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Electronic Thesis and Dissertation Tutorial: Submitting an ETD to SFA ScholarWorks

R Philip Reynolds
Stephen F. Austin State University, preynolds@sfasu.edu

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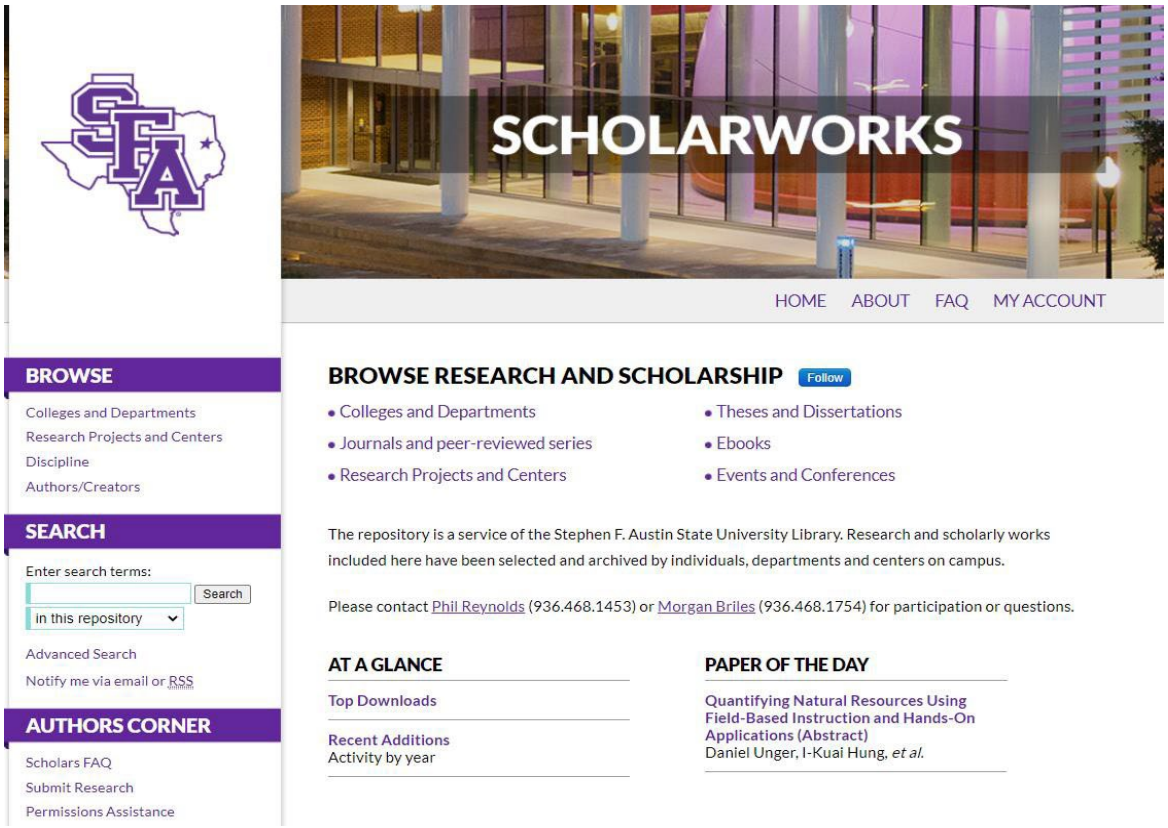
Electronic Thesis and Dissertation Tutorial: Submitting an ETD to SFA ScholarWorks

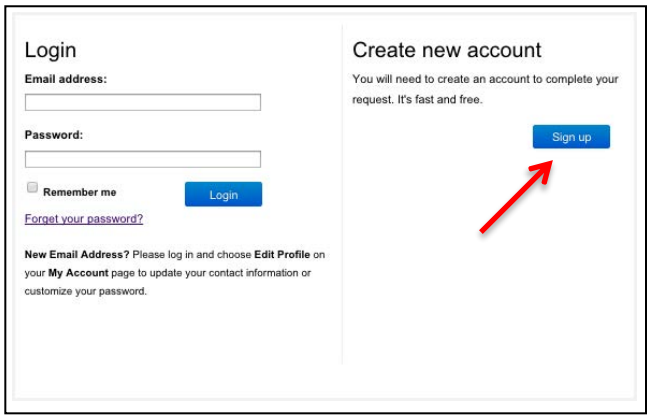
(7-19-21)

I. Introduction to SFA ScholarWorks and Creating Your Account

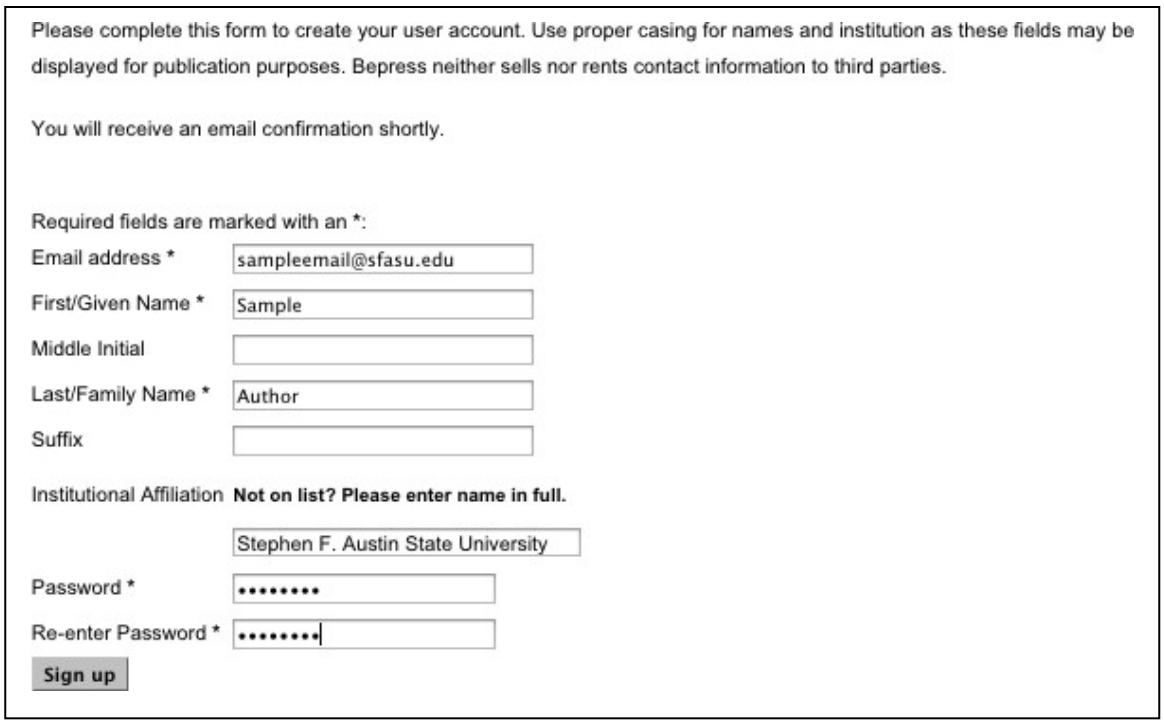
Before you begin the process of submitting your ETD to SFA ScholarWorks, you will have to create an account within the platform. To do so, first visit SFA ScholarWorks' home page at scholarworks.sfasu.edu. Click on the "My Account" tab located in the upper left of the page.



