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Submitting Your Thesis into Digital Commons@PSU

Leonard H. Axe Library


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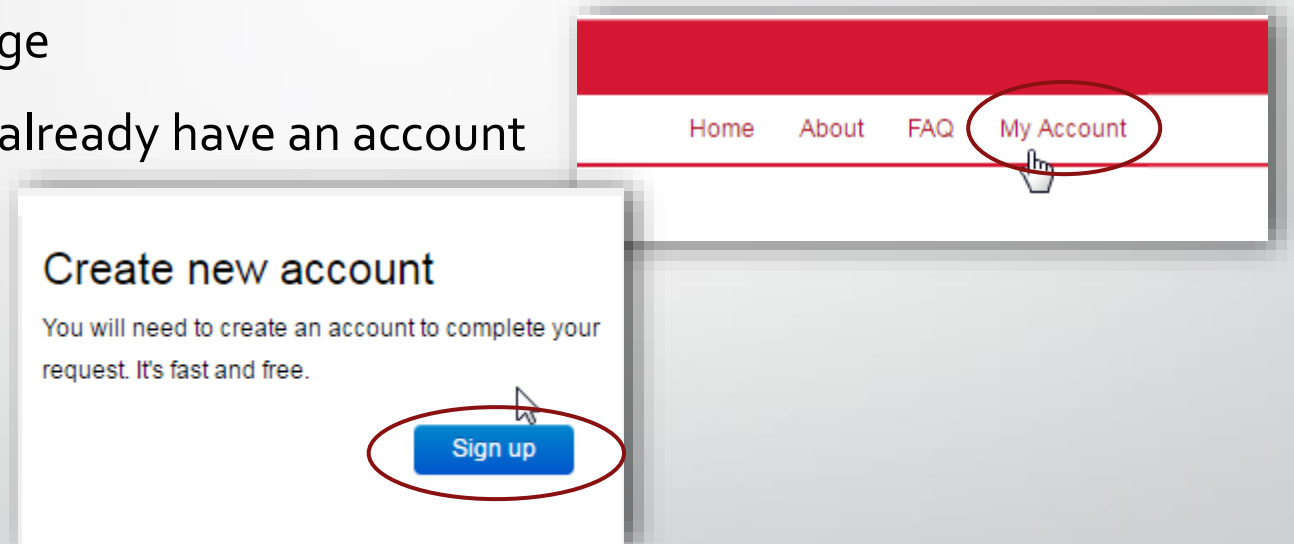
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Submitting Your Thesis into Digital Commons@ Pitt State

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.

Begin typing...

Password *

Re-enter Password *

Sign up

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.

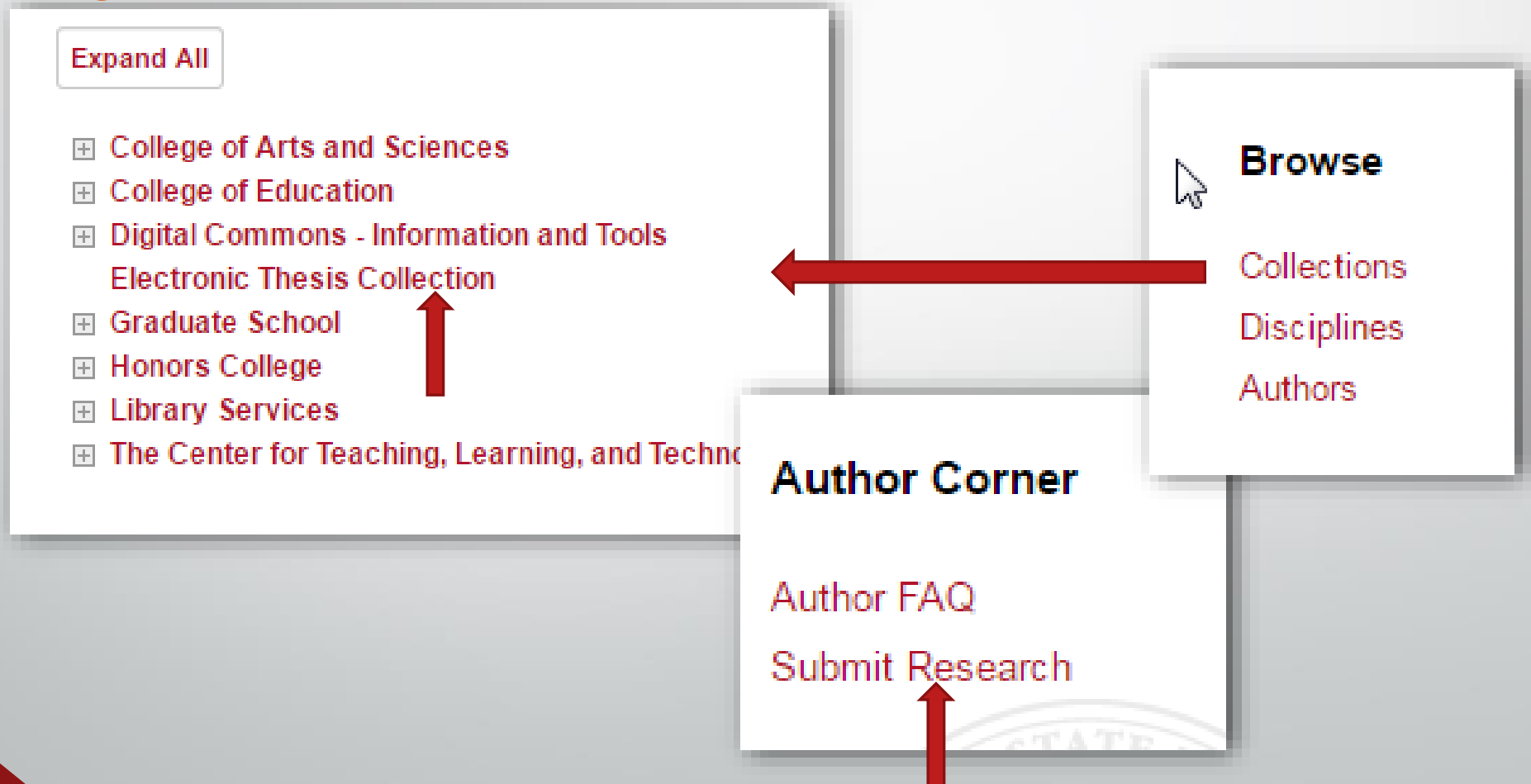
- You will receive an email confirming your account
- Go to your email and click on the link it will take you back to the log in page
- Log into your account

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



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.

