

Submitting a Thesis, Dissertation, or Doctoral Paper into IUPUIScholarWorks

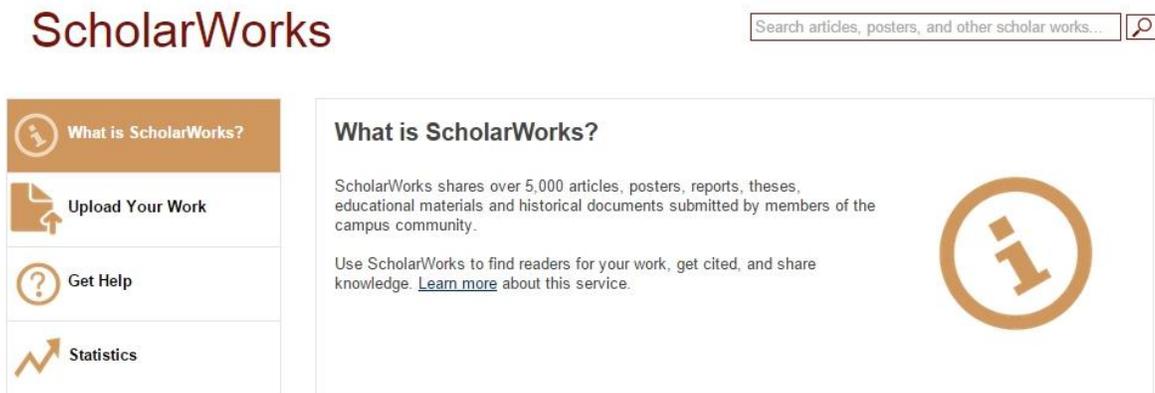
What needs to be done before you begin submitting your work to IUPUIScholarWorks?

- ✓ Is your document in its final, publishable state? Is your document formatted according to your Department's standards OR to the Graduate Office's standards? Links to online versions of the Guide to Preparation of Theses and Dissertations for both IU and Purdue are available at <http://graduate.iupui.edu/theses-dissertations/index.shtml>.
- ✓ Have you converted your document to a PDF? You have a couple options for converting your document(s) to PDF.
 - 1) The latest version of Microsoft Office has a built in PDF maker.
 - 2) All IUPUI Student Technology Labs and several workstations in the University Library 4th Floor Rich Media Cluster have Adobe Acrobat Pro, which can be used to convert your document to PDF.
- ✓ Do you have the PDF file saved on a device or location that you can presently access?
- ✓ Have you consulted the [Information I Want People to Know About My Thesis/Dissertation/Doctoral Paper](#) document?
- ✓ Do you have about 10 minutes to devote to the submission process? Remember the larger the file, the longer it will take to load. Depending on the length of your document and your internet connection, it could take up to **25 minutes** to complete the entire process.

**If you've said yes to the above questions
you're ready to submit to IUPUIScholarWorks!**

STEP 1 If you are not already on the IUPUIScholarWorks homepage go to: <https://scholarworks.iupui.edu/>

STEP 2 If you are not already logged in to IUPUIScholarWorks, click on **Login** under My Account.



Communities in IUPUI ScholarWorks Repository

Select a community to browse its collections.

- [Center for Service and Learning](#)
- [Faculty Articles](#)
- [Herron School of Art and Design](#)
- [IUPUC Scholarship](#)
- [Kelley School of Business -- Indianapolis](#)



STEP 3 Choose "IU login (CAS)"

[IUPUIScholarWorks Repository](#) → Choose Login

Choose a Login Method

Log in via:

- [IU login \(CAS\)](#)
- [Non-IU affiliate login](#)

STEP 4 Log in with your IUPUI username and password.

Central Authentication Service

Username:

Passphrase:

Login

STEP 5 Once you have logged in, click on **Submissions** under My Account.

ScholarWorks

- What is ScholarWorks?
- Upload Your Work
- Get Help
- Statistics

What is ScholarWorks?

ScholarWorks shares over 5,000 articles, posters, reports, theses, educational materials and historical documents submitted by members of the campus community.

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Communities in IUPUI ScholarWorks Repository

Select a community to browse its collections.

