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- Click on the Submit Research link on the right hand menu
- Click where it says New User? Create a free account
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Uploading your thesis

- **Before you begin, please read the [Guidelines for Students](#) , and be sure that you have the following:**
 - Full text of the Thesis in Word or PDF format.
 - Abstract
 - Optional Supplementary files (images, sound, etc.) that are an integral part of the thesis, but not part of the full text.
 - Adviser's Name
 - Subject Category You must choose one main category from this list. Three optional secondary subject areas may also be entered.
 - Keywords (optional; up to six)
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 - Your manuscript will be submitted to ScholarWorks@UMassAmherst for inclusion in the Masters Theses series.
 - You must accept the terms of granting ScholarWorks the right to post your thesis by checking off the box that says “Please check this if you agree to the above terms.”
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 - Access Control: Please choose either Open Access (full content available to all) or Campus Access (full content only available to those using a computer on the UMass Amherst campus, to those with an OIT NetID username and password, or through interlibrary loan).
 - Embargo period: Please select the length of time you would like your Dissertation/Thesis to be placed under Embargo. You will be able to choose either no embargo period or a six month embargo period from the drop down box on the submission form. Approval of your academic department and the Graduate Dean is required for an embargo period longer than six months. Please submit your thesis with a six month embargo, and then contact the Graduate School Office of Degree Requirements to have the embargo date adjusted if you have received prior approval.
 - Degree program or academic department
 - Degree type
 - Year degree awarded
 - Month degree awarded
 - Primary Subject Category

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Optional: select up to three additional categories that relate to your thesis.
- Keywords
Optional: Please enter up to 6 keywords or phrases, separated by commas. These keywords are used as indexes for further searches.
- Discipline
- Advisor(s) or Committee Chair(s)
Please enter just the primary advisor or chairperson -- not the entire committee.
- Abstract
Only plain text is supported for the abstract (fonts and text style changes are not preserved). If you would like to include bold or italic text in your abstract, HTML tags may be used.
Please only include a brief summary of the content of your thesis in this field. This should be a paragraph or two, although it can be longer. Do NOT type the heading required in the body of your thesis in the abstract field of the ScholarWorks submission form. Example, do NOT type:

ABSTRACT
 TITLE OF DISSERTATION
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 NAME OF STUDENT, B.A. COLLEGE/UNIVERSITY
 M.A., COLLEGE/UNIVERSITY
 Ph.D., UNIVERISTY OF MASSACHUSETTS AMHERST
 Directed by: Professor Smith

The format of the abstract - these choices allow ScholarWorks to understand where you are breaking your abstract paragraphs.

- Restrictions
Restrictions may be added if you have patents pending related to you Electronic Thesis or for other reasons. Please describe the reason(s) and provide a date to release the submission for publication on ScholarWorks.
- **Uploading the full text file**
 - Check off “Upload a file”
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 - Your thesis should be uploaded as a Word or a PDF file. If you upload a Word the document, the system will automatically convert it to a PDF for you. (If you have additional files such as sound or video clips, image files, etc. that must also be submitted, check off the box indicating that you would like to add additional files. You will have an opportunity to upload the additional files on the next screen.)
 - Check off the appropriate option for publication status. Usually it will be no.
 - If you do not have any additional files to upload, click the “Submit” button.
 - You will have successfully completed the submission process!
 - At this point you can close out of the ScholarWorks website, or if you know you made a mistake on the submission form or somewhere in your thesis, you can choose to revise your thesis.
- **Revising your submission**
If you need to revise your submission for any reason, click on revise submission and make the necessary changes on the submission form. Scroll down to the bottom of the submission form to where it says Upload Full Text, and browse for the corrected version of your thesis. Click on Submit. You will be given the choice to revise your submission

again. You can revise your submission as many times as you need to. Once you are done you can close out of the ScholarWorks website. For instructions on how to go back later to make revisions to your thesis, scroll down a little further in this document.

- **Adding Additional Files**

Additional files are meant to supplement the full text of your thesis. They may include any type of files such as audio or video files, image files, a spreadsheet, etc. There are no file size or file format limitations, but please keep in mind that if you upload unusual file formats or very large files people may have trouble downloading them.

- If you wish to upload additional files, please check off the box indicating that you would like to add additional files and then click submit.
- Browse for additional files on your computer and provide a short description of each file.
- Click the Save New File button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click Continue at the very bottom of the screen.
- If you are satisfied with your submission, you can close out of the ScholarWorks website.
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How to go back later to make revisions to your thesis if you get notification from the Grad School that revisions are required:

- First make any changes or corrections you need to make to your thesis in your original Word document.
- Then go to ScholarWorks at <http://scholarworks.umass.edu/theses/>.
- Click on the “My Account” link in the top right hand corner and log in.
- If you forgot your password or user name click on the link that says “Forget your password?” Enter your email address and click "Email password". Your password and user name will be emailed to you immediately.
- Once you are logged in, click on the title of your thesis, and then click the *revise thesis* link on the subsequent page.
- The “Revise” form is the same as the original submission form. Here you can edit any of the information you filled out on the online submission form when you originally uploaded your thesis. For example if there is a typo in the title field, if you need to make edits in the abstract field, if you spelled your name wrong in the author field etc.
- If all of the information on the form is correct and you just need to upload a corrected version of your thesis itself, scroll down almost to the bottom of the form to where it says “Upload Full Text”.
- Browse for your corrected file, and upload it.
- Then scroll down to the very bottom of the form and click “Submit.”

- You will have successfully revised your thesis, and you can close out of the ScholarWorks website.