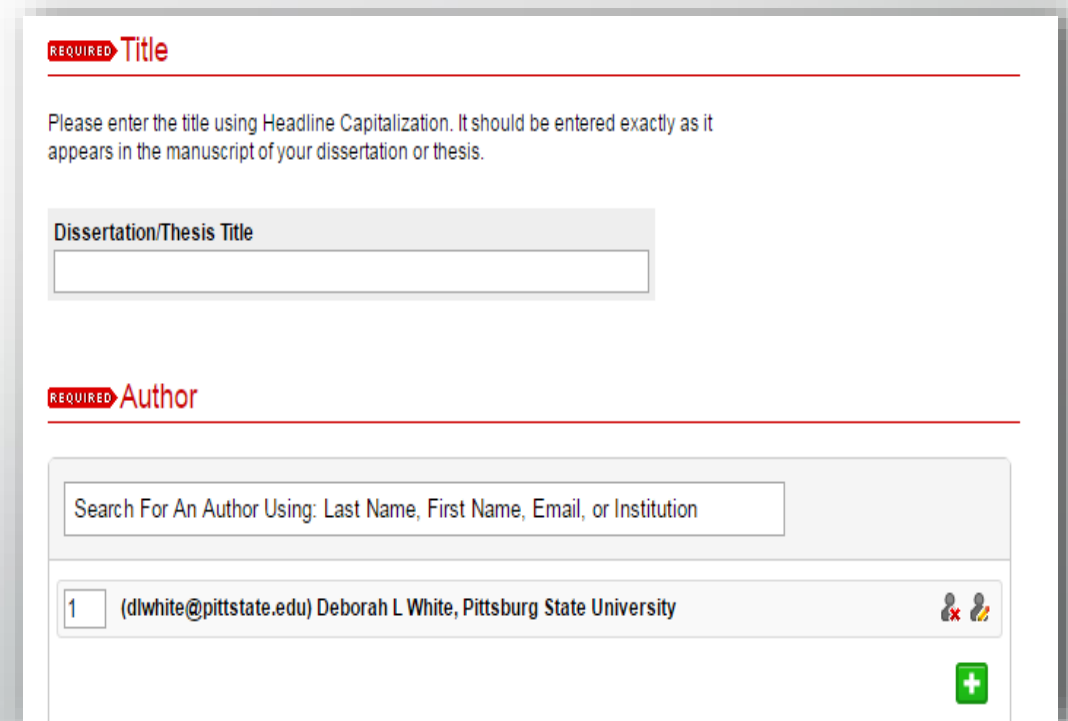
NOTE: It is suggested that you print this page for your records.

☐ 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 a text 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 labeled "Dissertation/Thesis Title". The second section is titled "REQUIRED Author" in red. Below the title is a 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 numbered "1" and shows the email address "(dlwhite@pittstate.edu)", the name "Deborah L White", and the institution "Pittsburg State University". To the right of the search results are two person icons with a red 'x' and a green plus icon.

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, Pittsburg State University

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

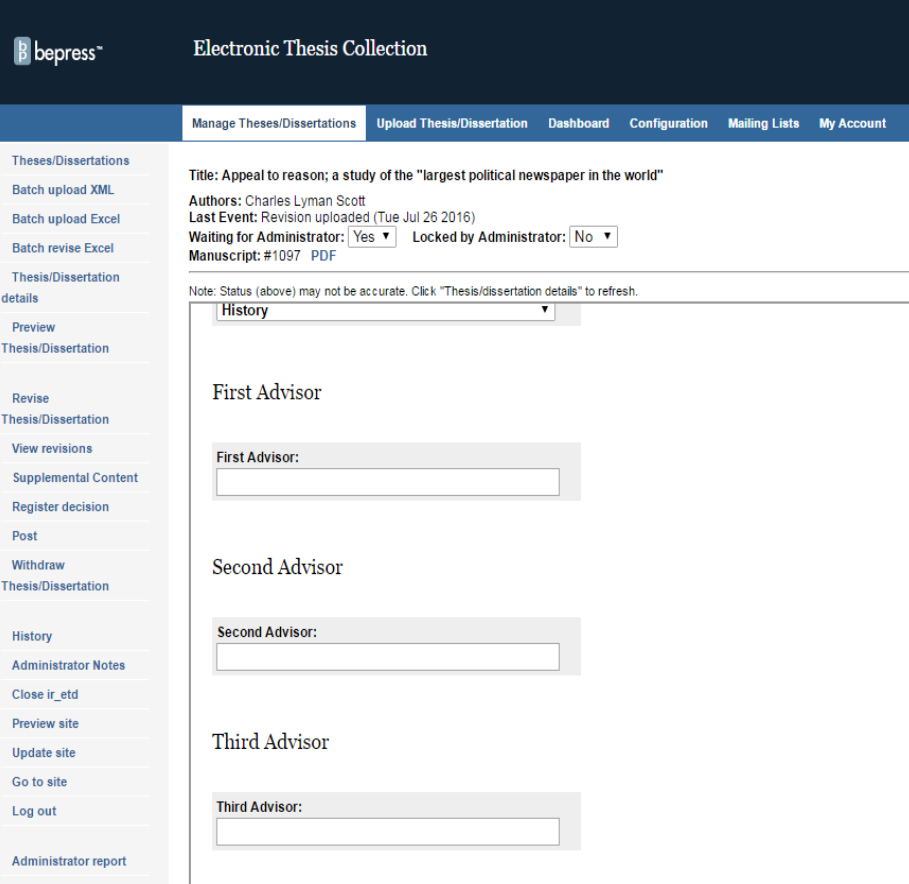
Department

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 links for 'Manage Theses/Dissertations', 'Upload Thesis/Dissertation', 'Dashboard', 'Configuration', 'Mailing Lists', and 'My Account'. The left sidebar contains a list of actions: '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', and 'Administrator report'. The main content area displays the submission details for a thesis titled 'Appeal to reason; a study of the "largest political newspaper in the world"'. The authors are listed as 'Charles Lyman Scott'. The last event is 'Revision uploaded (Tue Jul 26 2016)'. The 'Waiting for Administrator' status is set to 'Yes' and 'Locked by Administrator' is set to 'No'. The manuscript is identified as '#1097 PDF'. A note states: 'Note: Status (above) may not be accurate. Click "Thesis/dissertation details" to refresh.' Below this, there is a 'History' dropdown menu. The form includes three sections for advisors: 'First Advisor', 'Second Advisor', and 'Third Advisor', each with a text input field.

