

SUBMITTING YOUR ELECTRONIC THESIS TO THE DIGITALCOMMONS@CALPOLY

The DigitalCommons@CalPoly is California Polytechnic State University's open access digital archive promoting discovery, research, cross-disciplinary collaboration and support for instruction by collecting, preserving and providing access to scholarly, intellectual and creative work generated by Cal Poly faculty, students and related entities.

Before you submit material to the DigitalCommons@CalPoly, please, be sure that you have converted your full text of your **final committee-approved** thesis in **PDF format**.

Need Help?

If you need assistance with your account or submitting your thesis, email support@dc.bepress.com or call (510) 665-1200. Support desk hours are between 8:30am and 5:30pm Pacific Time. If you have questions specific to Cal Poly's thesis requirements, contact **Meredith Rubin** at grad@calpoly.edu.

SUBMITTING YOUR ELECTRONIC THESIS

Use Firefox, Internet Explorer 7 or Safari to ensure a successful upload process.

1. Go to the Theses section in DigitalCommons@CalPoly : <http://digitalcommons.calpoly.edu/theses/>
2. On the right-hand side menu, under **Author Corner**, click the **Submit Research** link.
3. You will be prompted to log in. To log in, click on the **My Cal Poly Portal** and login using your existing **Cal Poly username and password**.
 - a. If you do not have a Cal Poly username and password, you will need to create a free account. To do so, click on “**Sign up**” under **Create New Account**. Follow the prompts to create an account. After your account is set up, follow steps 1 and 2 (above). When you are prompted to log in, be sure to do so under the section “**For other existing users**”.
4. Read the **Submission Instructions** and the **Terms of the Non-Exclusive License**. Check the box at the bottom of the license and click **Continue**.
5. Follow the prompts and enter information about your item including:
 - Full title of your thesis **(required)**
 - Your email address **(required)**
 - Your full name as it appears on your thesis **(required)**
 - Institution **(required)** - Enter **California Polytechnic State University – San Luis Obispo**
 - Date (Month and Year) **(required)**
 - Degree name **(required)**
 - Department *(if applicable)*
 - Advisor's full name **(required)** – **DO NOT include titles** such as Dr., Ph.D, or Mr./Ms./Mrs.
 - Keywords *(optional)*
 - Subject categories *(optional)*
 - Abstract **(required)**
 - Abstract Format **(required)**
 - Access **(required)** – Default is **Open Access –No Embargo Required**. Select **the appropriate access restriction ONLY IF** you and your thesis committee agreed on a restriction, as indicated on your *Master's Thesis/Project Approval Form*.
6. Upload your PDF file by selecting **Upload a file** and click the **Browse** button to locate your manuscript on your computer.
 - a. **DO NOT USE “Provide a link to the full text”**. This option will not archive the full text of the document but instead only record an external URL. If the URL breaks or changes, the item will not be retrievable.
7. If you have supplementary files, place a check in the **Supplementary Files** box. You will be prompted to upload your supplementary content after you click on Submit Paper. See “Supplementary Files” section for more information.
8. Click **Submit**
9. From this screen you can revise your submission or logout.

Your submitted paper will be reviewed by the Thesis Editor for format compliance and you will receive notification if any changes need to be made. Once the item is approved by the Thesis Editor, the paper will be posted to the DigitalCommons

and it will be publicly viewable on the web. You will receive an auto-generated message to your email account notifying you when your paper is posted. **You will not be able to make changes or edits to your submission after it has been posted (made public) to the DigitalCommons@CalPoly site.**

SUPPLEMENTARY FILES

Supplementary files are intended to supplement the full text of the submission, such as datasets. Such files must have been approved by your advisory committee as part of your project.

1. When you submit your electronic thesis, if you wish to upload supplementary files be sure to place a check in the **Additional Files** box. After you click **Submit Paper**, you will be prompted to upload supplemental content.
2. To upload a supplementary file, select **Browse** to locate and select your file.
3. Enter a brief description of the file in the **Description** field.
4. Click **Save New File**.
5. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

CHECKING THE STATUS OF YOUR ITEM

You may check on the status of your item by logging into your account in the DigitalCommons. The status of your paper will appear “under review” until the Thesis Editor has posted it to the site. When it is posted to the site, the status will change from “under review” to “posted”. This means that your item is made viewable to the public.


You will not be able to make changes to your item once it has been POSTED (made public) to the DigitalCommons@CalPoly.

UPLOADING REVISIONS

You may upload revisions of your paper **ONLY IF IT IS STILL “UNDER REVIEW” BY THE GRADUATE EDUCATION OFFICE**. Changes or edits will not be made to items after they have been **POSTED (made public)** to the DigitalCommons@CalPoly.

If you need to revise your submission, log into your account. Click on the link to your document title that appears toward the bottom of the *My Account* page, under Master’s Thesis and Project Reports, then select **Revise submission** in the upper left hand corner of the screen. You can then scroll down to upload a new version of your document and/or to make any changes to your original submission.

QUESTIONS?

 **Help** Use the Help button for additional assistance on uploading your file. The Help button is located at the top right of the data entry screen. If you need assistance with your account or submitting your thesis, email **support@dc.bepress.com** or call **(510) 665-1200**. Support desk hours are between 8:30am and 5:30pm Pacific Time. If you have questions specific to Cal Poly’s thesis requirements, contact **Meredith Rubin** at mgrubin@calpoly.edu.