

University of Nebraska - Lincoln

DigitalCommons@University of Nebraska - Lincoln

Thesis and Dissertation Deposit Information
Resources

Graduate Studies

5-2024

Step-by-step Guide to Uploading Your Master's Thesis, Doctoral Dissertation, or Other Student Work in the UNL Digital Commons

Paul Royster

University of Nebraska-Lincoln, proyster@unl.edu

Sue Ann Gardner

University of Nebraska-Lincoln, sgardner2@unl.edu

Follow this and additional works at: <https://digitalcommons.unl.edu/gsdissinfo>



Part of the [Educational Assessment, Evaluation, and Research Commons](#), [Higher Education Administration Commons](#), [Scholarly Communication Commons](#), and the [Scholarly Publishing Commons](#)

Royster, Paul and Gardner, Sue Ann, "Step-by-step Guide to Uploading Your Master's Thesis, Doctoral Dissertation, or Other Student Work in the UNL Digital Commons" (2024). *Thesis and Dissertation Deposit Information Resources*. 3.

<https://digitalcommons.unl.edu/gsdissinfo/3>

This Article is brought to you for free and open access by the Graduate Studies at DigitalCommons@University of Nebraska - Lincoln. It has been accepted for inclusion in Thesis and Dissertation Deposit Information Resources by an authorized administrator of DigitalCommons@University of Nebraska - Lincoln.

Step-by-step Guide to Uploading Your Master’s Thesis, Doctoral Dissertation, or Other Student Work in the UNL Digital Commons

1. CREATE AN ACCOUNT IN THE UNL DIGITAL COMMONS

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

Click on **My Account**.

On the next page, click **Sign up**.

Enter your first and last names (middle name or initial is optional, but match your thesis title page if possible) and email address.

Select and enter your password and retype it to confirm it.

Complete the Captcha challenge.

Click **Create Account**. 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 the junk or spam folder if you don’t see an email from “support@dc.bepress.com.”*

3. DETERMINE WHICH UNL DIGITAL COMMONS SERIES TO PUT YOUR WORK IN

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/School/etc. ...: Dissertations, Theses, and 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: <https://digitalcommons.unl.edu/gsdissinfo/2/>.*

4. SUBMIT YOUR WORK TO THE UNL DIGITAL COMMONS

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”) online and make it part of the DigitalCommons@University of Nebraska–Lincoln. Click **Continue**.

5. **Title:** Input (or copy and paste) your **title** using title case (that is, all words capitalized except non-initial articles, conjunctions, and prepositions, like this: Innovation and Sustainability in Textile Design). You can use HTML tags to produce special features like

`<i> ... </i>` italics

Drinking in `<i>The Sun Also Rises</i>`

will show up online as Drinking in *The Sun Also Rises*

`^{...}` superscripts

Methods of `¹⁴`C Dating

will show up online as Methods of ¹⁴C Dating

`_{...}` subscripts

Incidence of CaCO`₃`

will show up online as Incidence of CaCO₃.

5. **Author:** Add your email address, first name(s), middle name(s) or initial(s), and last name(s). Add a suffix, if you have one (such as Jr. or III). The institution is **University of Nebraska-Lincoln**.
6. **Advisors:** Add your advisor’s name only in the First Advisor box. If you have more than one advisor, you may also fill out the Second Advisor and Third Advisor boxes.
7. **Date of this Version:** Input **Date**—month and year only, as shown on your title page.
8. **Citation:** Copy and paste all of the text under the title and your name “A THESIS submitted ... Lincoln, NE ... August 2024” from your title page.

9. **Comments:** Add Copyright [year], [Your Name], like this:

Copyright 2024, Solána Imani Rowe

10. **Abstract:** Copy and paste (or type) your **abstract**. You can paste it as-is or you can format it to match the typography you used in your thesis. To format it, there are a few WYSIWYG functions available or you can use any [HTML codes](#) would like to use.

11. **Other fields:** Filling in the **ORCID**, **keywords**, and **disciplines** fields is optional. If you would like, in the applicable fields, you may: include your ORCID if you have one, add keywords (first word of each term capitalized, terms separated by commas), and select disciplines from the drop-down list.

12. **UPLOAD YOUR FILE**

Click the open dot for **Upload file from your computer**. Click on the **Browse** button that appears. Browse to wherever your document is stored on your computer or external storage device; select it and double-click or click **Open**. Format types allowed are: .pdf, .doc, .docx, or .rtf. Non-PDF files will be transformed into PDF automatically.

13. Additional files: You should skip this *unless* you have datasets or other material not contained in the dissertation or thesis that you want to have associated with it. If you do have such files, check the box. After the main document is uploaded, you will be given an opportunity to load the additional files one by one using the **Browse** feature. Click the **Save** button each time after selecting a file to include. These files can be in any of a variety of formats.

14. **SUBMIT**

Click the **Submit** button at the bottom of the screen.

You will soon see “You have successfully uploaded: ...” Check it over for errors in the title, comments, abstract, etc. If anything needs to be fixed, click the **Revise submission** button, which takes you back to the submission screen. Make any necessary changes there, be sure to re-attach your thesis file (repeat step 12) and then click the **Submit** button (again).

15. Thesis depositors: **Forward a screenshot or mobile picture of the “You have successfully uploaded: ...” message to the Office of Graduate Studies (OGS).** You may print out and bring this message to the OGS instead. Do the other things that the people in the OGS have said you must do for degree completion.

16. **YOU DID IT!**

Sincere CONGRATULATIONS on achieving this milestone in your academic career!



If you have problems with the upload or questions about these instructions, contact

[Sue Gardner](#) Scholarly Communications Librarian, University Libraries

telephone 402-472-8566 | email sgardner2@unl.edu