bepress™ Electronic Thesis Collection

Manage Theses/Dissertations Upload Thesis/Dissertation Dashboard Configuration Mailing Lists My Account

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: Yes Locked by Administrator: No
Manuscript: #1097 PDF

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

History

First Advisor

First Advisor:

Second Advisor

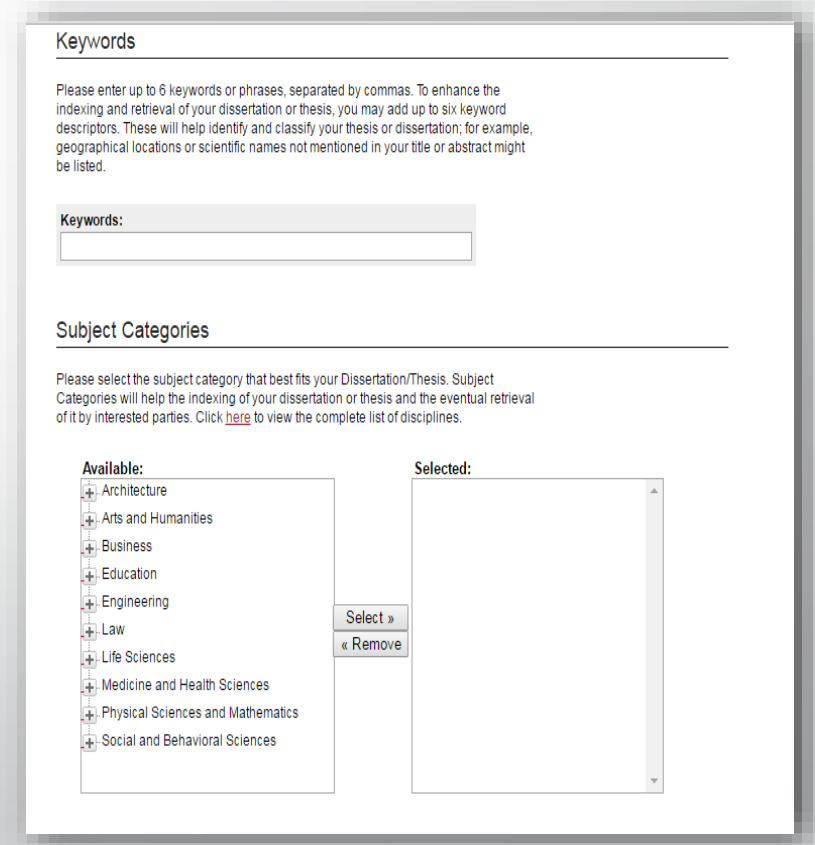
Second Advisor:

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

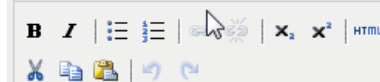
Submission Form Continued...

- **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

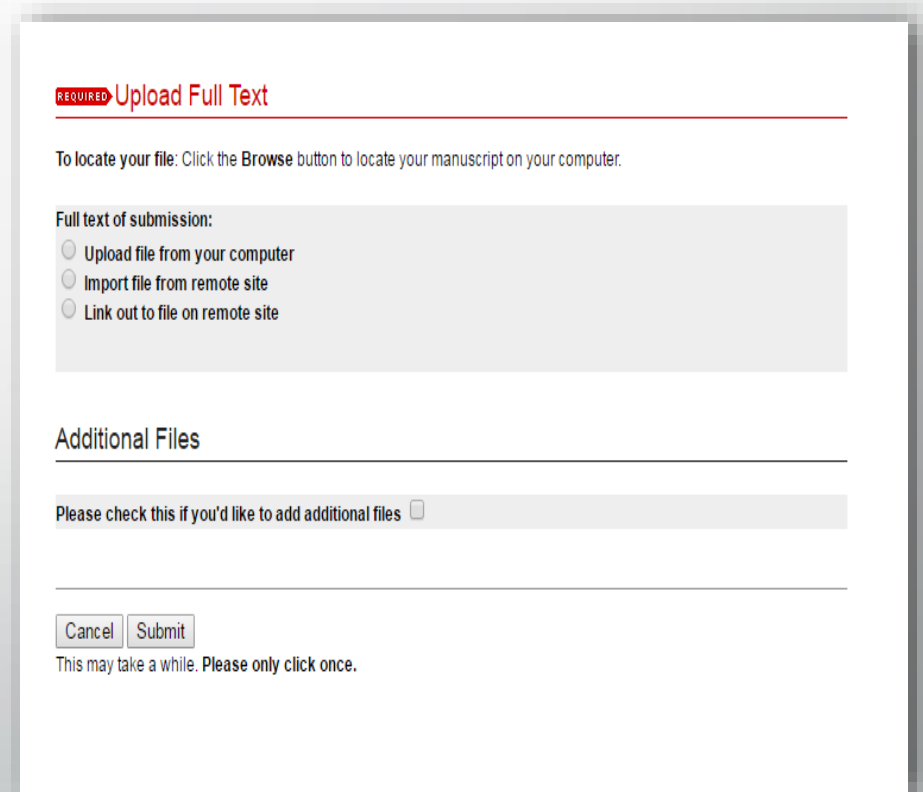
Additional text to be displayed on index page.

