

Graduate Thesis, Dissertation & Project Submission Process



Digital Commons

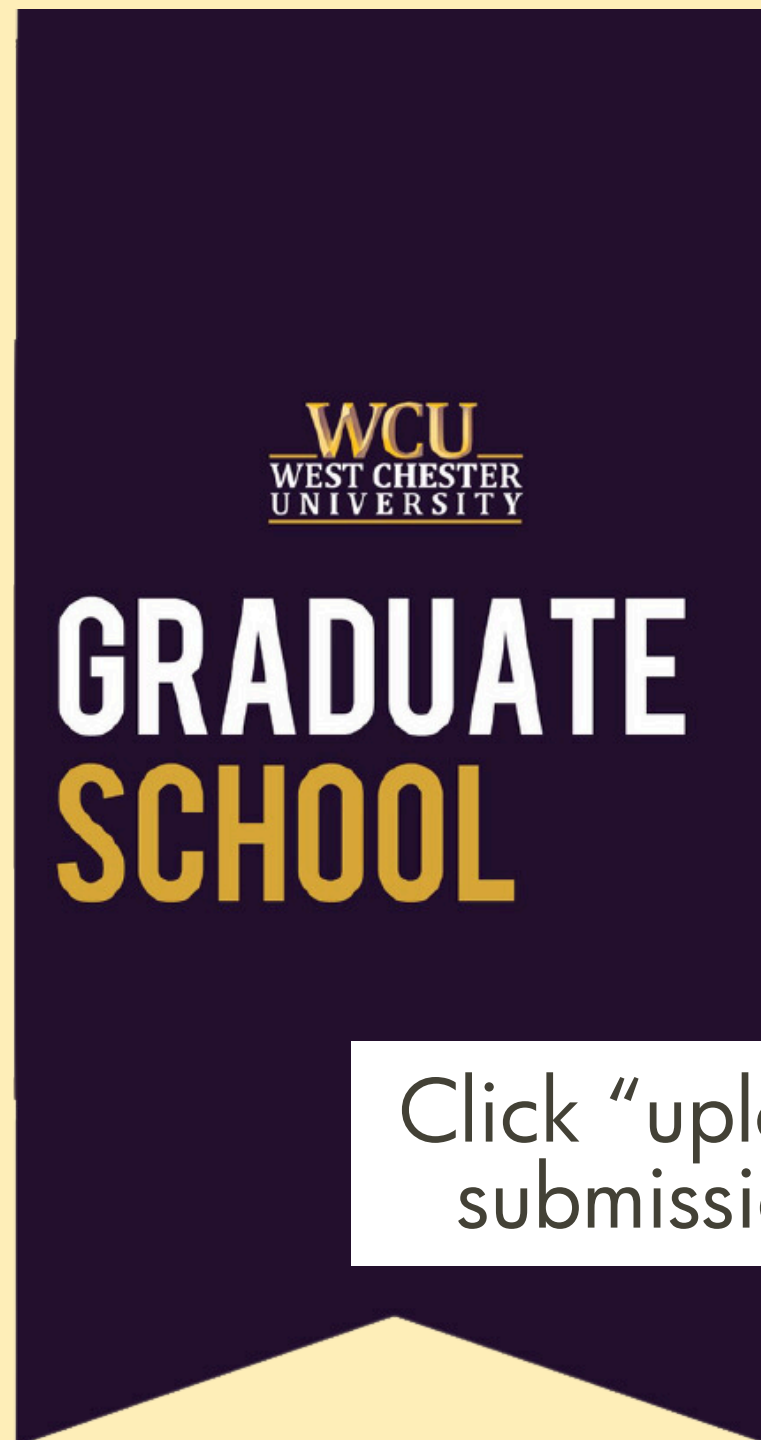
After you complete the approval process for your thesis, dissertation or final project AND have your approval signature page, log in or create an account with Digital Commons



Use your WCU e-mail to create the login

Already have an account?
Click "My Account" to log in.

Submission



The screenshot shows the Digital Commons @ West Chester University website. The header includes the WCU logo and the title "Digital Commons @ West Chester University". Below the header is a navigation bar with links for Home, About, and West Chester University. The main content area is divided into two columns. The left column contains a "Browse" section with links for Collections, Disciplines, Authors, and Expert Gallery, followed by a search bar and a "Select context to search" dropdown menu. The right column contains a "My Account" section with a "Log Out" button and a table of account settings for Marci Major. Below this is a "DASHBOARD TOOLS" section with links for Author Dashboard and Digital Commons Dashboard. At the bottom is a "SAMPLE ETD SERIES - ADMINISTRATOR TOOLS" section with links for Manage Theses/dissertations, Upload, Configuration, and Mailings. A large purple arrow points from the "Upload" link in the administrator tools section to the search bar on the left.