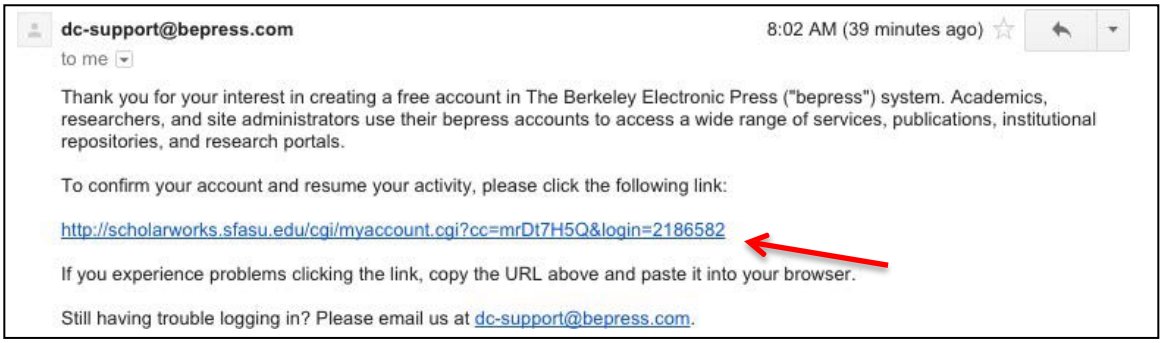
From this tab you will be taken to the *Login/Create new account* screen. Here, you will click "Sign up" (If you have already created an account then login with your credentials).



Enter your user account information on the next screen. Submitters, as SFA employees, are encouraged to use their SFA email address.



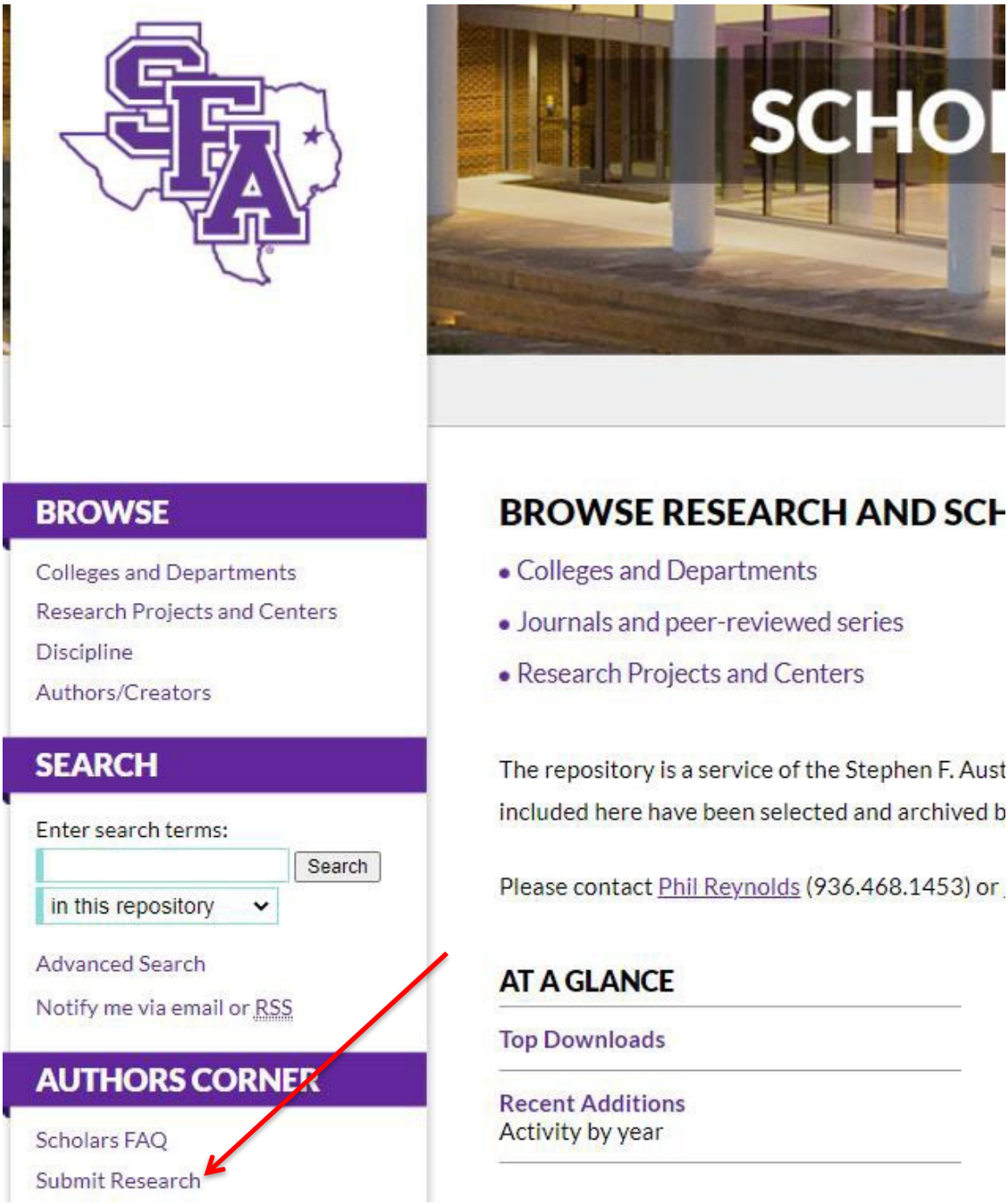
After completing the form and clicking "Sign up" you will receive a confirmation email from bepress. Click on the link provided in the email. Your bepress account is now created.



