Submitting a Thesis or Dissertation to BEARdocs
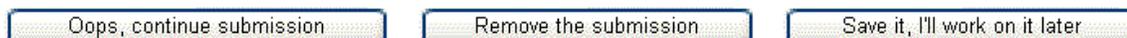
BEARdocs (http://beardocs.baylor.edu) is Baylor's repository for scholarly materials produced by faculty and students. Documents deposited in BEARdocs will be fully accessible on the Internet unless restrictions have been put in place to limit access.

The following information is provided to assist students as they submit their theses and dissertations to BEARdocs. If you have problems with or questions about the submission of your thesis/dissertation, contact Billie Peterson (Billie_Peterson@baylor.edu or 254.710.2344).

1. **Do not** submit your thesis/dissertation to BEARdocs until it has received final approval from the Graduate School. You will receive back from the Graduate School, a version of your thesis/dissertation with the signature of the Graduate School Dean on the signature page. This signature verifies that the document is now ready to be submitted to BEARdocs and UMI.

2. The BEARdocs submission process does not have to take place during a single time period. If you need to stop the BEARdocs submission process before you are done, click on the "**Cancel/Save**" button that is provided at the bottom of every screen. You will be provided 3 options.

   Click on the "**Save it, I'll work on it later**" button. Likewise, if the connection between your computer and BEARdocs fails during the submission process, BEARdocs will keep track of the last completed step in the process.

3. The next time you log in to BEARdocs, you will see a display similar to the one below; click on the "Resume" button to resume the process

4. During the submission process, you can also use the "**red**" trail to navigate to any part of the process that you have already completed.

   Click on the "**red**" outlined button for the piece of the process to which you want to access.

5. To begin the submission process – once you have been given the authorization to submit to the ETD collection – go to BEARdocs (http://beardocs.baylor.edu) and log on to "**My BEARdocs**" with your Bear ID and password.

6. You should now have the option to click on a "**Start a New Submission**" button. Click on that button to begin your submission. If you don't have that option, contact staff in the Graduate School.

7. You should be submitting to the "**Electronic Theses and Dissertations**" collection. If this collection doesn't display by default, select it from the pull-down "**Collection**" menu, and click on the "**Next**" button. **Note**: Staff in the Graduate School needs to give you "authorization" to submit to this collection. If you log on to BEARdocs and to not have access to this collection for submission purposes, contact Sandra Harman in the Graduate School.

8. The first screen provides 3 choices:

9. If you have material in your thesis/dissertation that has been **previously published** (in a journal, book, etc.), click in the 2nd checkbox. **Note**: Make sure that you also have PDF files for each of the publishing agreements which define the copyright permissions you have for the previously published material. Name these files using the following naming convention: BearID_copyright_AbbreviatedJournalTitle, for example: billie_peterson_copyright_jal.pdf.

10. All theses/dissertations will consist of at least 2 files – the permission form and the thesis/dissertation itself. Therefore, **everyone needs to also select the 3rd option** so that more than one file can be submitted. **Note**: The permissions form should use the following naming convention: BearID_permissions.pdf, for example: billie_peterson_permissions.pdf.

11. You can select more than one of these check boxes, if more than one situation applies to your thesis/dissertation.

12. When done with these changes, click on the "**Next**" button.

13. The next screen may display the following message:

Click on the "**Proceed With Changes**" button.

14. Next, the display provides a number of fields to be completed: Authors; Other Contributors; Advisor; Title; Type; and Language. Complete these fields as follows:

Authors: Provide your complete name – last name first.

Advisor(s): Provide the name(s) of your advisor(s); if necessary, click on the "**Add More**" button in order to add more than one advisor.

Other Contributors: "**Baylor University.**" is already provided. Add the name of the department from which you are getting your degree; so the information may look something like: **Baylor University. Department of Chemistry and Biochemistry.** If applicable, add the names of any others (people or departments) who contributed to your thesis/dissertation.

Title: Provide the complete title of your thesis/dissertation

Copyright: Provide the current year; leave the other date forms blank

Type: Select "**Thesis**" from the menu of options – even if you have written a dissertation; thesis is the generic term for either a thesis or a dissertation

Language: Select the language in which your thesis/dissertation is written from the language menu; in most instances this will be "**English (United States)**"

Access Rights: Depending on the information you provided on your permissions form, select One of the following options: Worldwide Access; Bear ID Access; No Access

If material in your thesis/dissertation has been previously published, you will also need to provide complete citation information (author(s), article title, journal title, date, volume, issue, and pages) for any previously published material. Only complete the "**Year**" and "**Citation**" fields; leave the "**Month**", "**Day**", and "**Publisher**" fields blank. If the material was published in more than one place, use the "**Add More**" button to obtain additional citation fields.

When done, click on the "**Next**" button.

15. The next display provides additional fields to complete: Subject; Abstract; Description; Statement of Responsibility; Number of Pages; Rights; Degree; Department; and OCLC Number. Complete these fields as follows:

Subject: Provide subject terms that describe the topic of your thesis or dissertation. Each subject term needs to appear on a separate line; click on the "**Add More**" button to add more subject lines to the form.

