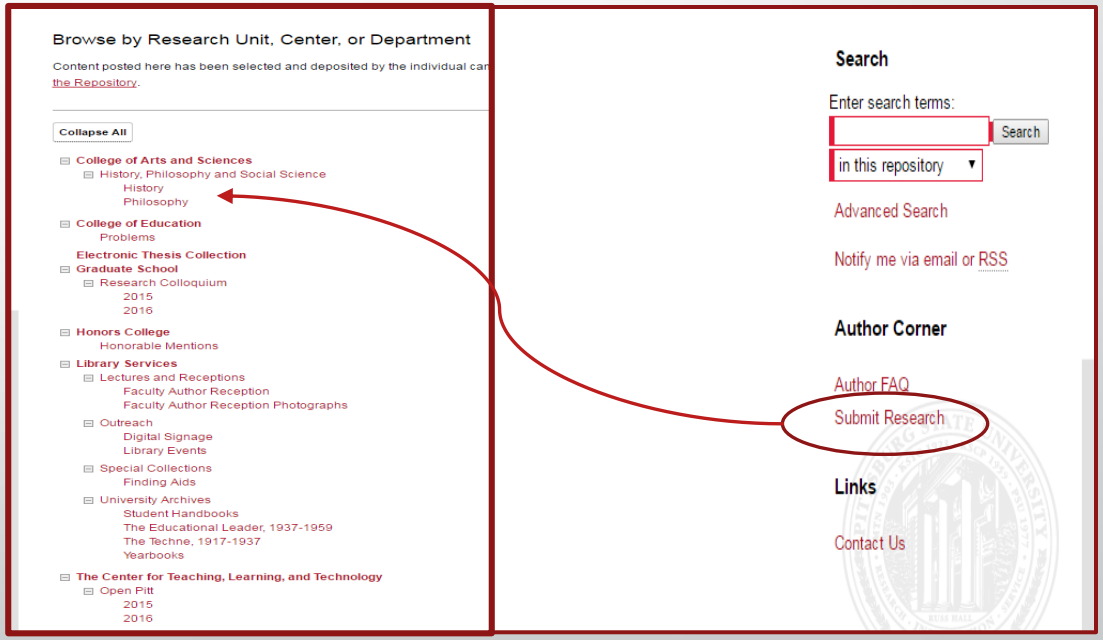
Upload Your Research/Scholarship

- 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 Madison Price, digitalcommons@pittstate.edu or call x4889 to have one created.