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

 Revise submission

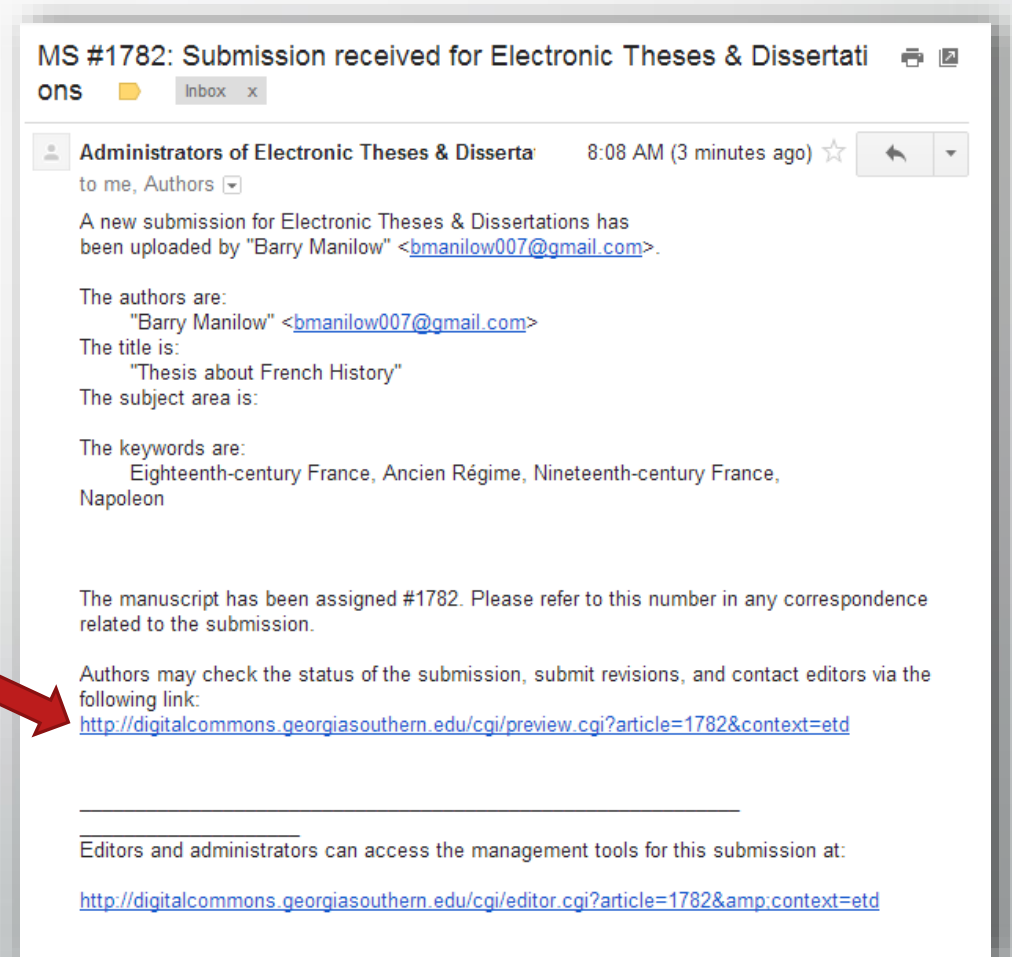
 Make another submission

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	Download
Update Submission	Initial Submission

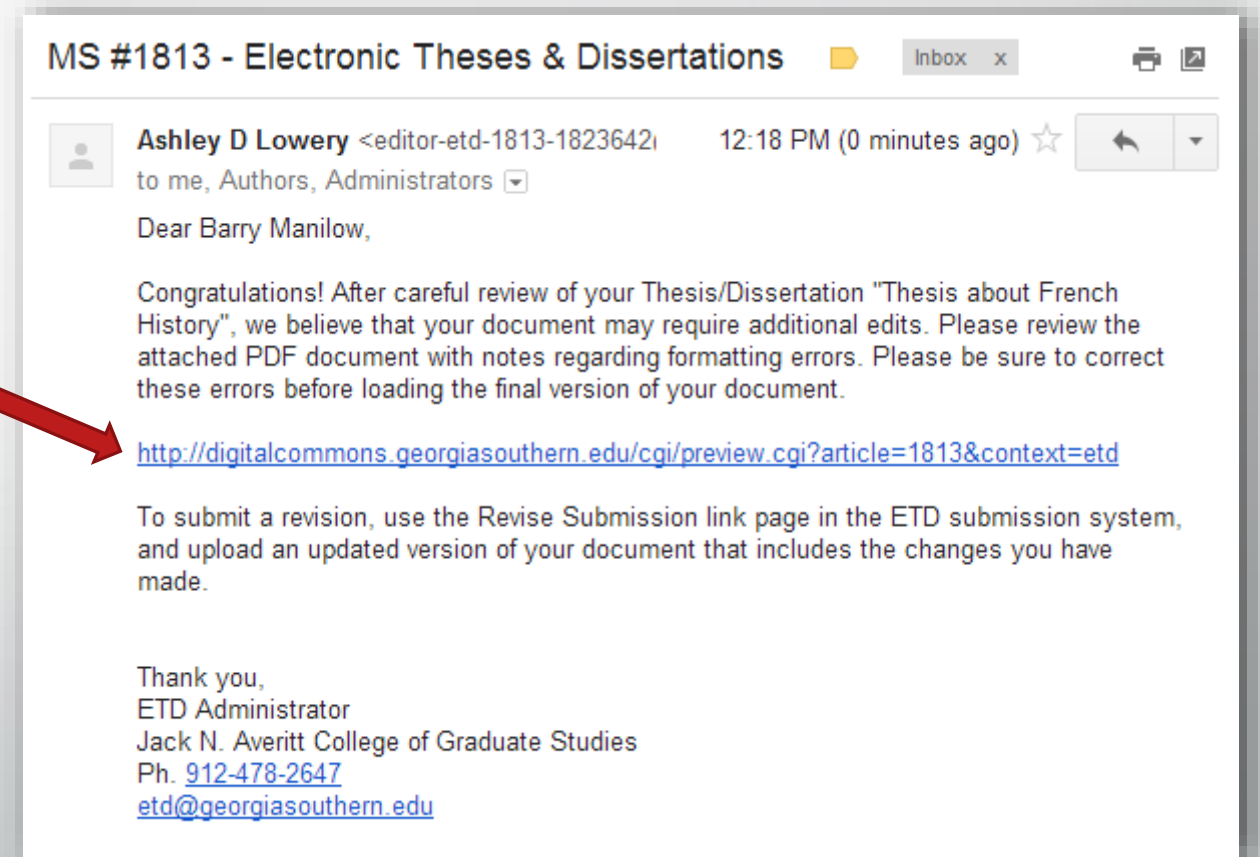
You will receive a confirmation email when you have submitted a thesis

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.



 **Electronic Theses & Dissertations**


[Revise thesis/dissertation](#)
[Withdraw thesis/dissertation](#)
[Email administrator](#)
[Manage additional files](#)
[View decisions](#)
[My account](#)
[Log out](#)

Title: Thesis about French History

Authors: Barry Manilow

Status: revisions required





Current File(s):

 [Download PDF](#)

Abstract:

This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon.