Abstract: Provide the abstract of no more than 350 words for a dissertation and no more than 150 words for a thesis.

Description: Leave this area blank.

Statement of Responsibility: Provide the following: **by Yourfirstname Yourlastname** (for example, by Robert John Smith)

Number of Pages: Provide the total number of pages that make up the PDF document.

Rights: This "Rights" statement is provided automatically by the system. Do not modify it in any way.

Degree: Indicate the type of degree you are getting, e.g., Ed.D., M.A., M.S., Ph.D., etc.

Department: Provide the name of the department from which you are getting your degree; e.g. – **Chemistry and Biochemistry.**

OCLC Number: Leave this form blank

When done, click on the "**Next**" button.

16. The next step is to upload your file(s) to BEARdocs.

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. (More Help...)

Netscape users please note: By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types. Instructions for Netscape users are available.

Please also note that the BEARdocs system is able to preserve the content of certain types of files better than other types. Information about file types and levels of support for each are available.

Document File: [   ] [Browse...]

Click on the "**Browse**" button and navigate to the location of the file for your thesis/dissertation. **Note**: Before you submit your thesis/dissertation, please be sure that the file is named using our Bear ID, for example: billie_peterson_phd.pdf. Once you have located the file and clicked on the "**Open**" button, the path to that file will be placed in the form.

Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. (More Help...)

Netscape users please note: By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types. Instructions for Netscape users are available.

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Document File: [C:\Documents and Settings\Billie_Peterson\My] [Browse...]

17. Since you will be submitting more than one file, during the upload process, you will need to provide a description of each file you are uploading (e.g., "Dissertation", "Thesis", "Permissions Form", "Experimental Research Data", "Recital Audio", etc.)

18. Once you have found the file to upload, click on the "**Next**" button.

19. Each file is assigned a "checksum". BEARdocs uses this checksum internally to verify the integrity of files over time (a file's checksum shouldn't change). If you want more information on the check sum, click on the "**Check Sum**" link.

20. Repeat this process for each file to be uploaded. As each file is uploaded, you are given the option to verify that the correct files have been identified and that the format for the files is correct and make any changes. When completely done with the uploading process, click on the "**Next**" button.

    NOTE: There is a known issue when submitting a **second** (third, fourth, etc.) document. To prevent this error from happening, **wait a full 60 seconds** before you click the "Browse" button again to browse for the next file to be uploaded.

If you receive the following error message: THIS PAGE CANNOT BE DISPLAYED, please do the following:

-- Click the back button on your browser, you will be prompted for resending POST data, click "OK"; if this action throws you out of the submission process, go back to "My BEARdocs" and resume the submission process;
-- Return to the page that allows you to upload documents;
-- Once this page reloads, wait **a full 60 seconds**;
-- Browse for your file again, then click "**Next**".

21. Now you will be given another opportunity to verify that all of the information provided during the submission process is correct. If you need to make changes, click on the appropriate "**Correct one of these**" button, or the "**Upload a different file**" button. Once you have verified that everything is correct, click on the "**Next**" button.

22. The last step before the submission process is complete is for you to agree to the BEARdocs licensing agreement. This is the same agreement that is presented on the "**permissions**" form, which is the form on which you designate how your thesis/dissertation is to be handled in BEARdocs (open access, limited access, or no access to the full text). Click on the "**I Grant the License**" button. If you have questions about this agreement, contact Billie Peterson-Lugo at Billie_Peterson@baylor.edu or at 254.710.2344.

Once you have submitted your thesis/dissertation to BEARdocs, your submission will be reviewed by staff in the Library and in the Graduate School. If the Graduate School staff sees any major problems with the submission, they will "reject" your submission, and you will receive an e-mail message from BEARdocs about the rejection. In this e-mail message, Graduate School staff will provide you with the corrections you need to make. If the Library review determines that your permissions form has not been submitted, you will also receive a rejection message from BEARdocs. If you receive a rejection notification, click on the link in the e-mail message, log on to BEARdocs, make the corrections specified in the message, and again submit it to BEARdocs.

The final submission to BEARdocs doesn't take place until:

- You have officially walked across the stage and received your degree.

- Cataloging staff in the Baylor University Libraries will perform a final review of the document that you submitted and add additional descriptive information (metadata) to the submission form. Once they have completed this process, the thesis/dissertation is formally submitted to BEARdocs, and a permanent URI (uniform resource identifier) is assigned to it. An e-mail message will be sent to your Baylor e-mail address confirming the completion of the process and the message will also provide you with the URI that leads to the document in BEARdocs. The URI will look something like: http://hdl.handle.net/2104/326.

- Within 6 months of the submission to BEARdocs has been completely accepted, a record of the thesis/dissertation will also appear in BearCat (http://bearcat.baylor.edu), with a link to the resource in BEARdocs.