



Department of Biology Master's Thesis Submission Guide

Step 1: Create an account in Digital Commons @Brockport

- First, go to http://digitalcommons.brockport.edu/bio_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:

Login Email address: <input type="text"/> Password: <input type="password"/> <input type="checkbox"/> Remember me <input type="button" value="Login"/> Forget your password? <small>New Email Address? Please log in and choose Edit Profile on your My Account page to update your contact information or customize your password.</small>	Create new account 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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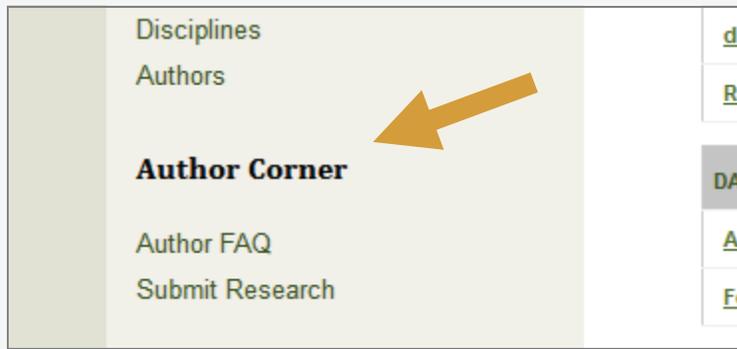
Please use your full, legal name when you create your account.

d. Next, check the email account you used to create your account to confirm your registration. You will need to click on the attached link to continue:

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

Step 2: Submitting your thesis to the Department of Biology_Master's Theses

- a. After creating your account, return to the Department of Biology Master's Theses home page at : http://digitalcommons.brockport.edu/bio_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.

REQUIRED Keywords

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

Subject Categories

Biology is preselected, you can add additional categories by clicking in Life Sciences 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'.

EDUCATION AND HUMAN DEVELOPMENT THESES

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

EDUCATION AND HUMAN DEVELOPMENT THESES

You have successfully uploaded:
a thesis

 [Revise submission](#)

 [Make another submission](#)

Submission Metadata

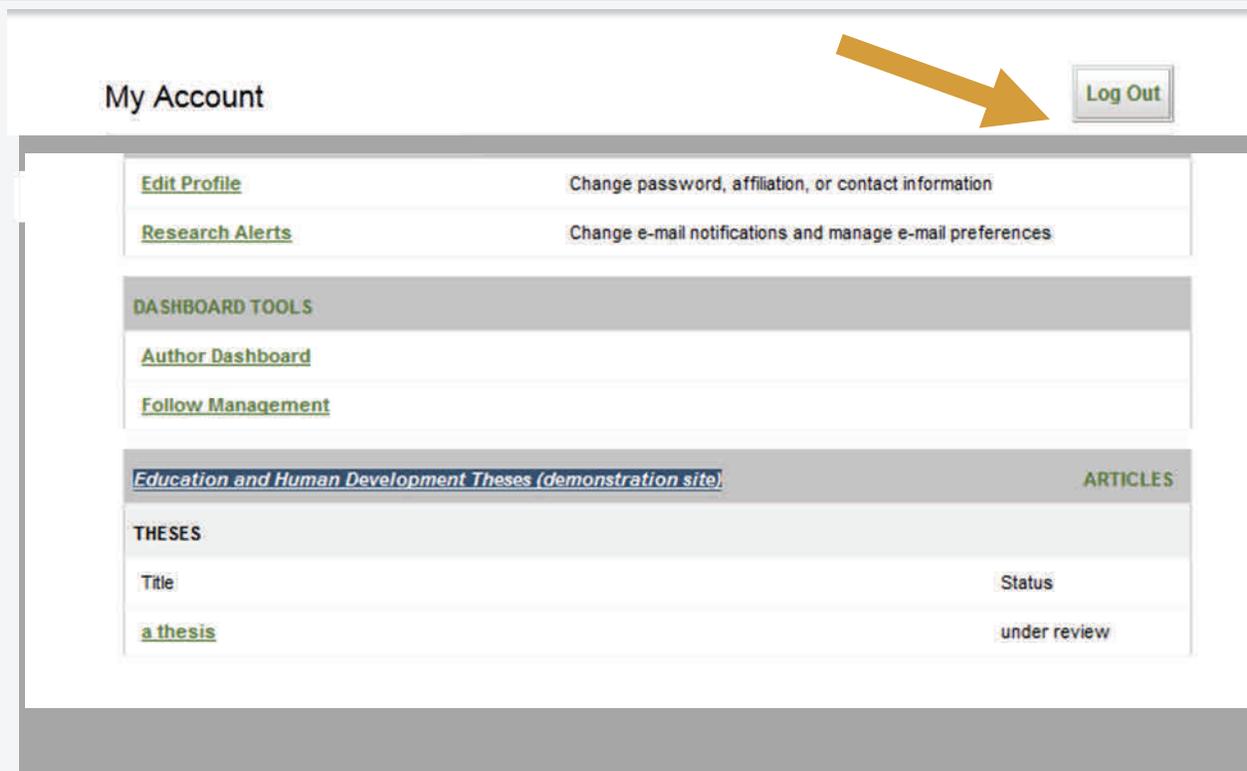
Metadata Field	Value
Title	a thesis
Author	Kim Harris
Date of Award	Winter 2000
Degree Type	Thesis
Degree Name	Master of Science in Education (MSEd)
Department	Education and Human Development
First Advisor	Edward Carrington
Second Advisor	- empty -
Third Advisor	- empty -
Keywords	library, business,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



The screenshot shows the 'My Account' page. At the top right, there is a 'Log Out' button. A yellow arrow points to this button. Below the header, there are several menu items: 'Edit Profile' (Change password, affiliation, or contact information), 'Research Alerts' (Change e-mail notifications and manage e-mail preferences), 'DASHBOARD TOOLS' (Author Dashboard, Follow Management), and 'ARTICLES' (Education and Human Development Theses (demonstration site)). At the bottom, there is a table titled 'THESES' with columns for 'Title' and 'Status'. One entry is shown: 'a thesis' with a status of 'under review'.

At this point, the system will notify your advisor that you have completed the process. After they approve your thesis, it will be posted but under embargo for at least one year. Please contact your advisor with questions regarding the embargo.

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

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