A Step-by-Step Guide to Submitting Your Thesis to OPEN SCHOLARSHIP

OVERVIEW ........................................................................................................................................... 2
LOGGING IN TO OPEN SCHOLARSHIP ................................................................................................. 2
SUBMITTING YOUR THESIS .................................................................................................................. 2
   Submission Agreement .................................................................................................................... 3
   Title .................................................................................................................................................. 4
   Author .............................................................................................................................................. 4
      First Name / Middle Name / Last Name / Suffix ............................................................................ 4
      Institution ..................................................................................................................................... 4
   Student ID ....................................................................................................................................... 4
   ORCID .............................................................................................................................................. 4
   Date of Award ................................................................................................................................. 5
   Author’s School ............................................................................................................................... 5
   Author Department/Program .......................................................................................................... 5
   Additional Affiliations ...................................................................................................................... 5
   Degree Name .................................................................................................................................. 5
   Degree Type .................................................................................................................................... 5
   Embargo .......................................................................................................................................... 5
   Register for U.S. Copyright .............................................................................................................. 6
   Abstract ......................................................................................................................................... 6
   Keywords and Subject Categories .................................................................................................. 7
      Keywords ....................................................................................................................................... 7
      Subject Categories ........................................................................................................................ 7
   Language ......................................................................................................................................... 7
   Chair and Committee ...................................................................................................................... 7
   Committee Members ....................................................................................................................... 7
   Comments ....................................................................................................................................... 7
   Notes to Administrator ..................................................................................................................... 7
UPLOAD FULL TEXT .............................................................................................................................. 8
   Additional Files ............................................................................................................................... 8
   Upload Supplemental Content ........................................................................................................ 9
AFTER YOU SUBMIT ............................................................................................................................ 9
   Submitting Requested Revisions .................................................................................................. 10
   Approving and Publishing Your Thesis .......................................................................................... 10
MANAGING YOUR ACCOUNT ............................................................................................................... 10
CONTACT INFORMATION .................................................................................................................... 10
   Links .............................................................................................................................................. 10

Updated 8/3/2015 (ES)
Scholarly Publishing / Washington University Libraries
http://digital.wustl.edu
OVERVIEW

Electronic Theses and Dissertations (ETDs)

Master’s candidates in the Graduate School of Arts & Sciences, including the School of Engineering, submit their theses electronically through Open Scholarship, the institutional repository for Washington University in St. Louis maintained by the University Libraries. Graduate School reviewers will contact candidates through the repository system if there are formatting changes required and when a submitted thesis has been approved.

The Graduate School of Arts & Sciences sets policies on requirements for the thesis including formats, structure and timelines. The MASTER’S THESIS GUIDE is available on the Graduate School's website under Policies & Guides. Contact the Graduate School or your academic department if you have questions about format, structure, or committee approval.

School of Engineering candidates should visit that Engineering Student Services’ Thesis & Dissertations Submissions page.

A student’s final thesis will be available electronically through the repository, which is maintained and managed by the Washington University Libraries. Contact Digital Library Services at digital@wumail.wustl.edu if you have questions about submitting your thesis record to Open Scholarship.

LOGGING IN TO OPEN SCHOLARSHIP

Before you submit your thesis, you’ll need to create an account in Open Scholarship (which is supported by bepress) and log in. Accounts are free. Bepress neither sells nor rents contact information to third parties.


2. You will need to provide an email address and your first and last name, and you will need to create a password. You do not have to use your WUSTL email address, but you should use an email address you check regularly.

3. After you sign up, you’ll receive an email confirmation with a link you must click in order to activate your account.

4. If you’ve successfully created an account and logged in, Open Scholarship should take you to your “My Account” page. You can visit this page later to change your profile or preferences.

SUBMITTING YOUR THESIS

Before you get started, you should the following:

• Full text of your thesis as a single file, preferably .doc or .docx.
• Information about your thesis including your abstract and your committee details
• Optional supplementary files (images, videos, data files, etc.) that are not part of the full text
• Ideas for keywords and subject categories to describe the content

→ The submission form cannot be saved, so make sure you have all the information you need before you fill it out.
Click Submit Research under Author Corner on the left side of the screen.

