



# Submitting Research to Digital Commons @ HSU(BePress)

ALL GRADUATE STUDENTS AT HUMBOLDT STATE UNIVERSITY WILL NOW BE REQUIRED TO USE ONLINE SUBMISSION THROUGH HUMBOLDT DIGITAL COMMONS TO SHOW COMMITTEE APPROVAL, AND FOR THE OFFICE OF GRADUATE STUDIES FORMAT REVIEW.



# THINGS TO KNOW

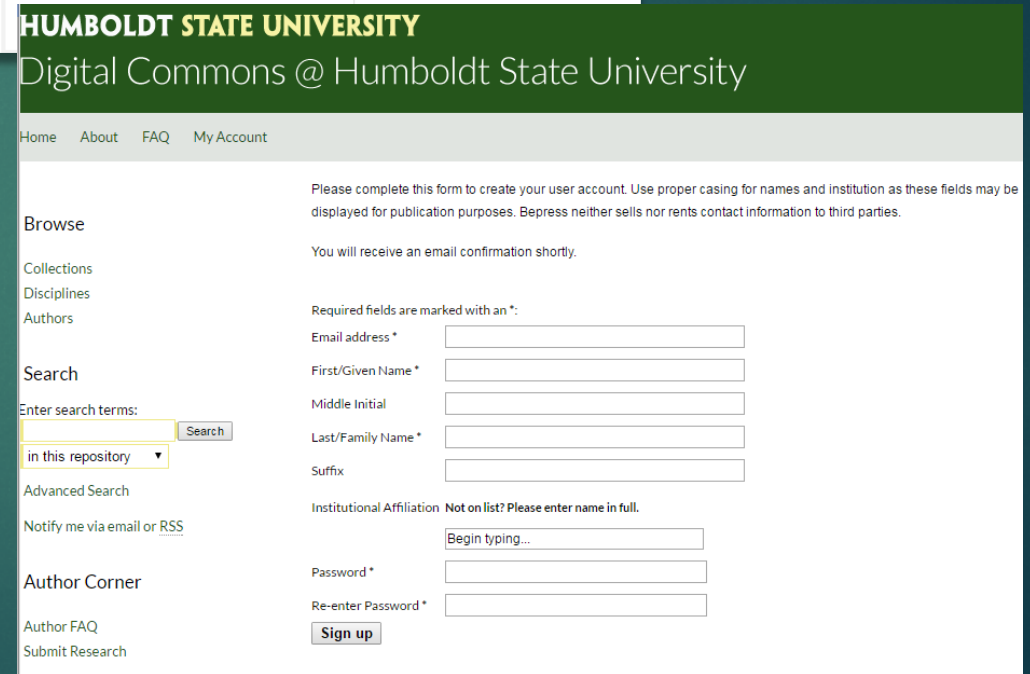
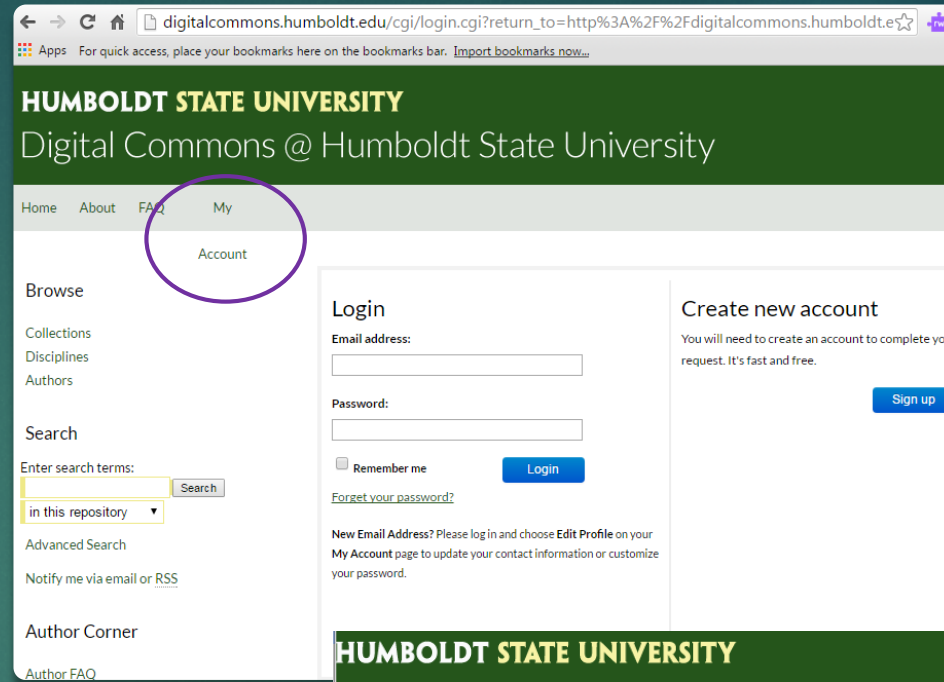
- The digital submission and approval takes the place of the old Thesis/Project Approval Form.
  - So now you don't need one!
- The deadline is the same!
  - Instead of turning in the form and emailing Graduate Studies your thesis/project for review, now they are combined in this single online submission process.
- Check the Graduate Studies website for deadline.  
<http://www2.humboldt.edu/gradprograms/current-students>
- Plan ahead!
  - We encourage students to submit their work online at least a few weeks before the deadline so that their committee members and graduate coordinator will have time to log on to approve it.
- If you plan to ask for a Courtesy Format Review from Graduate Studies, the submission process is the same, just earlier.
  - Check the Graduate Studies website for deadline.  
<http://www2.humboldt.edu/gradprograms/current-students>