Revision History

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.

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[Email administrator](#)
[Manage additional files](#)
[View decisions](#)
[My account](#)
[Log out](#)

Title: Thesis about French History
Authors: Barry Manilow
Status: withdrawn

Current File(s):

 [Download PDF](#)

Abstract:
This is a thesis on eighteenth-century France and the *ancien régime* as well as the conquests of Napoleon.

Decision Letters Sent to Author

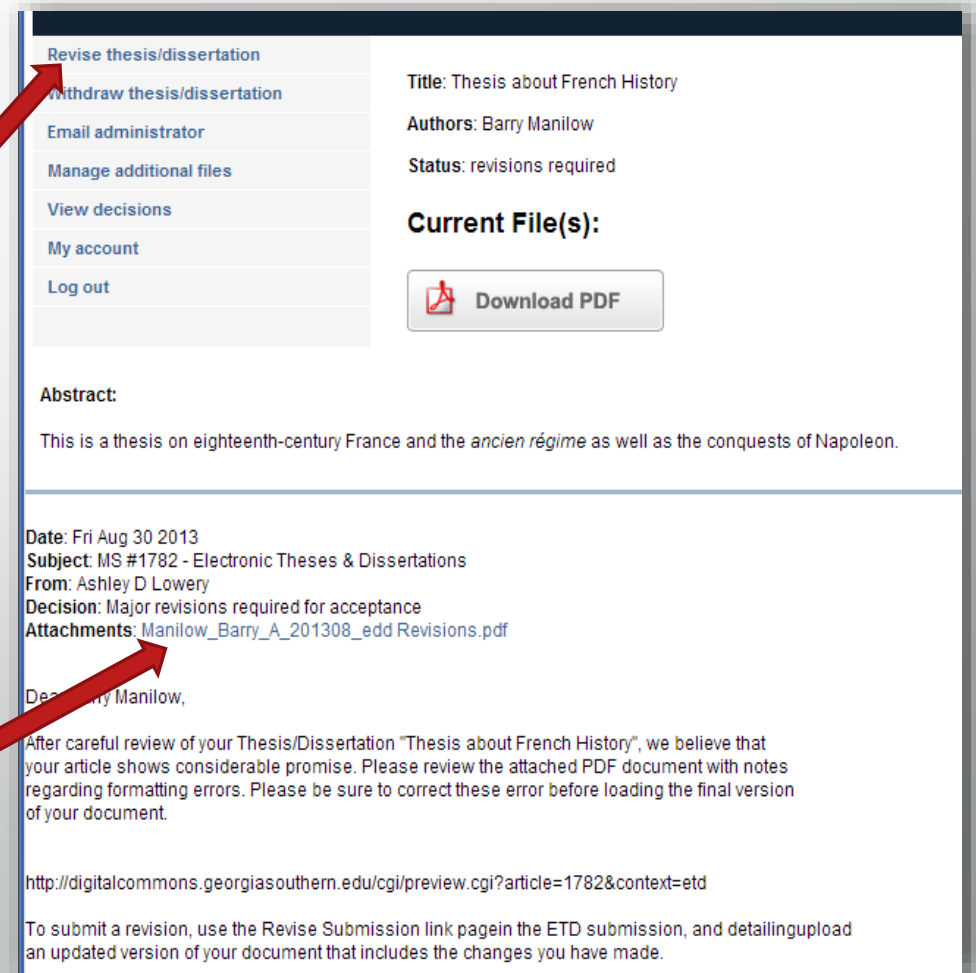
Date	From	Subject
Fri Aug 30 2013	Ashley D Lowery	MS #1782 - Electronic Theses & Dissertations

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.

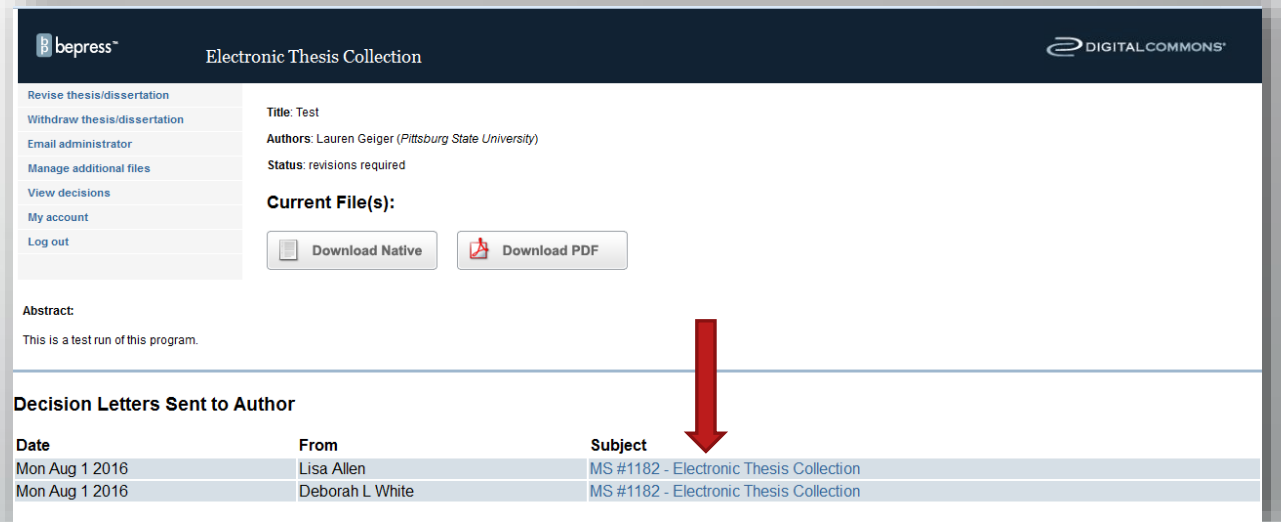
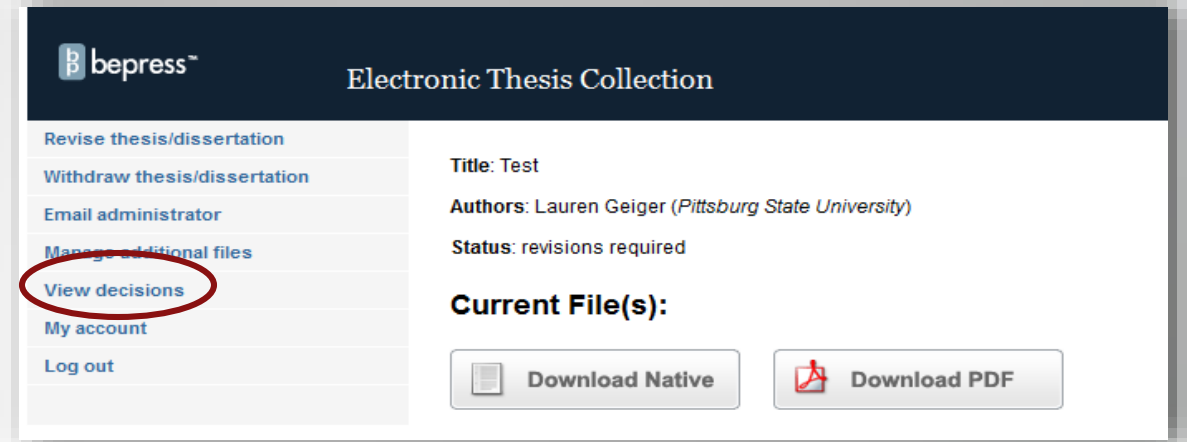


