



## Department of Dance Master's Thesis Submission Guide

### Step 1: Create an account in Digital Commons @Brockport

- First, go to [http://digitalcommons.brockport.edu/dns\\_theses/](http://digitalcommons.brockport.edu/dns_theses/)
- Next, click on **My Account** near the top of the page:



- Create an account by using the **Sign Up** button, or log in to an existing account:

<b>Login</b> Email address: <input type="text"/> Password: <input type="password"/> <input type="checkbox"/> Remember me <input type="button" value="Login"/> <a href="#">Forget your password?</a> <small>New Email Address? Please log in and choose <a href="#">Edit Profile</a> on your <a href="#">My Account</a> page to update your contact information or customize your password.</small>	<b>Create new account</b> You will need to create an account to complete your request. It's fast and free. <input type="button" value="Sign up"/>
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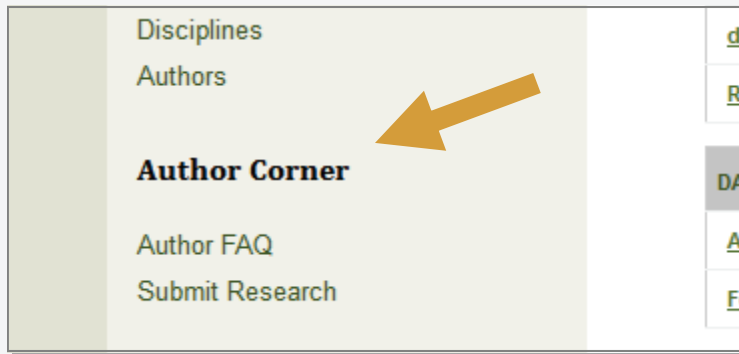
Please use your full, legal name when you create your account.

d. If you signed up for a new account, check the email account you used to create your new Digital Commons @Brockport account. You will have received a confirmation email. To confirm your account, click on the link in the email:

To confirm your account and resume your activity, please click [here](#).

## Step 2: Submitting your thesis to the Department of Dance Master's Theses

- a. After creating your account, return to the Dance Master's Theses home page at : [http://digitalcommons.brockport.edu/dns\\_theses/](http://digitalcommons.brockport.edu/dns_theses/)
- b. Next, click **Submit Research** on the left side of the page:



- c. You will then be directed to the online **Submission Instructions** and **Submission Agreement** page. Read the Agreement, and check the box at the bottom of the page, indicating you agree with the conditions, and click **Continue**.

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.

Continue

d. After agreeing, you will be taken to the main thesis submission page. Some of the fields on the form are required:

**REQUIRED** Title

Enter the Title in Headline Capitalization (capitalize "all nouns, pronouns and verbs, and all other words of four or more letters").

**REQUIRED** Author

This is the name and address you used when you created your account. If you used a nickname, or want a different email address, you can click on the pencil icon to edit it. Otherwise, no further action is required in this field.

**REQUIRED** Date of Award

Season and year, or Month, day, year.

**REQUIRED** First Advisor

Your thesis advisor will verify your eligibility and approve the posting, so please include their name. \*Please add the name of the Graduate Coordinator where indicated..

**REQUIRED** Keywords

Up to 10 words, to help make your thesis discoverable on Google.

**Subject Categories**

Dance is preselected, you can add additional categories by clicking on Arts and Humanities in the left sidebar.



**Available:**

- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

**REQUIRED** Abstract

Your abstract tells your reader what to expect, and should briefly describe your research question, methodology and results.

**REQUIRED** Upload Full Text

This file should be in Microsoft Word or PDF format.

This may take a while. Please only click once.

Click to submit your thesis to Digital Commons.





Uploading your thesis may take a few minutes. If clicking on 'Submit' does not take you to a new page after a while, scroll to the top and check for error messages:

- ✘ The 'Keywords' field cannot be blank.
- ✘ The 'First Advisor' field cannot be blank.
- ✘ The 'Abstract' field cannot be blank.
- ✘ The 'Title' field cannot be blank.
- ✘ The 'Date Of Award' field cannot be blank.
- ✘ You must choose yes or no for 'Upload Full Text'.

e. If your upload was successful, you will be taken to a page that resembles the following:

You have successfully uploaded:  
a thesis

 [Revise submission](#)

 [Make another submission](#)

