Doctoral Dissertation and Capstone Project Submission Guide

Part I: Doctoral Dissertation/Capstone Project Submission Process

1. Doctoral Dissertation/Capstone Project approved by committee and department

2. Student submits approved Doctoral Dissertation/Capstone Project via Digital Commons

3. Doctoral Dissertation/Capstone Project reviewed by Graduate Dean (or designee).

4. Student receives email with any necessary revisions. If no revisions needed, see Step 7

5. Student submits revised copy of Doctoral Dissertation/Capstone Project via Digital Commons

6. Revisions Reviewed

7. Student receives email that Doctoral Dissertation/Capstone Project has been accepted by the Graduate Dean

8. Doctoral Dissertation/Capstone Project is posted to Digital Commons
Part II: How to Submit Your Doctoral Dissertation/Capstone Project

- Once your Doctoral Dissertation/Capstone Project has been approved by your committee, navigate to the following website: digitalcommons.wcupa.edu/all_doctoral
  - This will lead you to the West Chester University Doctoral Dissertations and Capstone Project collection
- Your electronically submitted Microsoft word document should include the following in single file in the following order:
  - Preliminary Pages for your specific dissertation or culminating project (please reference the formatting section of the Thesis and Doctoral Culminating Projects website (https://www.wcupa.edu/_admissions/SCH_DGR/thesis.aspx))
    - Title Page
    - Approval Page – blank, with no signatures
    - Dedication (optional)
    - Acknowledgements
    - Abstract
    - Table of Contents
    - List of Tables (if required)
    - List of Figures (if required)
  - Doctoral Dissertation/Capstone Project manuscript and references (as outlined in the Table of Contents)
  - Appendices (if applicable)
- Find the ‘Submit Research’ button on the left hand navigation bar
  - You must submit from the West Chester University Doctoral Dissertations and Capstone Project collection
- Create Digital Commons Account
  - You are required to submit using your West Chester University email address
  - Any submission from a personal email address cannot be accepted
o If you already have a Digital Commons account under a different email address, you will need to create a new account under your WCU email address

o If you already have a Digital Commons account under your WCU email address, you can login and proceed to step ‘Complete the Submission Form’

- You will receive an email from noreply@bepress.com confirming the creation of your account
  o Please click the CONFIRM link
  o You will now be able to login

- Make sure you return to digitalcommons.wcupa.edu/all_theses after you log in
  o You must submit from the West Chester University Master’s Theses Collection
  o If you are not automatically brought to the Submission Agreement, please click Submit Research on the left hand nav bar
- Please read the submission agreement carefully
  - Note you must upload your approved Doctoral Dissertation/Capstone Project as a Microsoft Word document for review
  - Make sure your front matter pages are in the proper order (reference the Formatting Style Guide and Preliminary Pages Template which can be found on the Doctoral Dissertation/Capstone Project and Doctoral Culminating Projects Website (https://www.wcupa.edu/_admissions/SCH_DGR/Doctoral Dissertation/Capstone Project.aspx))
  - Confirm you agree to the terms of the Submission Agreement and click CONTINUE
• Complete the Submission Form
  o Title – Must be typed exactly as it is on your committee approved document
    ▪ Headline Capitalization – The First Letter of Each Word Capitalized

Please enter the title using Headline Capitalization. It should be entered exactly as it appears in the manuscript of your thesis.

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Thesis Title
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 o Author – This is you, the student and should be auto populated from your Digital Commons account details
Date of Award – will be the TERM and YEAR your degree will be conferred

- Term = Summer, Fall, Spring
- Year = 2018 (or applicable year)
- Note, Winter is an option on the standard Digital Commons form, but it is not an option for WCU students since we do not confer degrees in Winter term.

Embargo Period – Length of time before your Doctoral Dissertation/Capstone Project is available to others (i.e. open access) through Digital Commons. Please read this section clearly to assure you select the appropriate option. There are limitations to this Digital Commons form. Please note, all abstracts will be available regardless of the embargo period.

- Option 1 – You want your Doctoral Dissertation/Capstone Project available to the public (i.e. open access). Select the desired embargo from the drop down list.
- Option 2 – You do not want your Doctoral Dissertation/Capstone Project available to the public indefinitely. Choose any embargo period, and the answer to the next question will override this choice. This is a system limitation.