→ **Master’s candidates for the Graduate School of Arts & Sciences (including Brown School, Olin Business School, and University College)** – Under Arts & Sciences, click the link for Arts & Sciences Theses and Dissertations. This is where you’ll submit your materials.

→ **Engineering students** – scroll down to Engineering & Applied Science. Click on the link for School of Engineering & Applied Science Theses and Dissertations. This is where you’ll submit your materials.

Submission Agreement

The submission agreement states

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.

The agreement grants the university specific and limited rights but does not affect your copyright as the author.

Once you click the box to indicate your agreement with the terms, click the Continue button. Contact digital@wumail.wustl.edu if you have any questions about the agreement.

**Finally,** you can start entering information about your thesis. Required fields are indicated with a big red Required arrow. However, all non-required fields are highly recommended.
Title
Required
The title should be identical in wording and capitalization to the title on the title page of your actual document.

You should enter your Title using Headline Capitalization: The first and last words of the title and all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, and so on) are capitalized. Do not use all caps.

To enter your Title, you can use html codes to produce special features. For example:

• <i> ... </i> italics: e.g.: Drinking in <i>The Sun Also Rises</i> will show up online as Drinking in <i>The Sun Also Rises</i>
• <sup> ... </sup> superscripts: e.g.: Methods of <sup>14</sup>C Dating will show up online as Methods of <sup>14</sup>C Dating
• <sub> ... </sub> subscripts: e.g.: Incidence of CaCO<sub>3</sub> will show up online as Incidence of CaCO<sub>3</sub>

Author
Required
The student is the author. If your name is not automatically listed from your profile, please start typing your name and follow the prompts. Although you have the option to add co-authors, for your ETD, you will be the sole author.

Note on Accents: If your name has accented characters, you may be able to generate them by replacing them with HTML code.

Email
Enter your preferred email address – you'll receive notifications from bepress and from the Graduate School at this address. Your email address is not listed on the public record in Open Scholarship.

First Name / Middle Name / Last Name / Suffix
Type your full name as it appears in WebSTAC and in your thesis. Make sure that you only put your first name in the First Name field. You will have room to enter your middle name in the Middle name field. Do not enter your suffix (e.g., “Jr.” or “III”) in the Last Name field. You can put this information in the Suffix field.

Institution
The last field under Author information is Institution. If you start typing “Washington U,” Washington University in St Louis will show up as an option.

Student ID
Required
Enter your WUSTL ID #. This information is for the Graduate School of Arts & Sciences and School of Engineering & Applied Science administrators – your ID number will not be publicly displayed.

ORCID
If you have an ORCID identifier, enter it here as a URL. At this point, we can document your ORCID but cannot push/pull data associated with it. If you’re interested in creating an ORCID, visit http://libguides.wustl.edu/orcid for more information.
**Date of Award**
*Required*

The date of award is the *month and year you will officially graduate*. Year is required. The system will let you enter any month, but really there are only three acceptable choices: May (Spring), August (Summer), or December (Fall).

**Author’s School**
*Required*

This will automatically display “Graduate School of Arts and Sciences” or “School of Engineering and Applied Science” depending on which form you are using.

**Author Department/Program**
*Required*

Select your department or program from the drop-down menu. If your program is not listed, select OTHER and include the name in the Notes to Administrator field.

**Additional Affiliations**

Enter additional university affiliations, such as your specific program, in this field.

**Degree Name**
*Required*

Select your degree from the drop-down menu. If the degree is not listed, select OTHER and include it in the Notes to Administrator field.

**Degree Type**
*Required*

Select Thesis from the drop-down menu. “Thesis DLA” is for the Doctorate of Liberal Arts degree through University College.

**Embargo**
*Required*

The Embargo option allows you to select what level of access you wish to provide. Before ETDs (Electronic Theses and Dissertations), students could browse or search the shelves of a library and read print copies of previous students’ theses. The Internet provides broader access. Just as you may want to see examples of research by other students, they may want to see your thesis. Similarly, faculty or professionals may be interested in seeing your work. However, if wide dissemination is a concern, you can select an option to restrict access for a specified period of time. Consult with your program for recommendations.

