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## Step-by-step Guide to Uploading Your Master's Thesis (or Doctoral Dissertation) in UNL Digital Commons

Paul Royster University of Nebraska-Lincoln, proyster@unl.edu

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## Step-by-step Guide to Uploading Your Master's Thesis in UNL Digital Commons

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Select & enter your password

Click the "Sign up" button. This will generate a message to your email address.

2. Go to your email account and click the link in the automatic email to activate your account.

**Note:** If your spam filter is especially eager, it may block this message, so check its rejected bin if you don't see an email from "support@dc.bepress.com"

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- 4. In the left-hand gray box under Author Corner, click "Submit Research". Read and check the agreement box for the terms, which give the University of Nebraska Lincoln the non-exclusive right to distribute your submission ("the Work") over the Internet and make it part of the DigitalCommons@University of Nebraska Lincoln. Click "Continue"
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<i>... </i> <u>italics</u>:

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<sup>... </sup> <u>superscripts</u>:

e.g.: Methods of <sup>14</sup>C Dating

will show up online as Methods of <sup>14</sup>C Dating

<sub> ... </sub> <u>subscripts</u>:

e.g.: Incidence of CaCO<sub>3</sub>

will show up online as Incidence of CaCO<sub>3</sub>

- 6. Input **Date**—month and year, as shown on your title page
- 7. **Comments**: Copy and paste the text "A Thesis submitted ... Lincoln, NE ... August 2010" from your title page. Add "Copyright [year] [your name]"

- 8. Paste or type your **abstract**. You can use the html codes described in #5 above; you can also use <br/>
  to force a manual line break. Two <br/>
  's produces a blank line. If you use any of these codes, change the setting in the small box below the abstract from "The format of the abstract is: one paragraph" to "The format of the abstract is: paragraphs formatted with HTML tags"
- 9. Upload your file. Click the open dot for "**Upload file from your computer**" 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." Files can be any of the following formats: .pdf, .doc, .docx, or .rtf Non-pdf files will be transformed into pdf by an automatic filter in the system.
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If you have problems or questions, contact Paul Royster, tel 402 472-3628, email proyster@unl.edu