

# THESIS SUBMISSION GUIDE

LIBRARIES/INSTRUCTIONAL DESIGN STUDIO

## DOCUMENT FORMAT

Please submit your thesis as a single PDF file. If you need help producing a single PDF of your thesis, please contact the Instructional Design Studio ([ids@udmercy.edu](mailto:ids@udmercy.edu), 313-578-0580).

The file should be named in all lowercase, according to the following guide:

YYYY\_lastname\_first word of title (excluding A, An, The)

For example:

Post-Industrial Environment Resuscitation submitted by William McVea in 2007 would be saved as 2007\_mcvea\_post-industrial.pdf

An Alternative to Urban Sprawl submitted by Chris Stark in 2006 would be saved as 2006\_stark\_alternative.pdf

## PRODUCING A PDF

You can produce a PDF in one of a number of ways. Most software these days has a **Save As PDF** or **Export As PDF option**. During the save / export process you may be asked whether you would like to preserve editing capabilities (layers, etc.). **Do not preserve editing for your PDF**. Doing so produces an excessively large file that cannot be opened in some browsers.

If you cannot save / export as PDF, we recommend you download and install a free PDF distiller, such as CutePDF writer (<http://www.cutepdf.com/>). Once you have the distiller installed, choose File, then Print, then select the PDF writer as your printer.

To assemble multiple PDF files into a single file, you will need a copy of Adobe Acrobat Pro. The Instructional Design Studio has a copy of Acrobat Pro which you can use to compile your document. If you would like to use this software, please call or email IDS to make an appointment.



UDM Libraries / Instructional Design Studio

[ids@udmercy.edu](mailto:ids@udmercy.edu)

313-578-0580

If you have a physical item which you will need to scan and save as a PDF, please ensure that the majority of your document is taken up by its subject matter, not the empty whitespace.

## LOGGING IN

Go to <http://archive.udmercy.edu>

On the right side of the screen, under the heading My Account, click **Login**.

Enter your TitanConnect user name and password

## THESIS SUBMISSION PROCESS

The submission process consists of four steps (Describe, Upload, Verify, License) divided over seven pages. These seven pages appear across the top of all submission pages. You may return to any page you've completed by clicking the appropriate link.

At any point in the process, you can stop working on your submission and save your progress by clicking the **Cancel/Save** button. Keep in mind, clicking this button will cancel the page you are currently working on and give you the option to save any pages you've advanced through. If you would like to save the page you're currently working on but need to exit the submission process, click the **Next** button to saving the contents of your current page, then click the **Cancel/Save** button on the following page. When you edit your submission, you will be able to backtrack to any incomplete pages by using the links at the top of each page.

You are not expected to provide all the information requested. If you are unsure of what to enter in a field, leave it blank. If you have any questions about the process, contact the Instructional Design Studio either by email ([ids@udmercy.edu](mailto:ids@udmercy.edu)) or by phone (313-578-0580).

## SUBMISSION PROCESS WALKTHROUGH

### [STEP 0] SELECT COLLECTION

If you are not logged in, you will need to do so before you begin. Once logged in, under the **My Account** heading on the right side of the page, click **Submissions**. At the top of the



Submissions & Workflow page click the "start a new submission" link. On the Item Submission page, under the **Collection** heading select the collection appropriate to your submission, then click the **Next** button.

**Note:** You will likely only have one collection to choose from. If you have the option to submit to more than one collection, choose the collection most appropriate to your submission (*e.g.*, Architecture Thesis Collection if you are submitting an Architecture thesis, Honors Thesis Collection if you are submitting an Honors thesis, Education Student Project Collection if you are a School of Education student submitting a project). If you do not see an appropriate collection, contact the Instructional Design Studio for assistance.

## [STEP 1.1] INITIAL QUESTIONS

On the Initial Questions page, check any boxes that apply to your thesis. Generally, you should be able to advance to the next page without checking any boxes.

However, if your item has a subtitle, check the Multiple Titles box. Click **Next** to proceed.

## [STEP 1.2] DESCRIBE

On the second Describe this Item page, enter your name and thesis title in the appropriate boxes. In the Type box, select "Thesis" if you are submitting a thesis. If you are not submitting a thesis, review the other options and select the one that is most appropriate. If none are appropriate to your submission, select "Other." In the Language box, select "English (United States)". Click Next to continue.

## [STEP 1.3] DESCRIBE

Paste an abstract into the **Abstract** field (note, this field supports plain-text only; paragraphs should be left-justified, and separated by an empty line). Please leave the **Description** and **Subject Keyword** fields blank, they will be completed by a cataloging librarian. Once you have added your abstract, click **Next** to proceed.

## [STEP 2.1] UPLOAD FILE

Click the **Browse** button and locate your file. Thesis submissions should be in PDF. If you need assistance converting your thesis to PDF, please contact the Instructional Design Studio (313-578-0580). Once you have located the file, click **Next** to continue.



## [STEP 2.2] REVIEW UPLOAD

Check that the file you have uploaded is your thesis. If you have uploaded the wrong file by mistake, click the button that reads **Click here if this is the wrong file** to return to Step 2 and upload the appropriate file.

Check that the File Format field reads "Adobe PDF (known)". If anything other than this appears in the File format field, first verify that you have submitted a .pdf file. If you've submitted some other version of the file, click the **wrong file** button and submit the properly formatted file. If the file you uploaded is a PDF but the DSpace is incorrectly identifying it, click the button that reads **Click here if this is the wrong format**. On the Select File Format page, select Adobe PDF from the list, and click **Submit**.

Click **Next** to continue.

## [STEP 3] VERIFY

Check that all the information you've entered is accurate. To revise any of your entries, click the **Correct one of these** button for the appropriate block and make your corrections.

Click **Next** to proceed.

## [STEP 4] LICENSE

Review the license agreement. Click **I Grant the License** to grant the license and proceed to the final step. Click **I Do Not Grant the License** to cancel the process and delete your submission. Once you grant the license, your thesis is submitted to the DSpace queue. Clicking *Submit to This Collection* starts a new submission.

A cataloging librarian will review your submission, making any necessary adjustments to the document's metadata before accepting the submission and officially adding it to the collection. You should receive an email notification when your submission has been accepted.

## Questions

The Instructional Design Studio would be glad to assist you with the upload process. If you have any questions about uploading your file, or encounter any problems along the way, from PDF creation to file description, please contact an instructional designer ([ids@udmercy.edu](mailto:ids@udmercy.edu); 313-578-0580) for more detailed information.