While a work is under embargo, only your citation and abstract will appear in Open Scholarship. Access to your thesis will be allowed to users who make arrangements to view a print copy in a controlled environment—no interlibrary loan (ILL), photocopying, scanning, etc., is allowed.

An embargo selection may always be cancelled or extended. For example, if a permanent embargo is too long, but two years doesn’t seem long enough, you may request a different length of time or select two years and request an extension later. **Embargoes expire automatically. Requests can be sent to digital@wumail.wustl.edu even after you graduate.**
Select an option from the drop-down menu:

1. None - immediate release
2. 6 months
3. 1 year
4. 2 years
5. Permanent (displays as 100 years)
6. Other (include request in Notes to Administrator)

If you are requesting a permanent embargo, please include the reason for your request in Notes to Administrator.

Register for U.S. Copyright

This field does not register your work; it only documents your selection. As a general rule, any original work an author generates is automatically copyrighted at the time of writing.

Register for U.S. Copyright

- None (I have not registered my thesis with the U.S. Copyright Office and do not intend to).
- I have not registered my thesis with the U.S. Copyright office but intend to later.
- I have already registered my thesis with the U.S. Copyright office.

Questions about use of copyrighted materials, permissions, and fair use may be addressed to WULIB_copyrighthelp@wumail.wustl.edu.

Abstract

The abstract is a summary or explanation of the content in your thesis. Abstracts increase the work’s visibility in search engines.

Note: If you enter an abstract into this box via copy/paste, be sure to paste into the HTML Source Editor, not the box on the submission page:

1. Open the HTML Source Editor by clicking on the HTML button in the editing pane of the abstract box, then paste in the empty window. Select Update when finished.

2. Continue editing using the tools in the editing pane of the abstract box, or in the HTML window using HTML tags.

3. Look out for these issues:
   - How single and double quotes appear
   - Usage of special symbols, including Greek, mathematical, logical, or other special characters (see this site for HTML codes for these characters)
   - End-of-line hyphens which are no longer necessary
   - Unnecessary line breaks
   - Italicized or bolded words as well as subscripts and superscripts
Keywords and Subject Categories
There are two ways you can enter additional information to enhance the indexing and retrieval of your dissertation or thesis: Keywords and Subject Categories. Keywords are created by you, while subject categories come from a controlled vocabulary.

Keywords
Enter up to six keywords or phrases, separated by commas. These may be words that describe the content or that are key terms in the thesis but not included in the abstract. These will help identify and classify your thesis.

Subject Categories
Select Subject Categories from a three-tiered list of academic disciplines. You may browse the Subject Categories (called Disciplines by bepress) at the Digital Commons site.

Click on subjects that have a + symbol in front of them to expand them. Click on the Select button to choose Subject Categories. The chosen categories will appear in the box to the right of the three-tiered list. You can remove selected categories from the chosen list by clicking on them to highlight them, and then clicking the Remove button.

The use of Disciplines/Subject Categories also makes your work more widely available through the Digital Commons Network: The Digital Commons Network brings together free, full-text scholarly articles from hundreds of universities and colleges worldwide. Curated by university librarians and their supporting institutions, the Network includes a growing collection of peer-reviewed journal articles, book chapters, dissertations, working papers, conference proceedings, and other original scholarly work.

Language Required
Select the language in which your thesis is written from the drop-down menu. If the language is not listed, select OTHER and include it in the Notes to Administrator field.

Chair and Committee Required
Enter your Advisor/Committee Chair and his/her department.

Committee Members Required
List at least two additional committee members with their names separated by a comma.

Comments
You can use this field to enter additional information to be displayed on the index page. Because this is a public field, please do not send information to the Graduate School or leave a note for yourself. Instead, use the Notes to Administrator field below.

Notes to Administrator
Here is where you’d list the reasons for your requests in fields such as a permanent, any selections not included in the form, or any other notes you want the administrator to see.