II. Submitting Your ETD

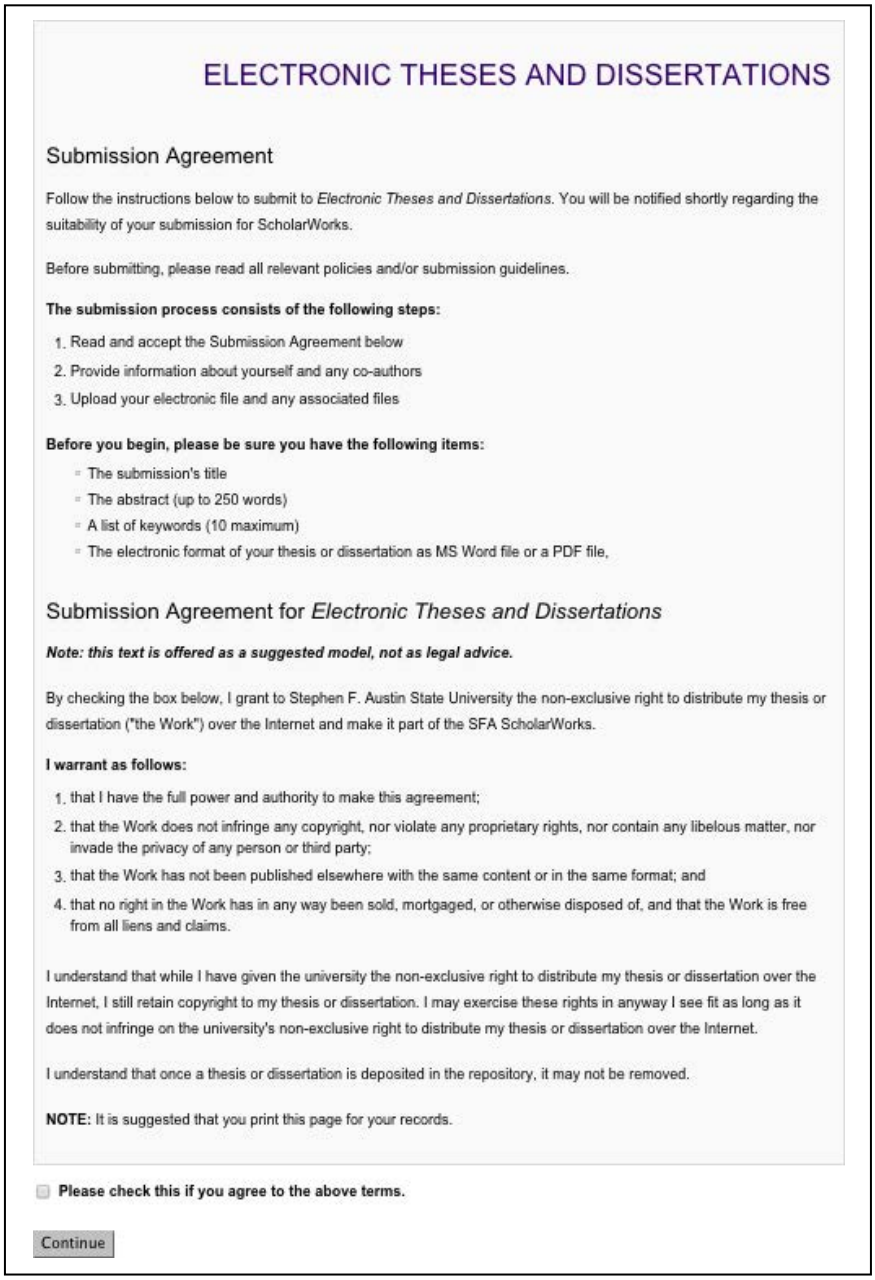
To begin the process of submitting your ETD, let us first go back to the SFA ScholarWorks homepage (scholarworks.sfasu.edu). Once there, click on "Theses and Dissertations" link that is found under "Browse ScholarWorks".

To continue, click on "Submit Research" in the left-hand sidebar.



If you are not logged-in you will be taken to the Login/Create new account screen that you encountered earlier and where you will log-in. If already logged-in, after clicking "Submit Research" you will be taken to the Submission Agreement page. This page informs you of what is necessary to

continue the submission process and it also asks that you agree to grant SFA the non-exclusive right to distribute your work online through SFA ScholarWorks. After agreeing to this page you still retain copyright over your ETD. Please read this page carefully and contact cds@sfasu.edu if you have any questions.



ELECTRONIC THESES AND DISSERTATIONS

Submission Agreement

Follow the instructions below to submit to *Electronic Theses and Dissertations*. You will be notified shortly regarding the suitability of your submission for ScholarWorks.

Before submitting, please read all relevant policies and/or submission guidelines.

The submission process consists of the following steps:

1. Read and accept the Submission Agreement below
2. Provide information about yourself and any co-authors
3. Upload your electronic file and any associated files

Before you begin, please be sure you have the following items:

- The submission's title
- The abstract (up to 250 words)
- A list of keywords (10 maximum)
- The electronic format of your thesis or dissertation as MS Word file or a PDF file,

Submission Agreement for *Electronic Theses and Dissertations*

Note: this text is offered as a suggested model, not as legal advice.

By checking the box below, I grant to Stephen F. Austin State University the non-exclusive right to distribute my thesis or dissertation ("the Work") over the Internet and make it part of the SFA ScholarWorks.

I warrant as follows:

1. that I have the full power and authority to make this agreement;
2. that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
3. that the Work has not been published elsewhere with the same content or in the same format; and
4. that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that while I have given the university the non-exclusive right to distribute my thesis or dissertation over the Internet, I still retain copyright to my thesis or dissertation. I may exercise these rights in anyway I see fit as long as it does not infringe on the university's non-exclusive right to distribute my thesis or dissertation over the Internet.

