Electronic Theses and Projects Submission Guide

Gleeson Library | Geschke Center

Instruction to students:

1. Print and fill out the attached *Electronic Thesis/Project Submission Agreement Form.*
2. Go to Gleeson Library home page and select **Scholarship Repository** from the **Libraries and Collections** menu on the right side of the screen. Or visit **USF Scholarship Repository** directly at: http://repository.usfca.edu
3. Select "Submit Research" under **Author Corner** on the left side navigation.
4. On "Submit Your Research" page, scroll down to **Theses and Dissertations** section. Select the appropriate link for your work.
5. Create a new account using your preferred email address (please use an email address that will still be in use after graduation).
6. Fill out the submission form as instructed (please provide an abstract for your work), upload your file, and click the submit button at the bottom of the page.
7. If you have supplemental content such as presentations, spreadsheets, audio clips, or other material that isn't part of the text portion of your work, please check the "additional files" box on the submission page. On the next screen, follow the directions to upload your supplemental content and provide a short description for each file.
8. You'll receive an email confirmation that your work has been submitted. The email will also contain a link to your uploaded work in case you need to make revisions.
9. Return the signed *Electronic Thesis/Project Submission Agreement Form* and the email confirmation to your department/program administrator.
10. Your thesis/project will usually be processed and posted online within a few days. You will receive an email notification when it is posted. If you need to make changes to the posted work, please contact the system administrator (see contact information below).

Instruction to department/program administrators:

Please forward the *Electronic Thesis/Project Submission Agreement Form* to:

Zheng (Jessica) Lu
Digital Collections Librarian
Gleeson Library |Geschke Center
repository@usfca.edu

Electronic Thesis/Project Submission Agreement Form

Please type or print all information.

Student Name _____
Last Name First Name Middle Name

USF Student ID #_____Program_____

Thesis Chairperson's Name _____

Thesis/Project Title_____

_____

_____

Home Telephone Number _____
(Area Code)

Email Address (long term) _____

Mailing Address _____
Street Address

_____
City State Zip/Postal Code

_____
Country

I hereby certify that, if appropriate, I have obtained and attached hereto a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis/project, allowing distribution as specified below.

I certify that the version of my thesis/project I have submitted is the same as that approved by my advisory committee. I agree that the above-mentioned document be placed in the University of San Francisco's institutional repository. I hereby grant to University of San Francisco and its agents the irrevocable, non-exclusive, royalty-free right to reproduce, distribute, and display this thesis/project in whole or in part in any form including electronic formats now or hereafter developed for educational, research and non-profit uses during the full term of the copyright. I retain all other ownership rights to the copyright including the right to use in future works (such as articles or books) all or part of this thesis/project. I warrant that I have the right to make this grant unencumbered and complete.

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Electronic Submission Agreement Form
Approved by USF General Counsel
08/26/2009