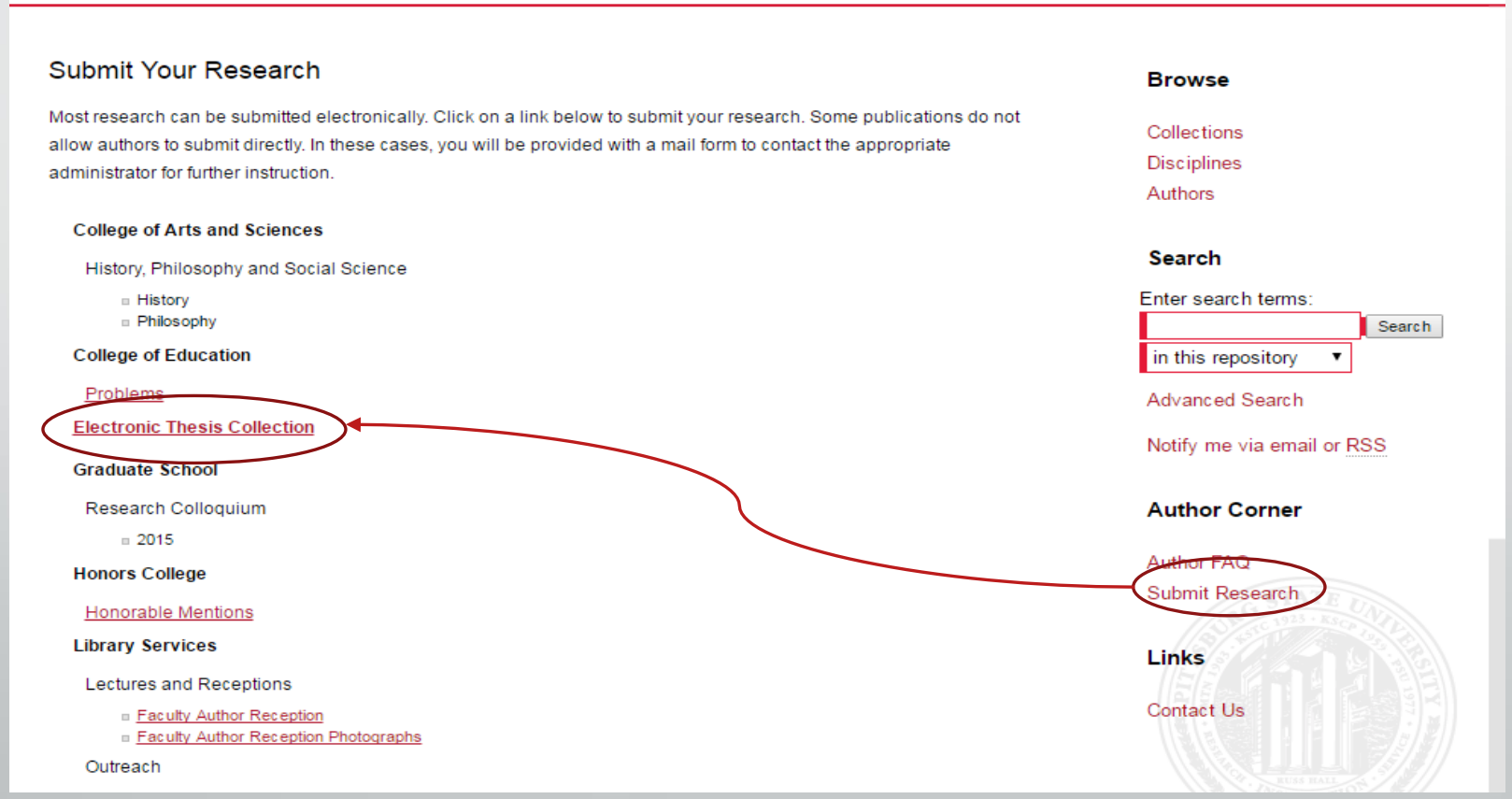
Uploading Continued…

- 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.



Submit Research:

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



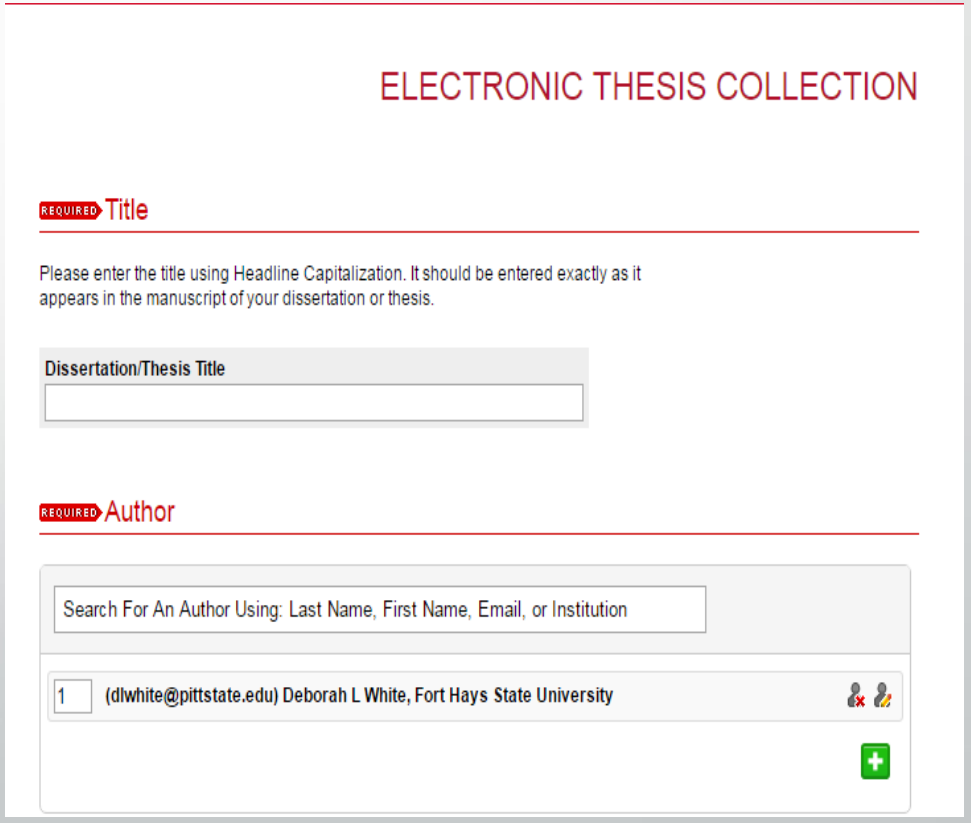
Submission Instruction and Submission Agreement Page

- 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.

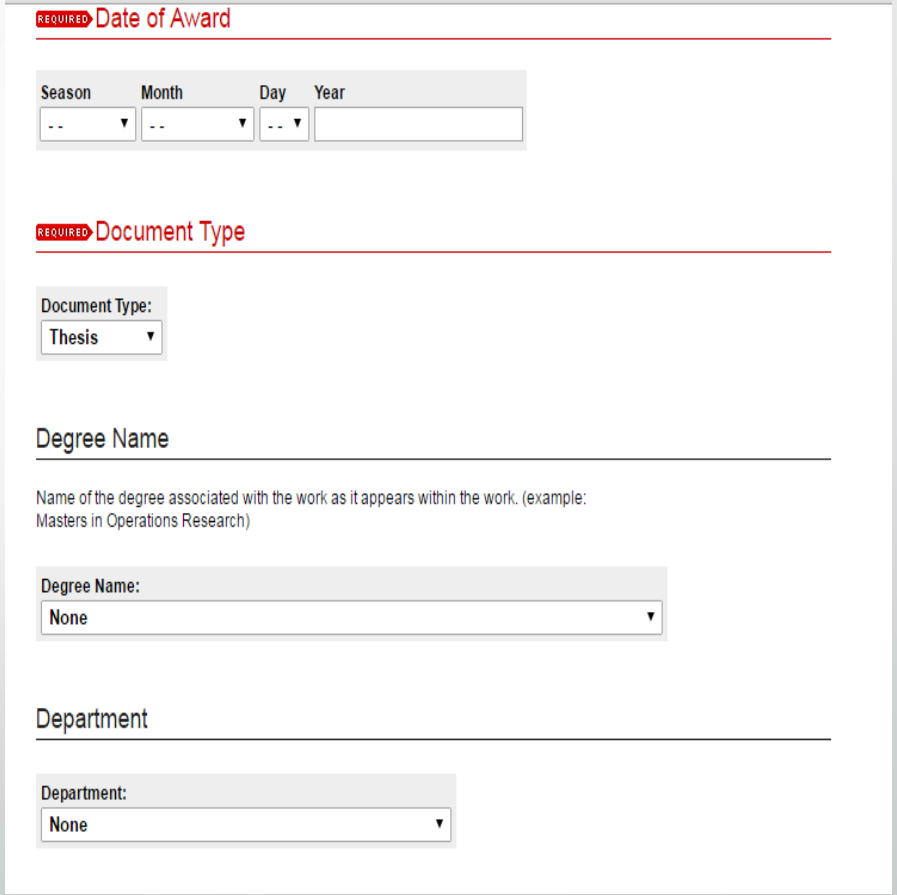
- **Title**: Enter the title of your thesis exactly as it appears on your document

- **Author**: Enter your email address, first and last name & institution (It should be the name and information you entered from creating your account).



