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

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

1. Go to UNL Digital Commons and **create an account**:

Go to <http://digitalcommons.unl.edu>

Click on “My Account”

On the next page, click the “**Sign up**” button

On the next page, enter your email address, first & last name (middle name or initial is optional, but match your thesis title page if possible)

Your “institutional affiliation” is “University of Nebraska – Lincoln”

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”*

3. The emailed link will take you to the “**My account**” page. Click on “**Collections**” in the left-hand gray box to go to the master list of all UNL departments. Scroll down to find your department and within it a series called “[department] Theses, Dissertations, & Student Research”. Click on the link to this series page.

Note: *If you are unsure where to deposit, see the hyperlinked list of programs and thesis deposit series online here: <http://digitalcommons.unl.edu/gsdissinfo/2/>*

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”

5. Input (or copy & paste) your **title**.

You can use the following html codes to produce special features like

<i> ... </i> italics:

e.g.: Drinking in <i>The Sun Also Rises</i>
will show up online as Drinking in *The Sun Also Rises*

^{...} superscripts:

e.g.: Methods of ¹⁴C Dating
will show up online as Methods of ¹⁴C Dating

_{...} subscripts:

e.g.: Incidence of CaCO₃
will show up online as Incidence of CaCO₃

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
 to force a manual line break. Two
'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.
10. Additional files: Unless you have data sets or other material not contained in the master's thesis that you want to have associated with it online, you can (and should) skip this. If you do have such files, check the box; after the main document is uploaded, you will be given opportunity to load the additional files one by one.
11. Click "**Submit**" button. You will soon see a screen that says "You have successfully uploaded: ..."
Check it over for errors in the title, comments, abstract, etc. If anything needs to be fixed, click "Revise submission" button, which takes you back to the submission screen. Make any necessary changes there and click "Submit" (again) at the bottom, which will bring you back to this page.
(Note: Files upload at a rate of about 4 Mb per minute; unless you have an unusually large file or slow connection, your thesis should upload in a short time.)
11. **Print out the "You have successfully uploaded: ..." page and bring it to Graduate Studies** to complete your paperwork for the submission and degree. You will also receive an automated email to this same effect, which you may print out and bring to Graduate Studies instead.

If you have problems or questions, contact Paul Royster, tel 402 472-3628, email proyster@unl.edu