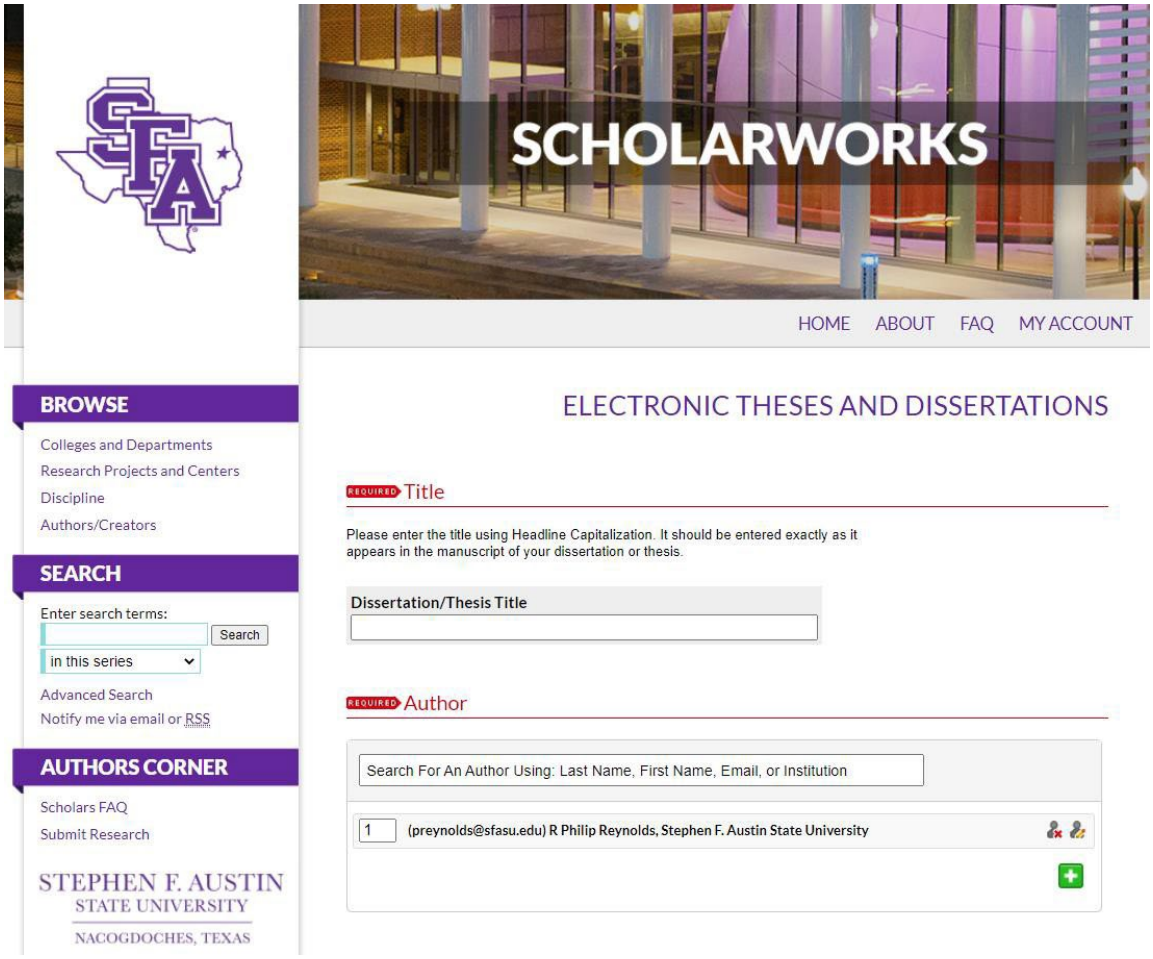
I understand that once a thesis or dissertation is deposited in the repository, it may not be removed.

NOTE: It is suggested that you print this page for your records.

☐ **Please check this if you agree to the above terms.**

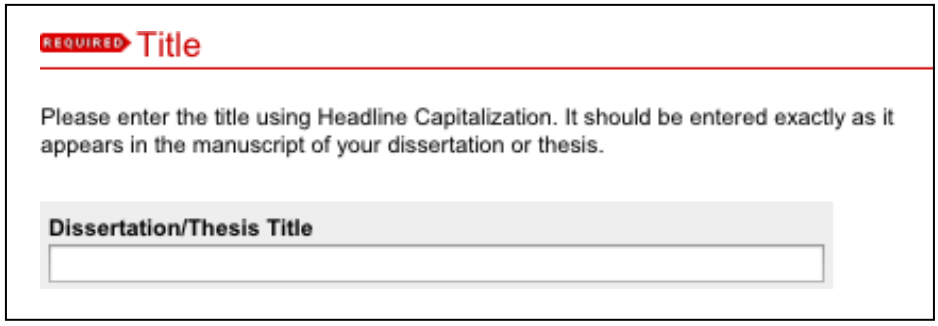
Continue

After checking the box to agree and clicking “Continue” you are then taken to the main submission screen. Here, you will enter all of the relevant descriptive information for your thesis or dissertation. Immediately below we see a screen shot of the top of this page. For the rest of this tutorial section we will cover – providing tips and guidance when applicable – each information field that you will need to fill out.



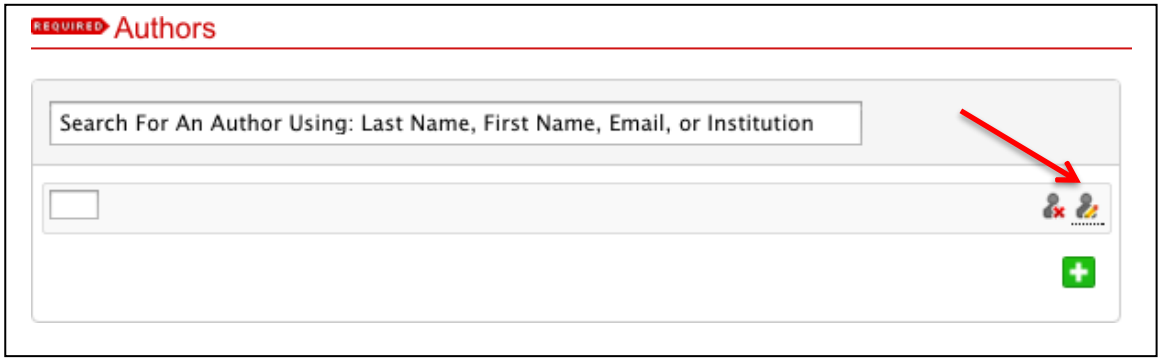
Title

For the *Title* field you will be providing the full title of your thesis or dissertation. Headline style is recommended here, meaning that you will capitalize the first letter of each word in the title except for propositions and articles