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My Account

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- [Submissions](#)

Context

STEP 6 Then click **start a new submission**.

ScholarWorks

IUPUIScholarWorks Repository → Submissions

Submissions & Workflow tasks

Submissions

You may [start a new submission](#)

The submission process includes describing the item and uploading the file(s) comprising it. Each community or collection may set its own submission policy.

My Account

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- [Profile](#)
- [Submissions](#)

STEP 7 The first submission step is to choose the correct collection in which your work should appear. Use the drop down menu to select the appropriate collection. Choose the collection that includes your Department's name and *Theses and Dissertations*. For example: **History Department Theses and Dissertations**. Click **Next**.

ScholarWorks

IUPUI ScholarWorks Repository → Item submission

Item submission

Select a collection

If you are a new ScholarWorks user, a librarian must give your account submitting privileges for a collection in your school or department. Please contact digschol@iupui.edu for help.

If you are trying to upload a graduate student thesis or dissertation, your submission must first be approved by the Graduate School (or Schools of Engineering, Dentistry, or Informatics when applicable). You will not be able to upload your thesis until contacted with instructions from the IUPUI University Library.

Collection:

Select the collection you wish to submit an item to.

Select a collection...

Next

My Account

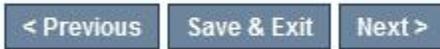
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- [Profile](#)
- [Submissions](#)

As you work through the submission process, a bar at the top of each page will let you know on which step you currently are and what steps remain. You may also use this bar to jump forward or backward in the process.

Item submission



Each step in the submission process will also have buttons at the bottom of the page which allow you to go back if you need to correct something or save your work so that you can login to IUPUIScholarWorks and finish the submission later.



STEP 8 The next few steps involve describing your thesis/dissertation. Answer questions appropriately for your specific document. Clicking **Next** after every step.

Please complete *at least* the following fields, feel free to fill out more though:

Author: Last name and First name. Include middle name or initial if desired.

Title: Do not use ALL CAPS.

Language:

Keywords: At least 3 keywords that you believe succinctly describe your thesis/dissertation.

Abstract: This will help others when searching either from within IUPUIScholarWorks or from the web. Copying and pasting a paragraph or two from your introduction will suffice if you do not have an abstract.

Degree:

Degree Grantor:

Year Degree Granted/To be Granted:

Item submission



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Describe Item

Authors:

Enter the names of the authors of this item below:

<input type="text" value="Proctor"/>	<input type="text" value="Anna L."/>	<input type="button" value="Add"/>
<small>Last name, e.g. Smith</small>	<small>First name(s), e.g. Robert F.</small>	

Title:

Enter the main title of the item.

Other Titles:

If the item has any alternative titles, please enter them below:

Date of Issue:

Please provide the date the item was published. If not previously published, use the date item was presented or completed. You can leave out the day and/or month if they aren't applicable.

<input type="text" value="2015"/>	<input type="text" value="May"/>	<input type="text" value="28"/>
<small>Year</small>	<small>Month</small>	<small>Day</small>

Citation:

Enter the standard citation for the previously issued instance of this item.

Found At:

Enter the name of the publisher of the previously issued instance of this item.

Identifiers:

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes below:

<input type="text" value="ISSN"/>	<input type="text"/>	<input type="button" value="Add"/>
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Language:

Select the language of the main content of the item. If the language does not appear in the list below, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'NA'.



Item submission

Describe → Describe → Upload → Review → CC License → License → Complete

My Account

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[Profile](#)
[Submissions](#)

Describe Item

Subject Keywords:

Please add one keyword at a time.

- Guides
 ScholarWorks

Abstract:

Enter the abstract of the item below.

This is the abstract.

Campus:

Indiana University-Purdue University indianapolis (IUPUI)

Degree:

Select the degree earned/to be earned with which this thesis is associated.

M.A.

Degree Grantor:

Select the degree associated with this thesis.

Indiana University

Thesis Committee Chair:

Enter the name(s) of the committee chair(s) for this thesis, below.

Smith John

Last name, e.g. Smith

First name(s), e.g. Robert F.