WCU
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Digital Commons @ West Chester University

Home About West Chester University

An Online Repository of WCU's Intellectual and Creative Work

Browse

Collections

Disciplines

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Enter search text

Select context to search:

or RSS

Author Corner

My Account

Log Out

ACCOUNT SETTINGS FOR MARCI MAJOR <MMAJOR@WCUPA.EDU>

Edit Profile	Change password, affiliation, or contact information
Research Alerts	Change e-mail notifications and manage e-mail preferences
Follow Management	Manage what you Follow

DASHBOARD TOOLS

Author Dashboard	View readership for your works
Digital Commons Dashboard	View activity and download usage reports

SAMPLE ETD SERIES - ADMINISTRATOR TOOLS

Manage Theses/dissertations	Access tools to manage submissions and editorial function
Upload	Upload new theses/dissertations
Configuration	Add/remove editor privileges and other system setting changes
Mailings	View Subscribers, add to mailing lists, announce papers

Click "upload" to start submission process

Metadata

Students must complete all fields before the formatting review process begins.

- Title
- Author (with WCU e-mail)
- Anticipated Date of Graduation
- Embargo/Restrictions
- Document Type (Thesis, Dissertation, Project)
- Degree Name
- Department
- Committee Member Names
- Keywords (optional)
- Subject Categories (optional)
- Abstract (<250 Words)
- Academic Integrity Confirmation
- Full Text
- Signature Page

Common Errors

Abstract (REQUIRED)

Abstracts must be < 250 Words.

Paste or type Abstract:

Keep abstract under 250 words.
Do not include keywords.

Committee Chairperson (REQUIRED)

Please list all committee members as name, degree (e.g. Lisa Calvano, PhD).

Committee Chairperson:

List committee members as Name,
Degree (e.g. Lisa Calvano, PhD)

Committee Member

Committee Member:

Required Documents

Double check you're uploading the approved version

Upload document as PDF

Click this box to upload signature page. The prompt will occur AFTER you hit "submit"

Final Version Confirmation (REQUIRED)

I confirm that the document I am uploading is the final version of my thesis, dissertation, or culminating project as approved by my committee/program.

☐

Upload Full Text (REQUIRED)

To locate your file: Click the Browse button to locate your manuscript on your computer. We can only accept uploaded Microsoft Word and PDF Documents at this time. Please make sure to select UPLOAD and be sure to choose the file from your computer.

Full text of submission:

- ☐ Upload file from your computer
- ☐ Import file from remote site
- ☐ Link out to file on remote site

Additional Files

Please upload your candidate signature page. We will not start the approval process for any thesis or dissertation without a signed candidate signature page.

Check this box to add additional files after clicking the Submit button below.

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Signature Page



✓ Uploaded Signature Page.docx

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file selected.

Filename	Description	Upload new version	Sort	Show
Signature Page.docx	<input type="text"/>	<input type="button" value="Browse..."/> No file selected.	<input type="text" value="1"/>	<input checked="" type="checkbox"/>

Checked items will appear with the published thesis/dissertation.

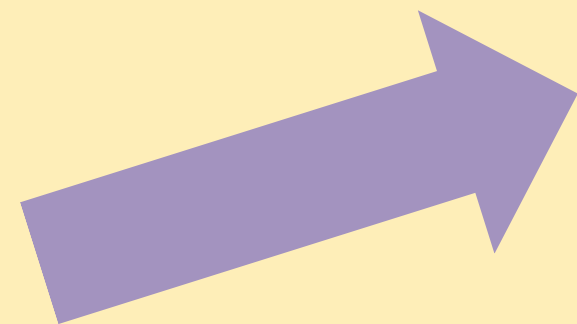
Please click the **Continue** button once after you've attached your supplemental files.

After you submit the metadata, you can upload the signature page


UNCHECK this box and hit "continue"

Questions? THESISDOC@wcupa.edu

Revisions



Make revisions to metadata or upload a revised document by clicking here



Sample ETD Series



- Revise thesis/dissertation
- Withdraw thesis/dissertation
- Administrator view
- Email administrator
- Manage additional files
- View decisions
- My account
- Log out

Title: Title

Authors: Marci Major (*West Chester University of Pennsylvania*)

Status: revisions required

Current File(s):



If you are missing an element or need formatting revisions, you will receive an e-mail requesting revisions. Click on the link to view this page.