The screenshot shows a web interface for thesis management. On the left is a sidebar with a menu containing: [Revise thesis/dissertation](#), [Withdraw thesis/dissertation](#), [Email administrator](#), [Manage additional files](#), [View decisions](#), [My account](#), and [Log out](#). A red arrow points from the text 'click "Revise thesis"' to the 'Revise thesis/dissertation' 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 with fields: **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 this attachment link. The email body text continues: 'Dear Barry Manilow, 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.' At the bottom, a URL is provided: <http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1782&context=etd>, followed by instructions: '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

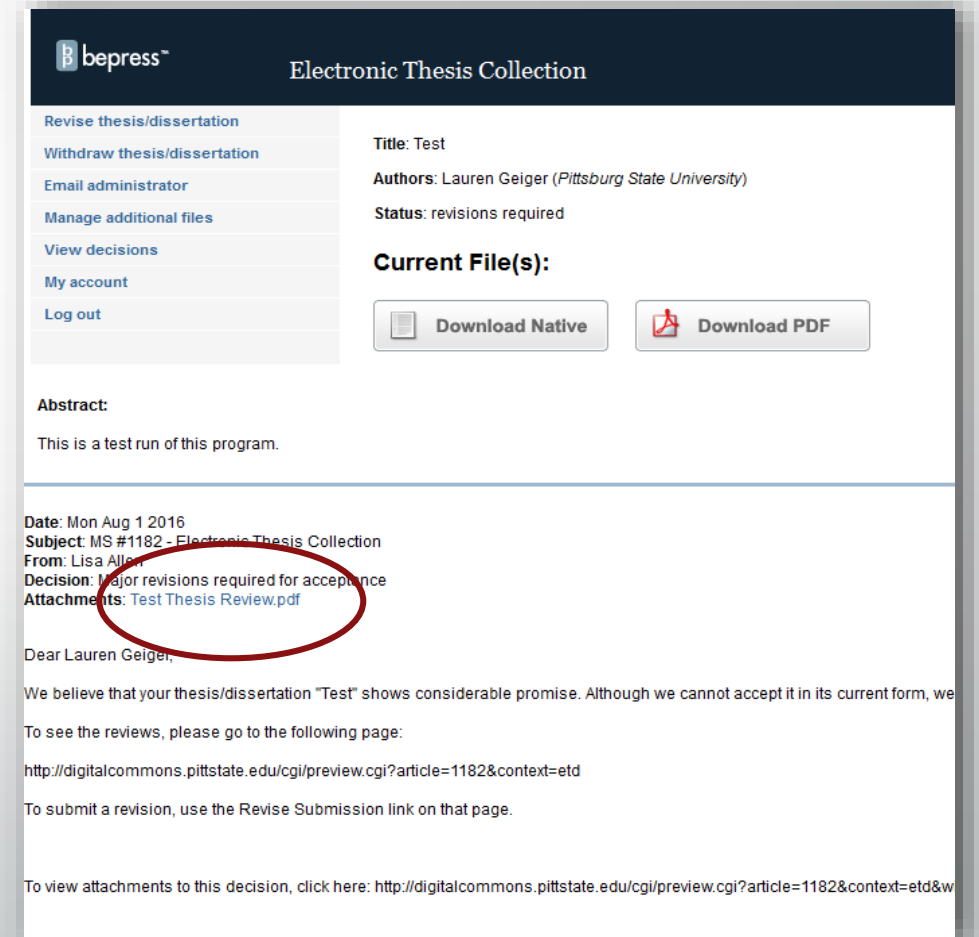
Then click on one of the “Decision Letters” to view comments



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.



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[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):

[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 Allison
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>

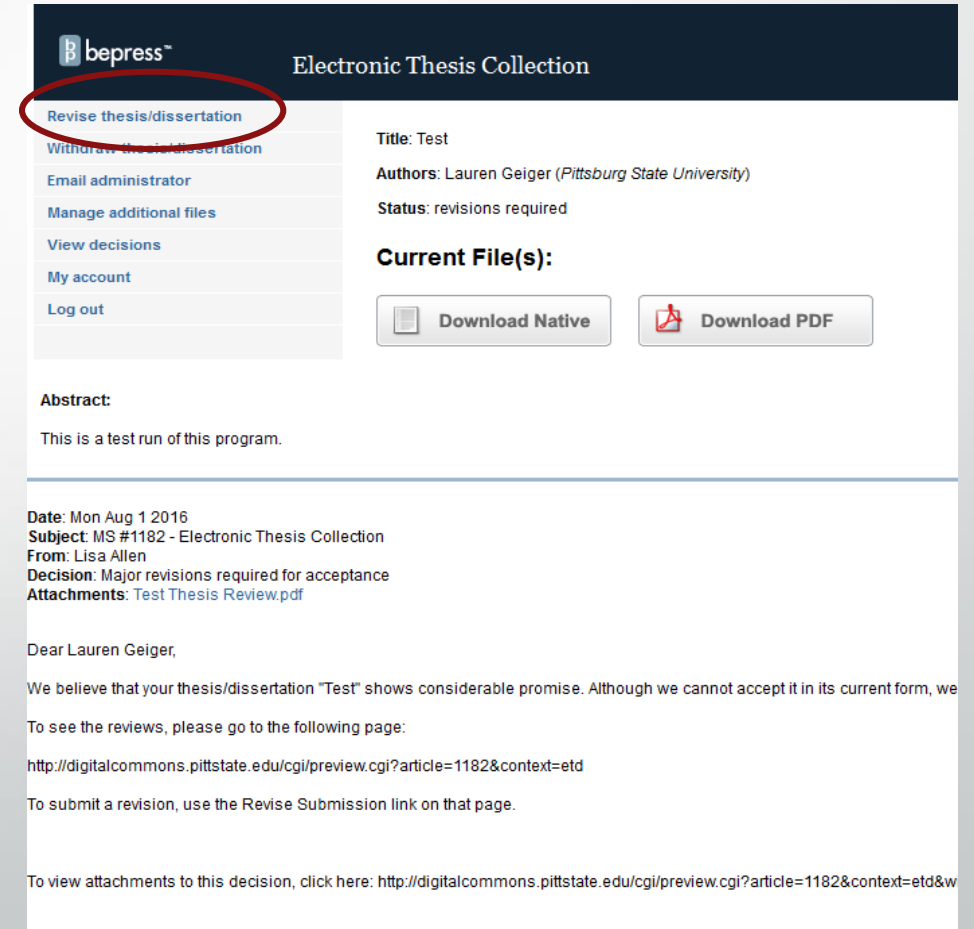
To submit a revision, use the Revise Submission link on that page.

