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

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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.

Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an *:

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First/Given Name * Sample
Middle Initial
Last/Family Name * Author
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Institutional Affiliation Not on list? Please enter name in full.

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Password * ********
Re-enter Password * ********

Sign up

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 THESIS 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,

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**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.

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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.
Keywords

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your dissertation or thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis or dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

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.

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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.
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Here you will upload the full text of your ETD. Before doing so, make sure that your completed signature page has been inserted into the electronic file. If not, contact the Graduate School for assistance. 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.

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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.
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