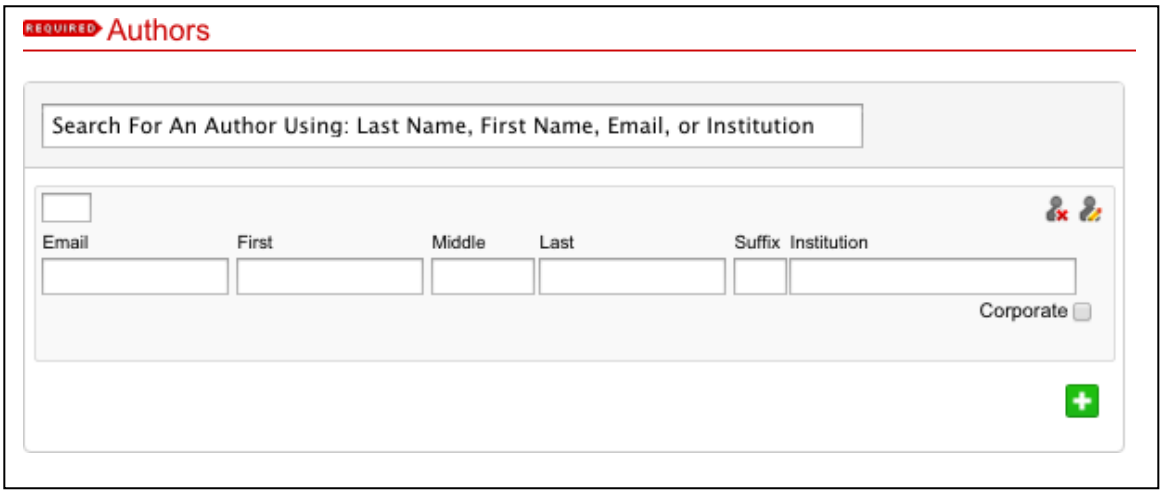


Authors

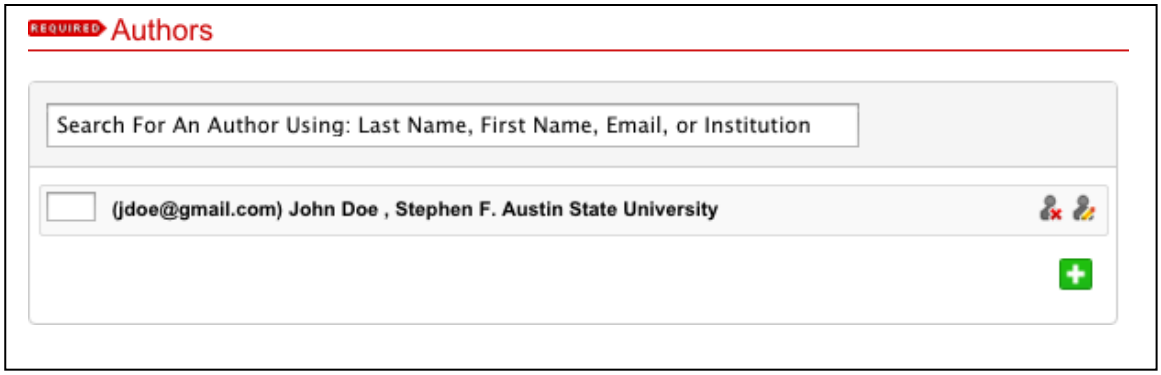
For the *Author* field you will be providing your full name, email and also institutional affiliation. To begin, click on the edit figure.



Clicking on that figure reveals a set of fields that you will fill out. For *Email*, be certain to fill in the email address that you have put down on the ETD deposit agreement form as your "post-graduation email" (i.e., enter a non-sfa account email address that will be maintained in permanence after graduation). If you are logged in your name should already appear. For *Institution* enter "Stephen F. Austin State University".

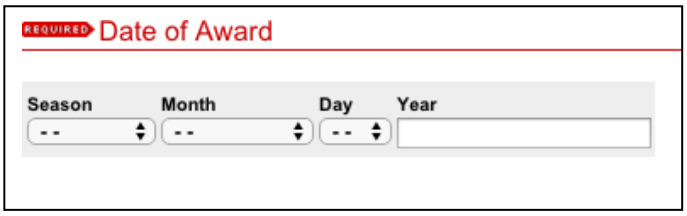


After entering your author information click again the edit figure. What you see should formally match what is displayed below ((email), name, institution).



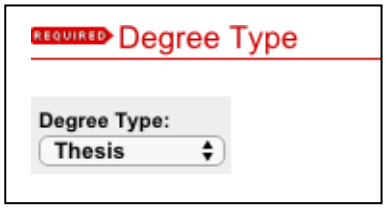
Date of Award

For this field enter the month and year that your thesis or dissertation was awarded. Leave *Season* and *Day* blank.



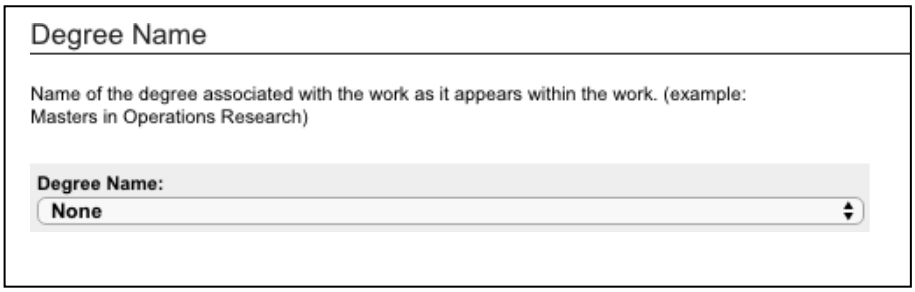
Degree Type

Choose your degree type – *Thesis* or *Dissertation* – from the drop-down menu.



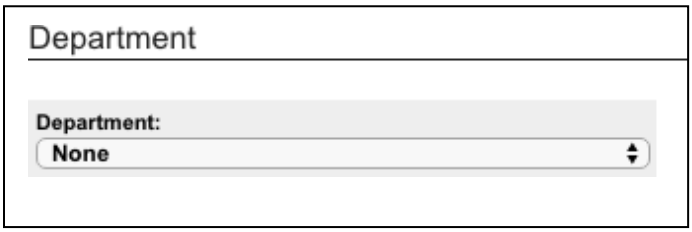
Degree Name

Choose your degree name from the *Degree Name* drop-down box. If your degree name does not appear choose "Other" and contact the Center for Digital Scholarship at cds@sfasu.edu informing them of the degree name that needs to be added.



