University of San Francisco Electronic Theses and Projects Submission Guide

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Login by selecting **My Account** in the top left corner. If you have never registered with the repository, please create a new account by selecting the **sign up** link at the bottom of the login page. Be sure to use an email address that will still be in use after your graduation.



Submit your research

Select **Submit Your Research** on the left side of the homepage. On the **Submit Your Research** page, you'll see the All Theses, Dissertations, Capstones and Projects section at the very top. Select the appropriate link for your work.



Submission agreement (first page)

We no longer require a separately signed submission agreement form. Once you select a submission category, you will advance to a page which states our publishing submission agreement, with a checkbox required to continue. This checkbox signals your agreement. The text of the submission agreement states:

By checking the box below, I grant The University of San Francisco the non-exclusive right to distribute my submission ("The Work") over the Internet and make it part of the USF Scholarship Repository.

I warrant as follows:

- That I have full power and authority to make this agreement;
- That The Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
- That The Work has not been published elsewhere with the same content or in the same format;
- That no right in The Work has in any way been sold, mortgaged, or otherwise disposed of, and that The Work is free of all liens and claims.

I understand that once a Work is deposited in the repository, it is ordinarily not removed. However, I understand I have the right to request an embargo, and that exceptions allowing de-publishing are considered on a case-by-case basis.

Fill out your submission

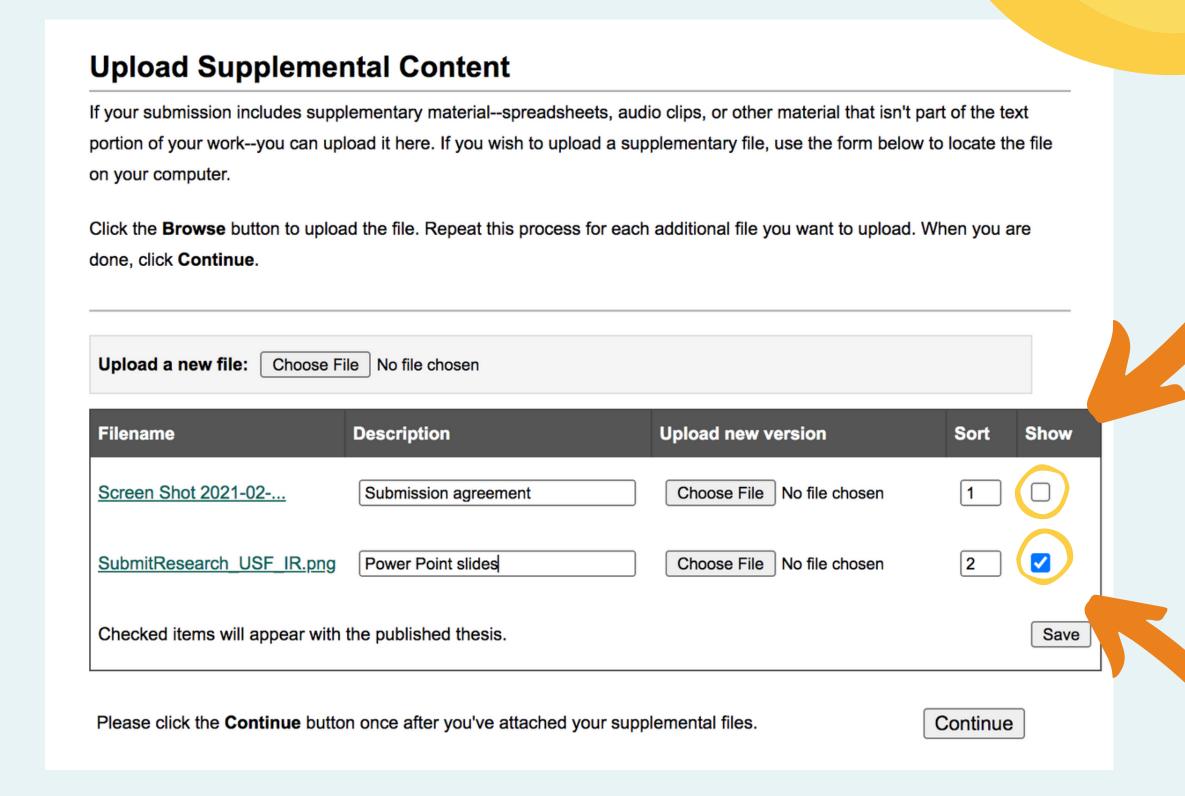
Fill out the submission form and upload your file (PDF is preferred. Word files will be automatically converted to PDFs, but non-standard formatting might be lost).

- Because you're logged in, your name will be autofilled in the author field. If you have coauthor(s) be sure to add them as well!
- A DOI is an identification number for articles published in academic journals, your work probably won't have one, so you can skip this field.
- An embargo is a hold we can put on your project so users won't be able to download or view the pdf of your work for the amount of time specified.

Choose your file carefully!

There's no way to delete a file you've uploaded to this page. But if you want to get rid of something just uncheck the box to ensure it won't be shown with your work.

UNCHECK THE BOX
IF YOU DON'T WANT
YOUR FILE TO BE
VISIBLE TO THE
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Supplemental files

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, repeat the process in the section above to upload your supplemental content and provide a short description for each file.

Hang tight

You'll receive an email confirmation with a link to your submission in case you need to make revisions. Your thesis/project will usually be processed and posted online within a few days. An administrator will contact you if there are any changes needed so keep an eye out for an email.

You will receive another email notification when your work is posted. If you need to make changes to the posted work, please contact the repository administrator at repository@usfca.edu.