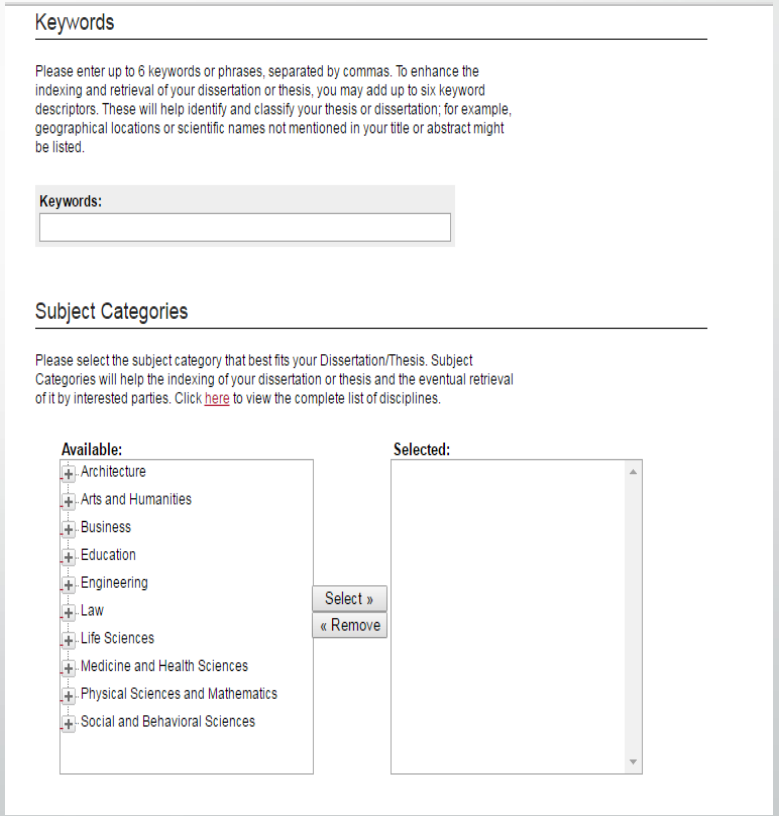
Submission Form Continued…

- **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.



