Library Services User Guide

Quick and Easy Digital Thesis Uploads: For Students and Faculty Advisors



Digital Depositing of Theses:

• For the Student



• For the Faculty Advisor





1. Go to "Masters Theses" in The Keep





2. Click to Review **Submission Guidelines**



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TO SUBMIT THESIS:

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Submission Guidelines for Masters Theses

Who Can Submit

Masters Theses only publishes materials about work conducted under the auspices of the Eastern Illinois University Graduate School. For additional information, please contact graduate@eiu.edu

Steps for Depositing Your Thesis

Upload Fee

Graduation requires payment of a one-time \$25 upload fee. This fee covers the cost of printing and binding one copy for the University Archives and for processing your digital upload. You can pay your upload fee here. To order personal copies, go to thesisondemand.com.

Sign in with your NetID

1. Click on 'Submit Thesis' link in the left menu bar 2. Sign in with your NetID and Password.

3. Do not use your email

Before Uploading Your Thesis, Have the Following:

1. Full text of your thesis in Word or PDF format

2. Abstract (optional)

3. Supplementary Files (images, sound, etc.) that are an integral part of the thesis, but not part of the full text

4. Advisor's name

5. Thesis committee member names

6. Subject Category. You must choose at least one from the supplied list in the upload form. Contact thekeep@eiu.edu if you are not sure.

7. Keywords. Contact thekeep@eiu.edu if you are not sure

Submission Agreement for Master's Thesis

By uploading your thesis, you are affirming the following

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- · You certify compliance with federal copyright law, under Title 17 of the U.S. Code, your right to authorize reproduction and distribution of all copyrighted materials included in this thesis
- · With the exception of selected embargo periods of up to two years, you grant Booth Library the nonexclusive, perpetual right to make this thesis free and publicly available without restriction, by means of any current or successive technology, including but not limited to photocopying, printing, microfilm, digitization, or Internet
- . You waive the confidentiality provisions of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) with respect to the contents of the thesis and with respect to information concerning authorship of the thesis, including name and status as a student at Eastern Illinois University



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4. Click to Submit Thesis

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For the THESIS ADVISOR:

 You will receive an email <u>Request to</u> <u>Review</u>

Note: The email includes a link for accepting the review and a statement noting the student request to embargo (none, 1 year, or 2 years) Dear Raven Reviewer,

I'm hoping that you will do me the favor of reviewing a recent submission to Masters Theses entitled "Testing Reviews" by Alice Author. The abstract is at the end of this message.

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We are committed to providing authors with unparalleled service, so please only agree to do this review if you really can complete a quality review DAYS_ALLOWED.

Please let us know whether you are willing to review this thesis/dissertation by going to the following Web address and selecting the appropriate option there:

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ABSTRACT



For the THESIS ADVISOR:

2. Clicking the link in the email takes you to a webpage to <u>Accept</u> <u>Review</u>

Download the PDF for review. Click the "I will review it" button.





For the THESIS ADVISOR:

3. Clicking "I will review it" button takes you to a <u>Submit Review</u> page and also sends you an <u>Email</u> with a link to the Submit Review page if you want to review later.

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Yes, Accept Thesis Yes, Accept Thesis with 1 Year Embargo Yes, Accept Thesis with 2 Years Embargo No, Reject Thesis

Then click Submit.



Thesis is Published After:

- Metadata (Thesis title, degree, etc.) information is approved by Library staff
- Student has paid Upload Fee
- Thesis Advisor has submitted Acceptance on Thesis Approval page

When the Thesis is Published:

- Student receives Email notice
- Thesis Advisor is CC'd Email notice automatically
- Email notice is forwarded to Graduate School staff Lana Beasley and Lori Henderson, and to Graduate Coordinator of the program

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Questions? For the Spring 2020 semester contact Ellen Corrigan or Stacey Knight-Davis at thekeep@eiu.edu