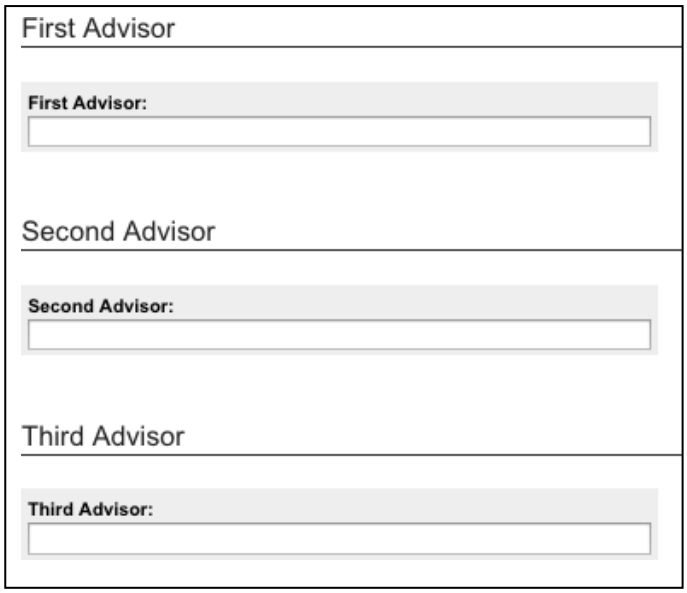
Department

Choose your department, for which you completed the thesis or dissertation, from the *Department* drop-down box. If your department does not appear choose "Other" and contact the Center for Digital Scholarship at cds@sfasu.edu informing them of the department that needs to be added.



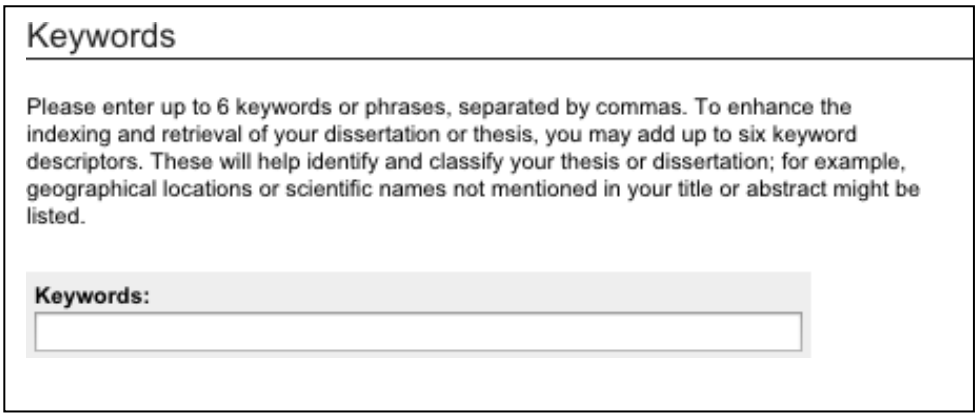
Advisor(s)

In the following five fields – *First Advisor* to *Fifth Advisor* – add each advisor that served on your thesis or dissertation committee. The director or chair of your committee should be included in the *First Advisor* field.



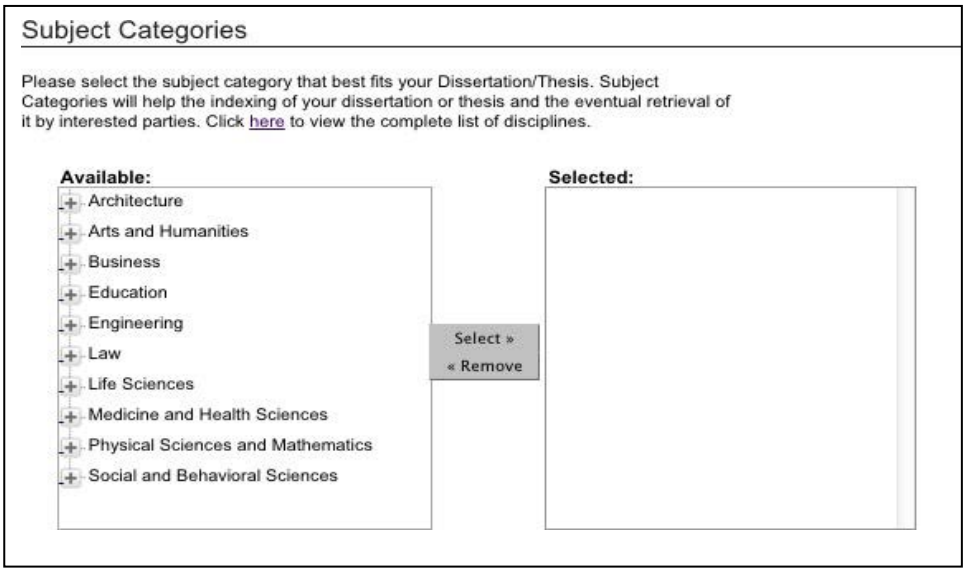
Keywords

In this field you will enter words that are significant to your thesis or dissertation and that can be found in the title, abstract or the text. These words that you choose will serve as an index and a form of description of your ETD. Determine your keywords by searching through your ETD for terms that assist in identifying the purpose, scope and methods of your work. These terms can of course also be included in your ETD's abstract. Choose between 5 and 10 keywords and insert a comma between each.



