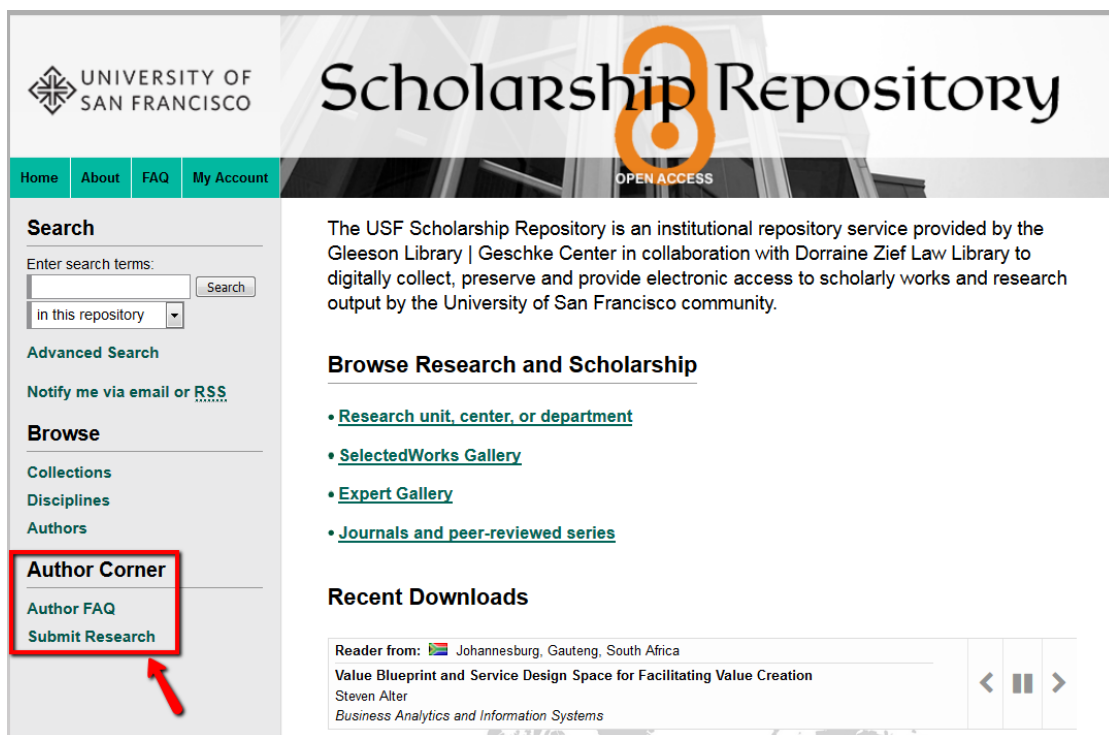


USF Electronic Theses and Projects Submission Guide

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Updated February , 2018

1. Print and fill out the *Electronic Thesis/Project Submission Agreement Form* on the last page of this guide. You will be asked to upload a signed copy together with your thesis/project later in the process.
2. Go to **USF Scholarship Repository** website 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, Dissertations, Capstones and Projects** section. Select the appropriate link for your work.



5. You will be prompted to log into the repository. If you have never registered with the repository, please create a new account using an email address that will still be in use after your graduation.
6. 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).
7. Check the “**additional files**” box right above the “Submit” button before you proceed.

A screenshot of a submission form. The form has a red header that says 'REQUIRED Upload Full Text'. Below this, it says 'To locate your file: Click the Browse button to locate your manuscript on your computer.' There is a section titled 'Full text of submission:' with three radio button options: 'Upload file from your computer', 'Import file from remote site', and 'Link out to file on remote site'. Below this is a section titled 'Additional Files' with a checkbox that says 'Please check this if you'd like to add additional files'. The checkbox is checked. A red box highlights the 'Additional Files' section, and a red arrow points to the checkbox. At the bottom, there are 'Cancel' and 'Submit' buttons. Below the buttons, it says 'This may take a while. Please only click once.'

8. On the next screen, upload a scan/photo of your signed **Submission Agreement** (see last page of this guide). Please fill in the description text box and make sure “**Show**” is unchecked so the file will be hidden from public view.



Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file selected.

Filename	Description	Upload new version	Sort	Show
ETD_waiver_form.pdf	<input type="text" value="Signed Submission Agreement"/>	<input type="button" value="Browse..."/> No file selected.	1	<input type="checkbox"/>

Checked items will appear with the published master's project/capstone.

Please click the **Continue** button once after you've attached your supplemental files.

9. 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 to upload your supplemental content and provide a short description for each file.
10. 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.
11. Your thesis/project will usually be processed and posted online within a few days. You will receive another email notification when it is posted. If you need to make changes to the posted work, please contact the repository administrator at 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.

Signature _____

Date _____