## Submitting a Capstone, Thesis or Dissertation

- 1) Log into your ScholarWorks account.
- 2) If you don't already have a ScholarWorks account, click the "sign up" button at the bottom of the screen. *Please use the name with which UMass Boston registrar knows and identifies you.*

You may use your UMass Boston email or your personal email address to sign up. If you are getting ready to leave UMass Boston, we recommend using a personal/permanent email address. Once you've created your account, you are able to change your email address in your Account settings, under "Edit Profile"

Login		
Email		
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✓ Remember me		
I'm not a robot	reCAPTCHA Privacy - Terms	
Forgot your password.		
Don't have an account? Sign up		Log in

3) You should receive a confirmation email **(like the one below)** from ScholarWorks that includes your user name. You must click on this link to verify your account and log into ScholarWorks.



Thank you for your interest in creating a free account in The Berkeley Electronic Press ("bepress") system. Academics, researchers, and site administrators use their bepress accounts to access a wide range of services, publications, institutional repositories, and research portals.

To confirm your account and resume your activity, please click the following link:

https://umb-sandbox.digital-commons.com/cgi/myaccount.cgi?context=&cc=zGNJPF98&login=4913311

If you experience problems clicking the link, copy the URL above and paste it into your browser.

Still having trouble logging in? Please email us at dc-support@elsevier.com.

4) Once on the homepage, click the "Student Work" button.



- 5) Select "Doctoral Dissertations, Masters Theses, and Capstones
- 6) Select the Collection you are adding to:
  - Capstones
  - Graduate Doctoral Dissertations
  - Graduate Masters Theses



7) Once you are on the page where you would like to submit your work, select "Submit Your Work" on the side navigation bar.



## <u>Please read the entire submission agreement before continuing to the submission</u> <u>form.</u>

8) Select the checkbox indicating that you "agree to the above terms," and then click "continue". You will be brought to a form that looks like this:

## SUBMISSION FORM FOR GRADUATE DOCTORAL DISSERTATIONS

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- 9) Fill out the submission form with the information from your publication.
  - Required fields:
    - i. Title
    - ii. Author
    - iii. Date of Award (graduation date)
    - iv. Embargo Period
      - Enter the length of time you'd like to embargo your research. To receive an embargo, students should ask their program director or advisor to email Graduate Dean Tracy Baynard at <u>tracy.baynard@umb.edu</u> with the reason and length of time required. The Dean will confirm the embargo.
    - v. Document Type (open access is freely accessible to all, campus access is open to only UMass Boston affiliates when they log in)
    - vi. Abstract
    - vii. Full-text upload (PDF format)
      - The most effective way of uploading your work is to upload a file from your computer. Select this option and then click "Choose File" to browse your device for the correct file.
      - Please check PDF's accessibility compliance prior to uploading your work.
    - viii. Additional Documentation (your signature page):

- To add documents, please check the "Add Additional Files checkbox" at the bottom of the form. You must submit your main document before you can get to the next screen where you can upload additional files.
- Additionally, you may choose to "show" or "hide" your additional documentation from the main record that will show up on ScholarWorks. *Please ensure that any additional documentation that is marked "shown" should not have any personally identifiable information or information that should remain private.*
- Remaining fields:

The remaining fields are **highly recommended**. The more information you add to your publication, the more visible and findable it will be on the web.

- *i.* **Subject Categories:** Recommend finding at least 3 relevant subject categories. This will allow your publication to be searchable and findable on the world wide web.
- *ii.* **Keywords:** Similarly, adding keywords to your publication will significantly increase its findability on the internet.
- 10) Upon submission, you should see a confirmation page outlining your publication record. Additionally, you should receive a confirmation email to the email address associated with your ScholarWorks account.

## SUBMISSION FORM FOR GRADUATE DOCTORAL DISSERTATIONS

You have successfully uploaded: Stuff and Things					
Revise submission					
Make another submissio	n				
Submission Metadata					
Metadata Field	Value				
Title	Stuff and Things				
Author	Lydia Test Student				
Date of Award	12-3000				
Embargo Period	12-10-2024				
Document Type	Open Access Thesis				
Degree Name	- empty -				
Department	- empty -				

11) At this point, you will receive an email indicating that your thesis or dissertation:

- 1) Has been "Accepted"
- 2) Requires "Major Revisions" (this is the default language for thesis needing revisions)



If your publication requires revisions, they will be itemized in the email you receive (circled in red above). Please follow the link and instructions in the email to submit revisions. Once your ETD has been accepted, you will receive a confirmation email.

12) For questions about the submission process or the status of your ETD, please contact Carol Cullen at <u>carol.cullen@umb.edu</u>. For troubleshooting your submission, contact ScholarWorks administrators at <u>scholarworks@umb.edu</u>.