It is recommended that you include a note in this field that you are including additional-supplemental files, even if it is just “Additional files attached.”

Do not include time-sensitive questions here – instead, email digital@wumail.wustl.edu, or contact the Graduate School directly.
UPLOAD FULL TEXT

Required

Although Open Scholarship gives you three choices for how to upload your document, the preferred method is simply to upload your file directly from your computer.

1. Click the button next to **Upload file from your computer**.

2. A **Browse** box and button will appear; click on the button and browse to wherever your document is stored on your computer; select it and double-click or click **Open**.

**Please submit your thesis as a .doc, .docx, or .rtf file. The system will convert it to a PDF.**

3. If you don’t have any additional files to attach, click **Submit**. Depending on the size of your file, the next screen may take a few seconds to appear. However, please only click this button once. If you have problems, please contact digital@wustl.edu.

If you receive this error message, then it means you have not selected a radio button option under “Upload Full Text” and attached a file. Select “Upload file from your computer,” attach your file, and press Submit again.

**Additional Files**

If you have supplemental files associated with your thesis, check the box next to **Please check this if you’d like to add additional files** before you hit the submit button. After the main document is uploaded, you will be given opportunity to attach the additional files.
You may add supplemental files such as tables, data files, images or graphics, a zip file, or other documents. These files will appear with the record of your thesis in Open Scholarship and will be available for download. There is not a limit to the number of supplemental files that can be included; however, files must be added one at a time. You may enter a description of each file with information such as the content and file size.

**Upload Supplemental Content**

If you are adding additional files, the Upload Supplemental Content page will appear.

![Upload Supplemental Content](image)

A green box with a checkmark will appear when a file has been successfully uploaded. If you’ve added more than one file, you can change the order in which they are listed.

Once a file is uploaded, you can check/uncheck the box under “Show.” A checked box means the file will be displayed on the public record of your thesis and be available for viewing or downloading. An unchecked box means the file will be associated with your thesis record but will not be publicly available.

Once you have finished uploading and describing all of your additional files, click **Continue**.

You will be able to view a copy of the metadata you’ve submitted with your thesis. Click **Revise Submission** if you see anything you need to change. Otherwise, you have successfully submitted your thesis.

Click on **My Account** to verify the document you've submitted. You will also receive an email notification when you submit an item. To log out of the system, click Log out.

**AFTER YOU SUBMIT**

If everything goes as planned, reviewers at the Graduate School will receive automatic notification that you’ve submitted your thesis. They will notify you through the system if any formatting revisions are required and when your thesis has been approved. **This is why it’s necessary that you include an email address with your author information.**
Submitting Requested Revisions

On the My Account page, click the title of your ETD. You’ll be taken to a page that displays the title, author, and status, a link to the current file, and your Revision History.

In the left-hand column, click on Revise thesis/dissertation. You can submit updates, which will be routed to the Graduate School.

Approving and Publishing Your Thesis
After the Graduate School approves your thesis, you should receive an automatic notification from bepress when it is “published” to Open Scholarship and a link to the record.

Your thesis will immediately be accessible through Open Scholarship and discoverable through Google and other search engines (depending on embargo selections). A catalog record will also be created in the Washington University Libraries catalog that will point to Open Scholarship. The Libraries will also assign a Digital Object Identifier (DOI) to your thesis. This provides a persistent link to your thesis. The DOI will appear in the Open Scholarship and library catalog records.

MANAGING YOUR ACCOUNT
After your thesis is published to Open Scholarship, you have the option of receiving monthly download reports from bepress. Email preferences can be managed through http://openscholarship.wustl.edu by logging in, clicking on My Account, and then clicking on Research Alerts.

Check the box next to “Please send me monthly hit reports for my articles” if you wish to receive reports.

CONTACT INFORMATION
Digital Library Services:
digital@wumail.wustl.edu
Copyright Assistance: WULIB_copyrighthelp@wumail.wustl.edu

Links
• Open Scholarship: http://openscholarship.wustl.edu
• Library Research Guide on ETDs: http://libguides.wustl.edu/etds