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

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. On the left, a sidebar menu 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 details for a submission titled 'Test' by Lauren Geiger (Pittsburg State University). The status is 'revisions required'. Under 'Current File(s)', there are buttons for 'Download Native' and 'Download PDF'. Below this, an 'Abstract' section contains the text 'This is a test run of this program.' A metadata section lists: Date: Mon Aug 1 2016, Subject: MS #1182 - Electronic Thesis Collection, From: Lisa Allen, Decision: Major revisions required for acceptance, and Attachments: Test Thesis Review.pdf. The email body text follows, starting with 'Dear Lauren Geiger,' and stating that the thesis shows promise but requires revisions. It provides a link to view reviews and instructions on how to submit a revision.

bepress™ Electronic Thesis Collection

[Revise thesis/dissertation](#)
[Withdraw the 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):

 [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](#)

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:

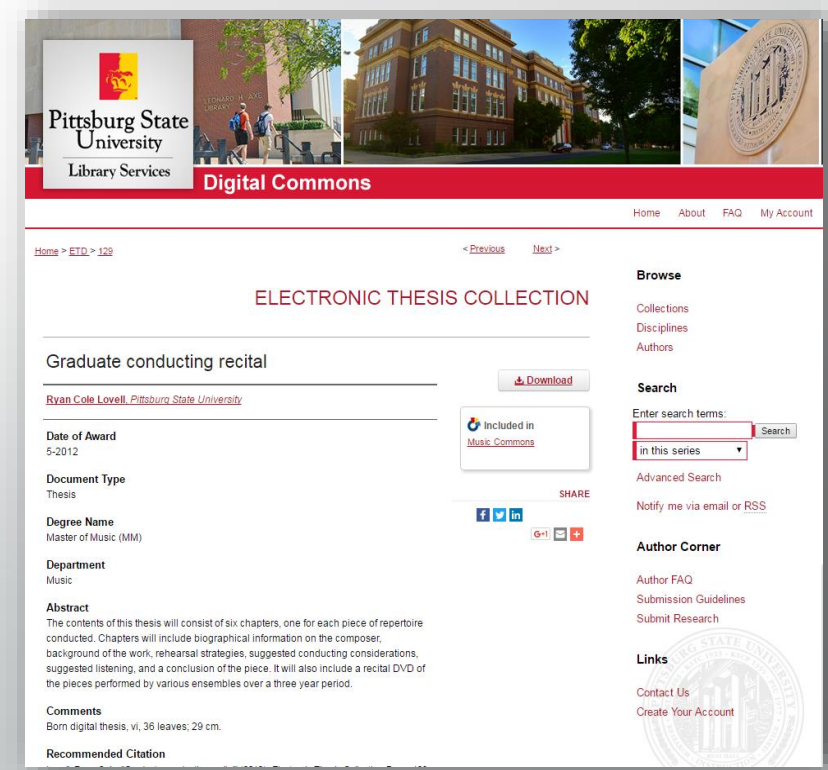
<http://digitalcommons.pittstate.edu/cgi/preview.cgi?article=1182&context=etd>