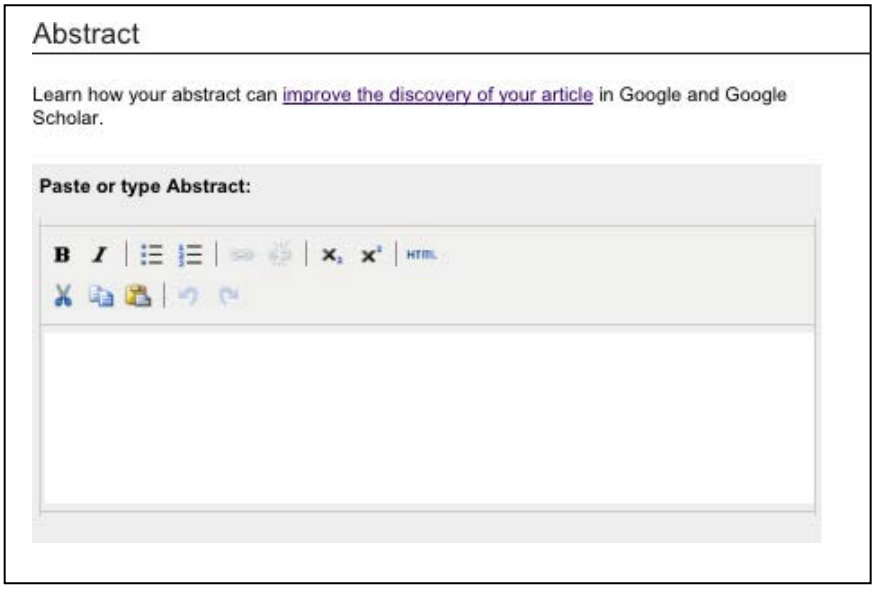
Subject Categories

For this section, choose the subject categories that are best associated with your ETD and its content. These categories may also be referred to as "Disciplines" later.



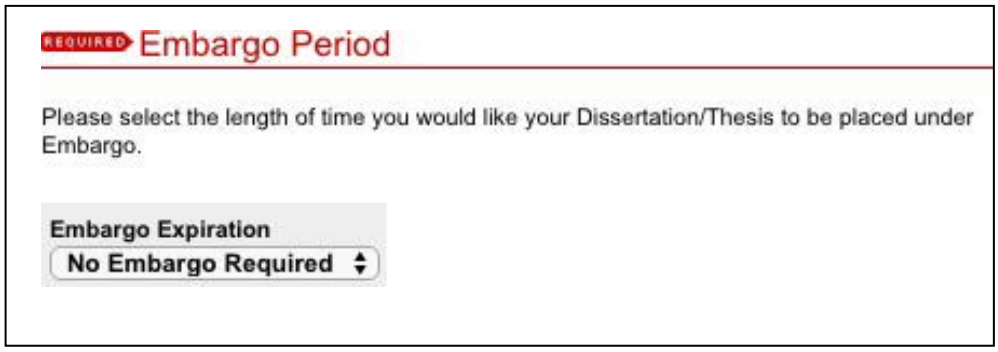
Abstract

The abstract is an important component of your ETD as it is presented at the beginning of both the downloaded, or viewed, thesis or dissertation and the ETD landing page. You can view the abstract as an opportunity to set accurate expectations for the potential researcher or reader. The abstract should present all the major elements of your work in a highly condensed form as a descriptive or informative summary. The suggested length is between 250 and 500 words. As mentioned above, include in your abstract the keywords that you selected previously in the process.



Embargo Period

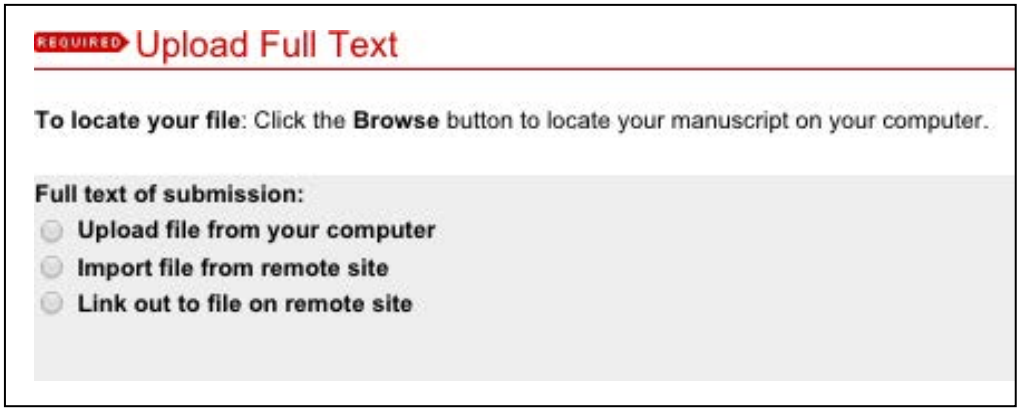
An embargo period is the length of time that your ETD will not be publicly accessible. You are given an option on the deposit agreement form that you will have completed before beginning this submission process as to whether or not you would like to place an embargo period on your ETD. Your advisor must be involved in the discussion and must ultimately approve.



If you have chosen not to place your ETD under an embargo period select "*No Embargo Required*"; if you have, select the appropriate length of time, which must correspond to your selection on the deposit agreement form.

Upload Full Text

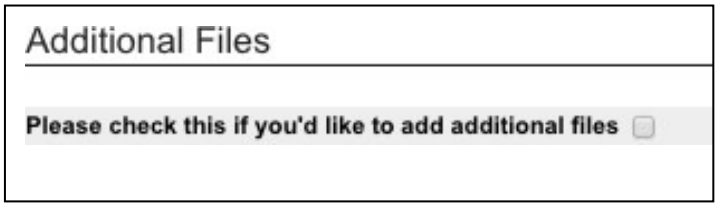
Here you will upload the full text of your ETD. Include your signature page without the signatures. Click on "*Upload file* . . . " and choose your ETD file. While DOC and PDF files can be uploaded (DOC files being converted to PDF after submission), contact your department for specific requirements.