### Submission Metadata

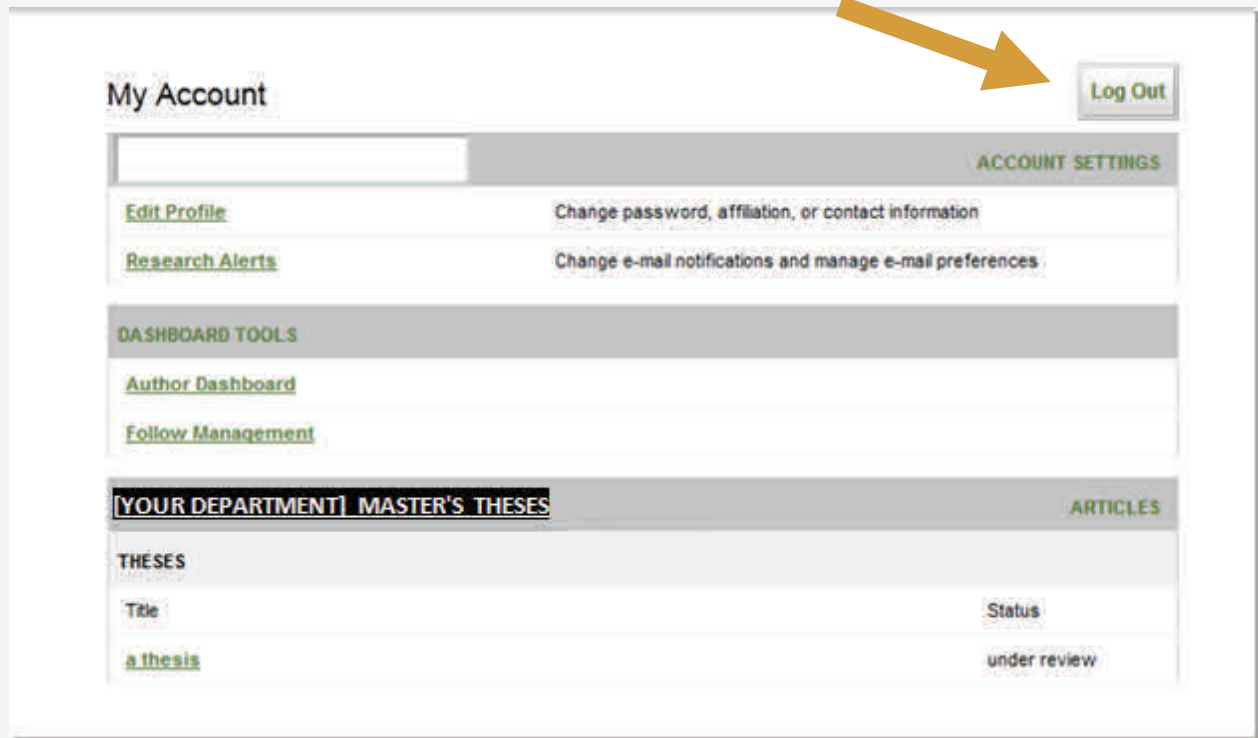
Metadata Field	Value
Title	a thesis
Author	Kim Harris
Date of Award	Winter 2000
Degree Type	Thesis
Degree Name	Master of Science in Education (MSEd)
Department	Education and Human Development
First Advisor	Edward Carrington
Second Advisor	- empty -
Third Advisor	- empty -
Keywords	library, business, etc.
Subject Categories	Education
Abstract	words that describe this thesis
Comments	- empty -
Streaming Media	- empty -
Media Format	flash_audio
Upload Full Text	<a href="#">Download</a>
Update Submission	Initial Submission

## Congratulations, you have successfully uploaded your thesis!

You may revise the submission if necessary, or to return to your account page and logout, click on the **My Account** button at the top of the screen.

On the **My Account** page you can:

Log out, manage your account settings, look at your Dashboard Tools or View the status of your submissions



At this point, the system will notify your advisor of your submission, and when they approve it, you will receive notification.

Additionally, you will also receive monthly emails after your thesis is posted; alerting you to the number of downloads your thesis has received.

If you have any questions regarding the process, please contact:

Kim Myers  
Digital Repository Specialist  
44K, Drake Memorial Library  
The College at Brockport, State University of New York  
585-395-2742  
[kmyers@brockport.edu](mailto:kmyers@brockport.edu)