Thesis Committee Members:

Enter the names of other committee members for this thesis, below.

Johnson Bob

Last name, e.g. Smith

First name(s), e.g. Robert F.

- Doe, Jane

Year Degree Granted/to be Granted:

Enter the year upon which the degree associated with this thesis has been/will be granted.

2018

STEP 9 After you are finished describing the item, you will need to upload the actual file(s). Click on the **Browse** button to search for the file(s). You do have the ability to upload more than one file. For example if you prefer to break your thesis/dissertation up into chapters you can easily do so.

Click the **Upload file & add another** button. The upload may take a few minutes depending on how large your PDF is.

If you need to place an embargo on your submission, use the calendar to select a lift date. Your submission will be available to the public after the lift date.

Item submission

Describe → Describe → **Upload** → Review → CC License → License → Complete

My Account
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Upload File(s)

File:
Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

Browse... No file selected.

File Description:
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

(Optional) Embargo until specific date:
If you select an embargo date, the file will NOT be available to readers through IUPUI ScholarWorks until after the date selected. To choose an embargo date use the calendar or one of the following formats: yyyy, yyyy-mm, yyyy-mm-dd.

Embargo reason:
The reason for the embargo, typically for internal use only. Optional.

Upload file & add another

You'll then be able to view your file under "Files Uploaded." Click **Next**.

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> Information I Want People to Know.pdf	88159 bytes	Full Thesis	application/pdf (Supported)	Edit

File checksum: MD5:559b1c8eb83c81d3af971b0bba6ceode

[Remove selected files](#)

[< Previous](#) [Save & Exit](#) [Next >](#)

STEP 10 Next, you will need to verify that you have described your thesis/dissertation to your satisfaction and that you have uploaded the correct file(s). Use the **Correct one of these buttons** to correct as needed. Click **Next** when you are ready to continue.

Item submission



Review Submission

Describe Item

Authors:
Proctor, Anna
Title:
Test Submission
Date of Issue:
2015
Language:
English (United States)

Correct one of these

Describe Item

Abstract:
This is a sample abstract.
Degree:
M.A.
Degree Grantor:
Indiana University
Thesis Advisor(s):
Smith, John L.
Year Degree Granted/to be Granted:
2015

Correct one of these

Upload File(s)

[Information I Want People to Know.pdf](#) - Adobe PDF (Known)

Correct one of these

< Previous Save & Exit **Next >**

STEP 11 Next you will be given the opportunity to assign a Creative Commons License to your work. A Creative Commons License allows you to set parameters for what you will or will not allow others to do with your work. Selecting a Creative Commons License is NOT required. For more information about what a Creative Commons License is, please visit: <http://creativecommons.org/license/>.

STEP 12a: If you do NOT wish to select a Creative Commons License, click **Next** to proceed to the next step and move to STEP 13 on this guide.

Item submission



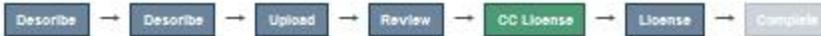
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License Type:

STEP12b: If you DO wish to include a Creative Commons License, choose Creative Commons from the drop-down menu and answer the questions that appear, then click **Next**.

Item submission



License Your Work

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License Type:

Allow commercial uses of your work? i

No Yes

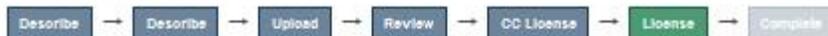
Allow modifications of your work? i

ShareAlike No Yes

You must click Next to save your changes.

STEP 13 Finally you need to read through the IUPUIScholarWorks Distribution License carefully to understand the license to which you are agreeing and what you are allowing IUPUI and University Library to do with your work. This is a separate license from the Creative Commons License and it **is required**. We suggest printing this license for your records. If you agree to the terms, **check** the box next to Grant the License and click **Complete Submission**.

Item submission



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Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

[Go to the Submissions page](#)

[Submit another item](#)

If you have any questions about the submission process or encounter any problems, please contact the University Library ETD Administrator at: etd@iupui.edu or 317-278-8011.

The Graduate Office or your Department or School will need to review your submission and graduation standing before your work will appear in IUPUIScholarWorks.