Step 1: Create an account in Digital Commons @Brockport

a. First, go to [http://digitalcommons.brockport.edu/eng_theses/](http://digitalcommons.brockport.edu/eng_theses/)
b. Next, click on My Account near the top of the page:

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

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 English Master's Theses

a. After creating your account, return to the English Master’s Theses home page at:
   http://digitalcommons.brockport.edu/eng_theses/

b. Next, click Submit Research on the left side of the page:

![Author Corner]

(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").

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) Author**

Season and year, or Month, day, year.

Your thesis advisor will verify your eligibility and approve the posting, so please include their name. *Please add the names of your readers in the Second and Third Advisor fields.

**REQUIRED Date of Award**

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

**REQUIRED Keywords**

Click on Arts and Humanities in the left sidebar and choose appropriate discipline from options there.

**REQUIRED Abstract**

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

**REQUIRED Upload Full Text**

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

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