

INSTRUCTIONS to submit a THESIS/DISSERTATION electronically to D-Scholarship@pitt.edu (rev 10/2017)

- Go to D-Scholarship <http://d-scholarship.pitt.edu/>
- Log in with your Pitt user id and password
- New Item: click on this button
- **Choose TYPE: “University of Pittsburgh ETD”**
- Next
- Complete the following DETAILS
 - Title—not in all caps. (The title should not end with a full stop, but may end with a question mark. There is no way to make italic text, please enter it normally. If you have a subtitle, it should be preceded with a colon [:]. no capital letter after the “:.”; capital letter only for the first word of the title and for proper nouns.
 - Creators/Authors: ONLY your name and Pitt e-mail and Pitt username) is listed here. (NOTE: ORCID—is not required---this is a digital identifier/click on “ID” for more info.)
 - Abstract: Be sure the wording is exact for both the initialed abstract and one in your pdf; no citations)
 - Uncontrolled keywords: words pertinent to your thesis/dissertation subject. (Natural language terms to describe the content of the item)
 - ETD Details:
 - School and Programs
 - Degree
 - Thesis Type (Master’s Thesis or Doctoral Dissertation)
 - ETD Committee: [Insert Last Name, First Name, their Pitt e-mail; non-Pitt if not in University]
 - Thesis: “Thesis Advisor” or “Committee Chair”, if co-chair “Committee Co-Chair” and then “Committee Member”
 - Dissertation: “Committee Chair” or “Thesis Advisor”, if co-chair “Committee Co-Chair, and then “Committee Members”
 - Defense Date (Year, Month, Day)
 - Publication Details:
 - Number of Pages (total number of pages of item)
 - Related URLs (can leave blank)
 - Contact Details
 - Email Address (use non-pitt e-mail)
[If the full-text is not available to the public, then requests to view the full-text will be sent to this email. The email address will not be made public. Please enter a single email address only. This field is automatically populated by your login information.]
 - Additional information (optional)
 - Comments and Suggestions (optional)
- Next
- ETD ACCESS RESTRICTION
 - Check either “No Restriction” or choose between “1 to 5 Years” (Be sure this matches your access choice from page 2 of your ETD Approval form.)
 - Patent Pending: cannot choose this unless you submit an Invention Disclosure Form to the Office of Technology Management---read info on this page for more info.
- Next

Upload: BROWSE and attach pdf. CAN BE A DRAFT.

[An appropriate naming scheme for your PDF file should include your last name, or a combination of last name, first name and middle initial, can list degree or type, date/year (to enter month also would be good), and should not contain any spaces.]

- Click on + at the right
 - Content (various choices, i.e. Draft version, Submitted version, etc.)
 - File Type (Microsoft Word OR PDF, etc.)
 - Description (can leave blank)
 - Language (English)
 - Visible to [Choice of (a) Anyone (open access) or (b)* University of Pittsburgh users only]
Same access choice as noted on ETD Approval form.
 - License (Unspecified). It is not a requirement at this point. [Link for license guide at <http://pitt.libguides.com/copyright/licenses>]

CONTINUED OVER

- Embargo expiry date: same access as noted on ETD Approval form.
(This applies to any kind of document in D-Scholarship@Pitt that is restricted to *"University of Pittsburgh users only". You can set an embargo date here. Before the embargo date, access will be restricted to Pitt users. After the embargo date is past, it will be visible to anyone.)
- "Update Metadata"
- Next
- click on **DEPOSIT** button which will send record **ONLY** to Joanne Pegher's REVIEW QUEUE.
 - Read Author Agreement - then click on the "DEPOSIT ITEM NOW" button; this indicates your agreement to these terms." Then your info and file are sent to my REVIEW/APPROVAL QUEUE.

You must DEPOSIT and DEPOSIT ITEM NOW for me to see your record, it only goes to my queue.)

INSTRUCTIONS TO REMOVE OR RE-DEPOSIT (can do this as many times as needed):

Your file at this point is in my queue. You will need to place it back in your queue to make any changes to your record or to replace your file.

Log back into D-Scholarship with your Pitt username and password—will take you to Manage Deposits.

"VIEW ITEM" (shows your name, item type, item ID, status change, thesis type) (click on the hourglass, and your completed fields appear). In VIEW ITEM, you will have a few tabs (PREVIEW, DETAILS, ACTIONS, MESSAGES, HISTORY, ISSUES). **Click on 'ACTIONS' TAB—pick RETURN TO WORK AREA**, and then the DETAILS tab comes up, which will give you the tab on the far right **"EDIT ITEM"**, click on it—so that your fields open back up and you can update/change any info if necessary, keep going to NEXT, you will get to the page that has your deposit, and a TRASH CAN is on the right. If you want to remove current file and replace file, click on the TRASH CAN and it asks you if you want to delete, and you will say yes. THEN go to BROWSE and pick new document and then "upload". "Update Metadata" at the bottom. Click on the **DEPOSIT** button and then go to the bottom of the agreement page and **DEPOSIT ITEM NOW** again—you must do this for it to come back to my queue.

[Even if you don't replace file you MUST-- DEPOSIT /DEPOSIT ITEM NOW so that your record/file comes back to my queue.]

If you somehow create more than one deposit record; these items have date/time status, so I will remove/delete "older" record /deposit and view the most current dated one.

If you don't pick your Department, your deposited record will not come to my queue. You will need to go back into your record (as directed above) and choose your department so I can see your record. Again, I will be sure to check the date and time and view current record. I will delete records that are old.

Your ETD will stay in D-Scholarship until it has been RE-reviewed for formatting which will not be until after the graduation date.

Questions: contact Joanne Pegher at jpegher@pitt.edu or 412-624-3005, A519 Crabtree Hall, GSPH.