Document Type – Doctoral Dissertation/Capstone Project and Doctoral Dissertation/Capstone Project Restricted

- Choose Dissertation, DNP Project, or Capstone Project - If you selected Option 1 per the Embargo information above. This choice will result in your Doctoral Dissertation/Capstone Project being available to the public per the timeframe (embargo) you selected.
- Choose Dissertation, DNP Project, or Capstone Restricted - If you selected Option 2 per the Embargo information above. This choice will result in your
Doctoral Dissertation/Capstone Project never being available to the public. Only your abstract would be accessible.

** REQUIRED Document Type**

- **Document Type:**
  - **Dissertation**

- **Degree Name** – the degree that will be conferred to you upon successful completion of program
  - **Degree Only** (i.e., Doctor of Public Administration)

**Degree Name**

*Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)*

- **Degree Name:**
  - **None**

- **Department** – the program that your Doctoral Dissertation/Capstone Project was approved by. Please note Department is a standard Digital Commons term.
  - **Program of study** (i.e., Education Planning, Policy, and Administration)
  - **Not department of study** (i.e., Department of Education)

**Department**

- **Department:**
  - **None**

- **Committee Chairperson** – please use the Committee Chairperson’s name as printed and signed on your approval page (please reference preliminary pages formatting guidelines which can be found on the Doctoral Dissertation/Capstone Project and Doctoral Culminating Projects Website (https://www.wcupa.edu/_admissions/SCH_DGR/Doctoral Dissertation/Capstone Project.aspx))

**Committee Chairperson**

- **Committee B. Chairperson, Ph.D.**

- **Keywords** – this is **optional** but will assist with Digital Commons searches
Keywords

Please enter up to 8 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your doctoral project, you may add up to six keyword descriptors. These will help identify and classify your dissertation; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed. This is an optional field.

Subject Categories – this is optional but will assist in Digital Commons searches

Subject Categories

Please select the subject category that best fits your doctoral project. Subject Categories will help the indexing of your doctoral project and the eventual retrieval of it by interested parties. Click here to view the complete list of disciplines. This is an optional field.

Abstract – please include a copy of your abstract in the box provided. This should match the abstract that is included in your upload.

Abstract

Learn how your abstract can improve the discovery of your article in Google and Google Scholar.

Upload Full Text

- You must select UPLOAD FILE FROM YOUR COMPUTER
- Upload as a Microsoft Word Document. Your document will be converted to a PDF before publishing.
- We cannot accept imported files from remote sites at this time
- Make sure there is a file selected
Upload Full Text

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 server

- Additional Files
  - This section is optional for any additional files.

Additional Files

i. Additional files are for digital representations of your thesis (i.e., recordings of your composition). This is not meant for approval pages, front matter pages, or appendices.

Please check this if you’d like to add additional files

- Hit Submit

  Cancel  Submit

  This may take a while. Please only click once.
Part III: Frequently Asked Questions

- Because I am submitting electronically, what do I do with the hard copy Approval Page that my committee signed off on?
  - The hard copy Approval Page should be submitted to the Office of Graduate Studies with all signatures except for the Graduate Dean. Please work with your Committee Chair to have those delivered to our office via interoffice mail, hand delivered, or regular mail (102 W Rosedale Ave, West Chester, PA 19382). If we receive a submitted Doctoral Dissertation/Capstone Project prior to receiving hard copy signatures we will reach out to the Committee Chairperson and student.

- What document types can I upload? What about the integrity of my work if I upload as a Word document?
  - At this time, we can only accept Microsoft Word Documents at the time of submission. This is to allow for the approval page information to be typed into the document by the Graduate Dean (or designee) after final approval. This protects your committee from having their signatures available through open access. Your document will be posted to the collection as a PDF document and will not be able to be altered.

- What if I need to make changes to the document?
  - You will be able to upload a revised Microsoft Word Document via the link provided to you from the post-Submission Email. You may also be required to submit a revised Microsoft Word Document during the review process. If you discover additional edits that need to be made while your document is under review, please send an email to THESISDOC@wcupa.edu.

- I do not see my degree name listed. What do I put?
  - Please contact THESISDOC@WCUPA.EDU and we will get this corrected as quickly as possible.

- I do not see my program listed. What do I put?
  - Please contact THESISDOC@WCUPA.EDU and we will get this corrected as quickly as possible.

- How long is the review process?
  - Since this is the first year for online submission, you can expect up to a 30 day review process. This falls within the same timeframe for confirmation of degree conferral.

- What is the deadline for submission?
  - Please view the deadline dates here: https://www.wcupa.edu/_admissions/SCH_DGR/Doctoral_Dissertation/Capstone_Project.aspx