# STEP 1

Go to the HSU Digital Commons website  
<http://digitalcommons.humboldt.edu/>

Click on the My Account tab

Log in, or Sign Up to create your account





# STEP 2

Click on the Submit Research link

## HUMBOLDT STATE UNIVERSITY

### Digital Commons @ Humboldt State University

[Home](#) [About](#) [FAQ](#) [My](#)

Account

#### Browse

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[Authors](#)

#### Search

Enter search terms:

Search

in this repository ▼

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#### Author Corner

[Author FAQ](#)

[Submit Research](#)

#### Links

[HSU Library](#)



#### My Account

[Log Out](#)

EMILY AARSVOLD <ECA136@HUMBOLDT.EDU>

ACCOUNT SETTINGS

[Edit Profile](#)

Change password, affiliation, or contact information

[Research Alerts](#)

Change e-mail notifications and manage e-mail preferences

#### DASHBOARD TOOLS

[Digital Commons Dashboard](#)

[New usage reports!](#)

View activity and download usage reports

#### ETD SLIDESHOW

ADMINISTRATOR TOOLS

[Manage Images](#)

Access tools to manage submissions and editorial function

[Upload](#)

Upload new images

[Configuration](#)

Add/remove editor privileges and other system setting changes

[Mailings](#)

View Subscribers, add to mailing lists, announce papers

#### PROJECTS

ADMINISTRATOR TOOLS

[Manage Projects](#)

Access tools to manage submissions and editorial function

[Upload](#)

Upload new projects

[Configuration](#)

Add/remove editor privileges and other system setting changes

[Mailings](#)

View Subscribers, add to mailing lists, announce papers

#### THESES

ADMINISTRATOR TOOLS

[Manage Theses](#)

Access tools to manage submissions and editorial function

[Upload](#)

Upload new theses

[Configuration](#)

Add/remove editor privileges and other system setting changes

- Fill out all required fields, and any other fields that apply to you.

REQUIRED

Embargo Period

"No Embargo Required" dictates your work will be placed in Humboldt Digital Scholar for immediate access worldwide upon approval. If you are publishing with an outside journal, the embargo will delay access to your work on Humboldt Digital Scholar for a one-year period. If you choose the one-year embargo, the name of the outside journal is REQUIRED.

Embargo Expiration

No Embargo Required

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Journal Name:

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REQUIRED

Program

Please select one:

Master of Arts degree with a major in Applied Anthropology

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REQUIRED

Program Graduate Coordinator

Program Graduate Coordinator:

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REQUIRED

First Committee Member Name

Enter name:

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REQUIRED

First Committee Member Email

Enter email:

---

REQUIRED

First Committee Member Affiliation

Choose one:

☐

HSU Faculty or Staff

☐

Community Member or Outside Professional



## STEP 4

- Select your thesis or project to upload (must be a Microsoft Word .doc file, unless you have prior approval from the Office of Graduate Studies to upload a PDF).
- Submit your thesis or project.

## Comments

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Additional text to be seen by the Graduate Studies Office and your Committee.

Comments:

**B** *I* | | | | [HTML](#)

|

**REQUIRED Citation Style**

Style followed for references and citations (e.g., APA, MLA, Turabian, CBE, Amer. J. Enol. Vlt.)

**REQUIRED Upload Full Text**

The only acceptable file types are Microsoft Word Documents (preferred) or PDFs (with previous permission from the Office of Graduate Studies). To locate your file: click the Browse button to locate your manuscript on your computer.

Full text of submission:

☐ Upload file from your computer

☐ Import file from remote site

☐ Link out to file on remote site

**Additional Files**

Please check this box if you have additional files to upload along with your thesis. If checked, you will be given the opportunity to upload them after submission of your manuscript.

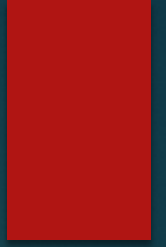
Please check this if you'd like to add additional files ☐

This may take a while. Please only click once.

# AFTER YOU SUBMIT

- Your committee members & graduate coordinator will receive an email, notifying them that you have submitted a thesis or project that requires their approval.
- They will follow the link provided in the email. They will be able to download your thesis or project, and provide one of three recommendations for your work:
  - Approve as-is, with no revisions required
  - Approve, after minor revisions are made
  - Reject for posting in the current academic term
- If any of your committee members request a revision, you will be notified via email, and will be able to resubmit your thesis/project.
  - To resubmit, go to your account page, and click on the thesis/project you would like to resubmit.
  - From there, upload the new version of your thesis/project and submit.
- Once all of your committee members, and your graduate coordinator, approve your thesis/project, the Office of Graduate Studies will be able to start the format review process.
  - Graduate Studies will have the same three options as your committee members.
  - If Graduate Studies requests format revisions, you will have one attempt to address the formatting concerns and resubmit.
  - To resubmit, go to your account page, and click on the thesis/project you would like to resubmit.
  - From there, upload the new version of your thesis/project and submit.





# POSTING TO HUMBOLDT DIGITAL COMMONS

- Your thesis/project will be posted if you have met the following requirements:
  - Your thesis/project was digitally approved by all committee members and your graduate coordinator by the deadline.
  - Your thesis/project passed the Graduate Studies format review (on first submission, or with one resubmission attempt).
  - You have passed the Office of the Registrar degree check.