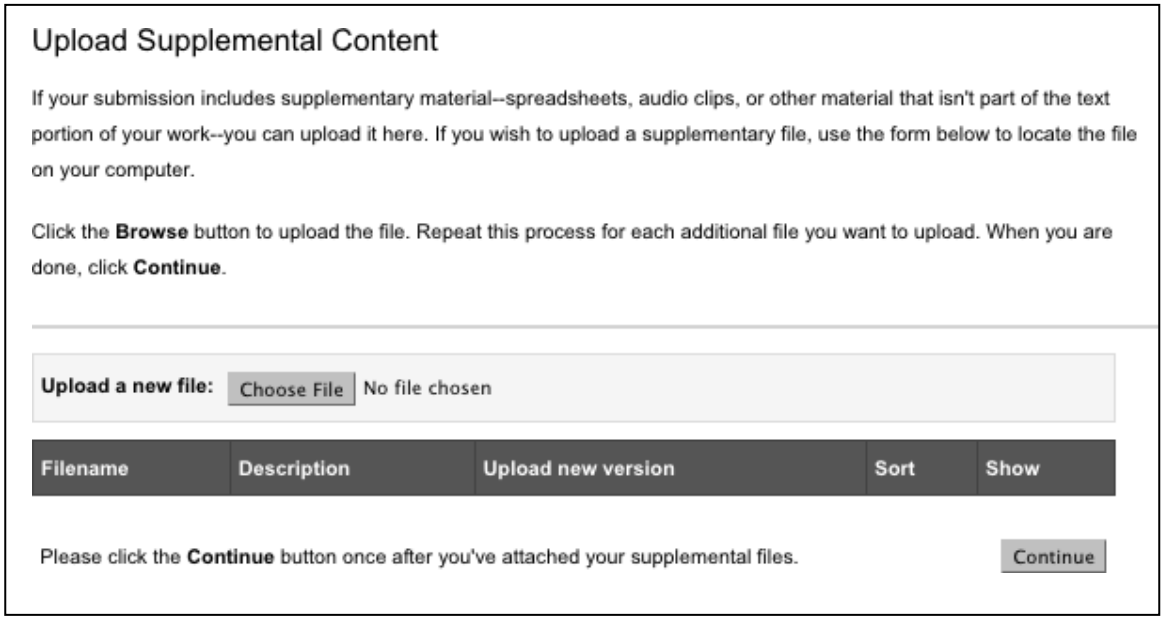
Additional Files

In this section you can upload additional files – datasets, non-standard file formats, GIS associated files, etc. – that are intended to exist alongside your ETD. These files will be visible on your ETD's landing page and will be

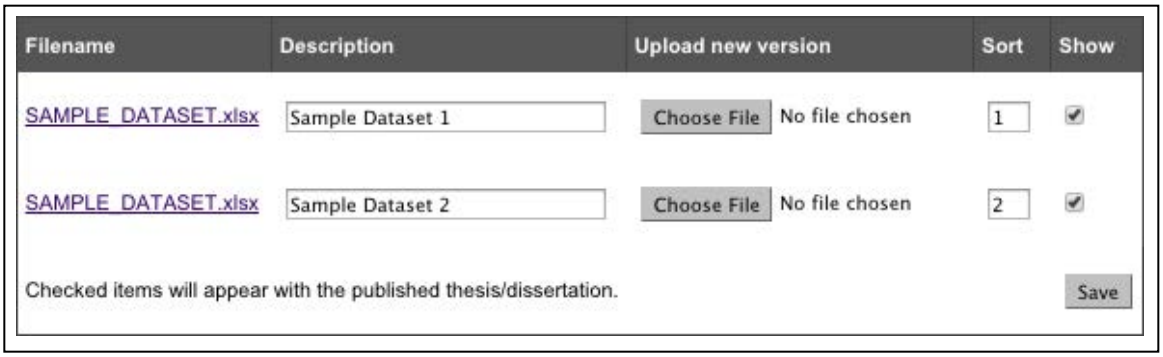
available for download by researchers. Please consult your department prior to uploading any additional file. To continue with this process, check the box displayed under “Additional Files” and click “Submit”. But, before doing so, please do review the information that you have provided on the submission page.

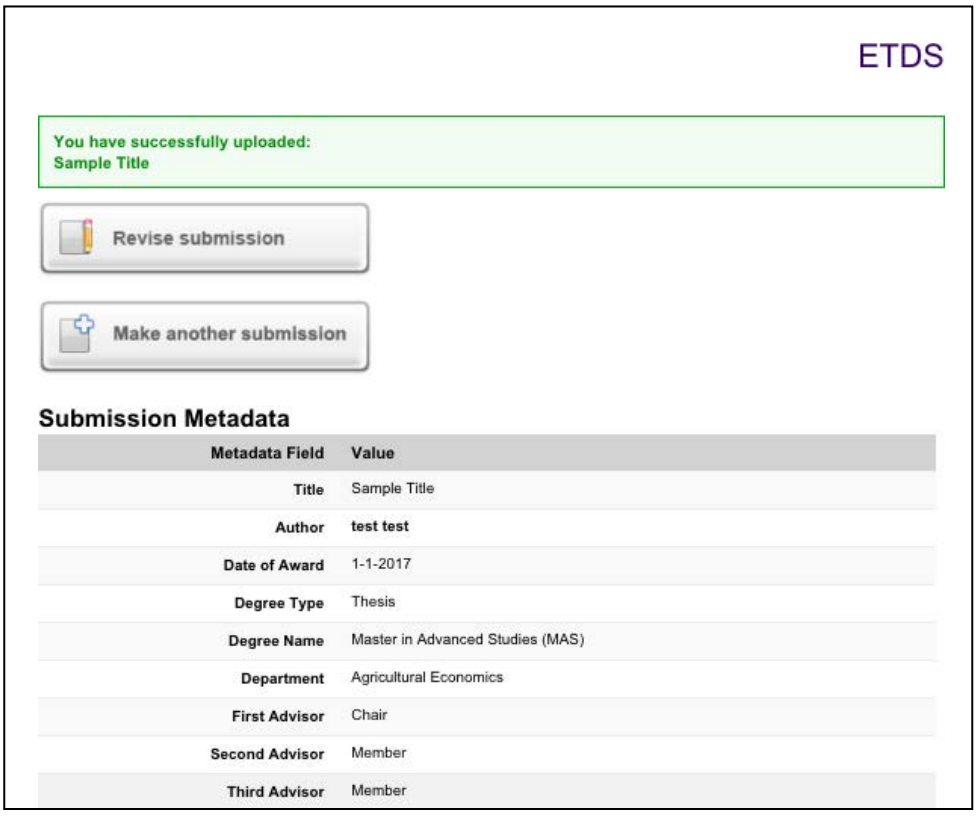


If you have checked the box and desire to upload additional files, or termed general supplemental content, you will see the box below after clicking submit. Here, click “Choose File” to search a personal directory for the additional files that you desire to upload. You may upload several additional files and the recommended maximum file size is 2GB.



After an additional file is loaded in SFA ScholarWorks you may provide a description for each file, upload a new version if necessary, sort the files (if multiples exist) and also elect to show or not show (make publicly accessible or not publicly accessible) each file. If you have any questions as to whether or not an additional file should be made not accessible please consult your advisor.



Finish

You have now successfully submitted your ETD. If you notice any errors in your submission or have any questions or comments please contact the Graduate School.