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

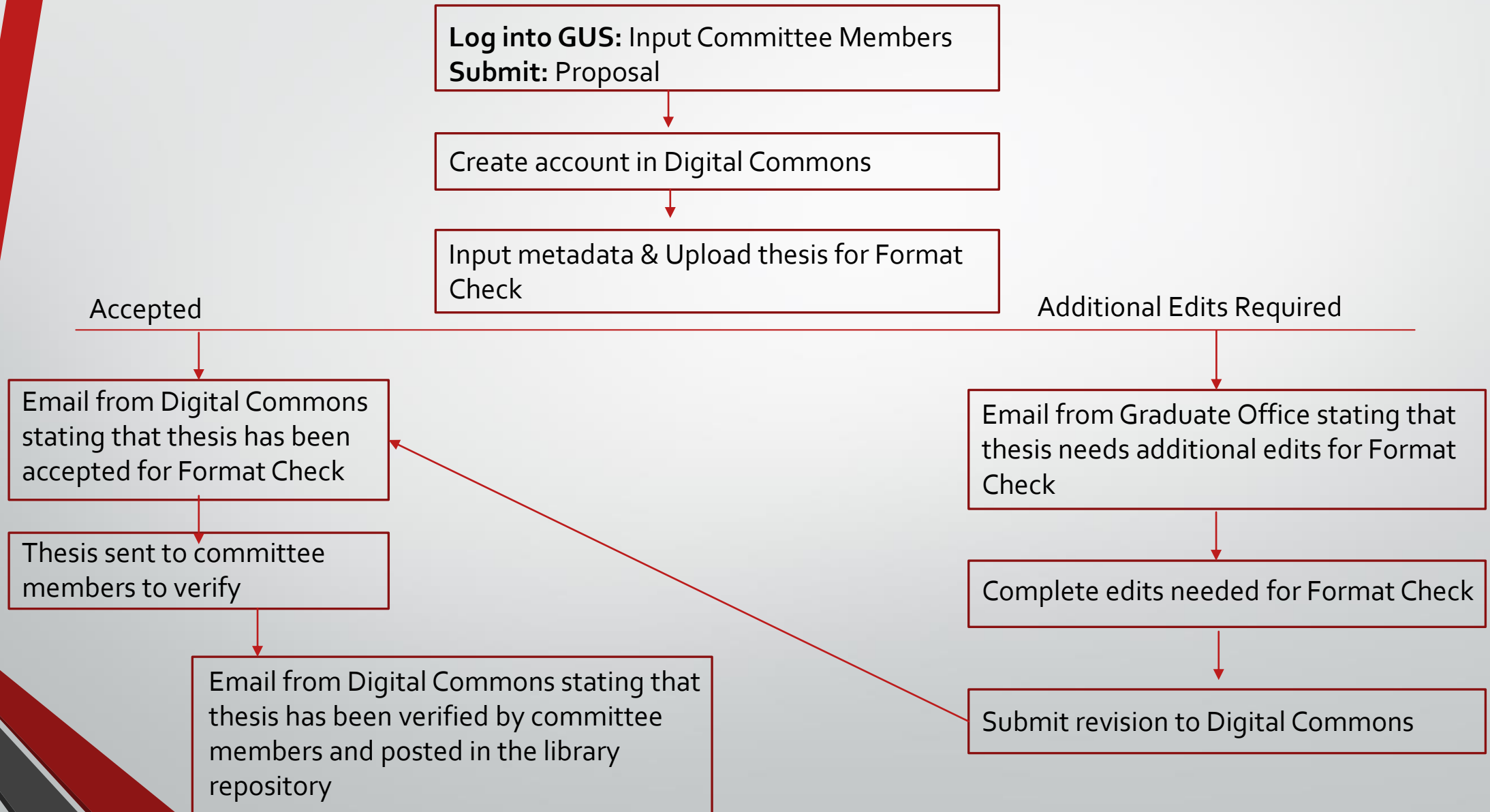
To view attachments to this decision, click here: <http://digitalcommons.pittstate.edu/cgi/preview.cgi?article=1182&context=etd&w>

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.

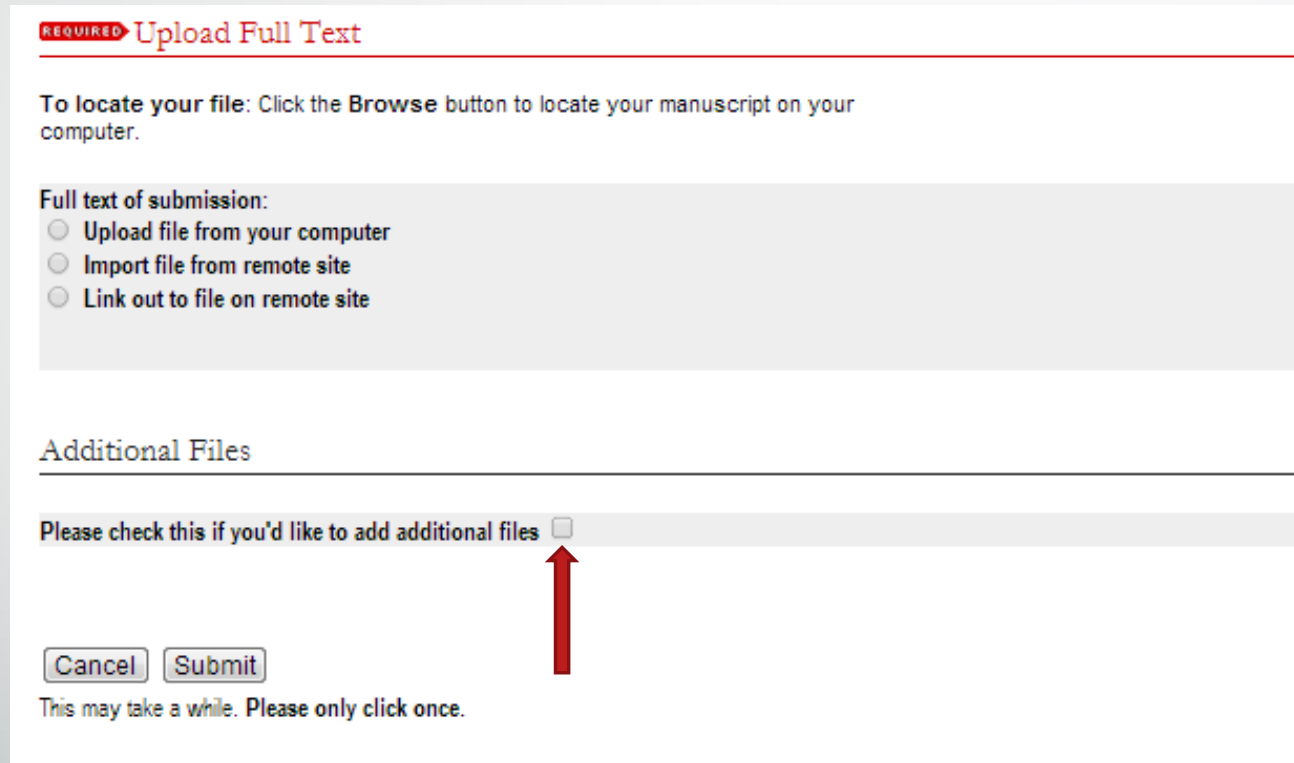


Electronic Thesis Workflow – For Students



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.



The screenshot shows a web form titled "REQUIRED Upload Full Text". Below the title, it says "To locate your file: Click the Browse button to locate your manuscript on your computer." There is a section titled "Full text of submission:" with three radio button options: "Upload file from your computer", "Import file from remote site", and "Link out to file on remote site". Below this is a section titled "Additional Files" with a checkbox labeled "Please check this if you'd like to add additional files". A red arrow points to this checkbox. At the bottom, there are "Cancel" and "Submit" buttons, and a note that says "This may take a while. Please only click once."

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
MAC 44 2 White.docx	<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:

Lisa Allen

Assistant Director Graduate and Continuing Studies
lallen@pittstate.edu | (620) 235-4218

Logan Thompson

Digital Resources & Initiatives Manager
lfthompson@pittstate.edu | (620) 235-4889