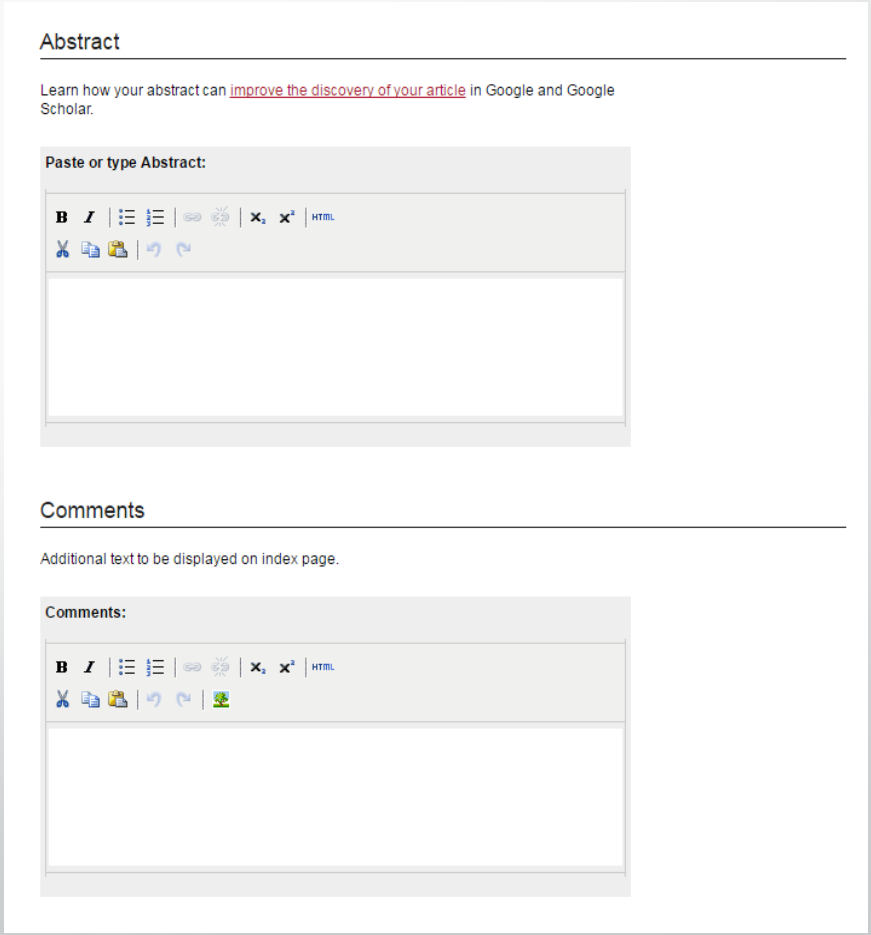
Submission Form Continued…

- **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.



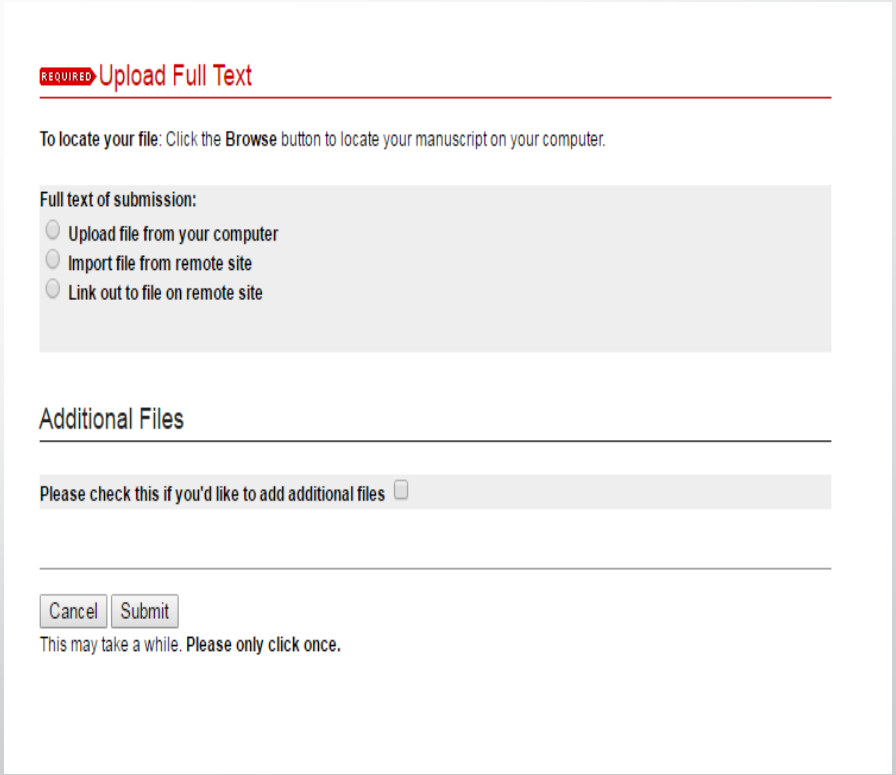
Submission Form Continued…

- **Abstract:** Often abstracts will be the only way readers con determine f they want to view your work. As a result it is important to prove 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.



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.



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:

Madison Price
Digital Archivist & IR Manager
digitalcommons@pittstate.edu
(620) 235-4889