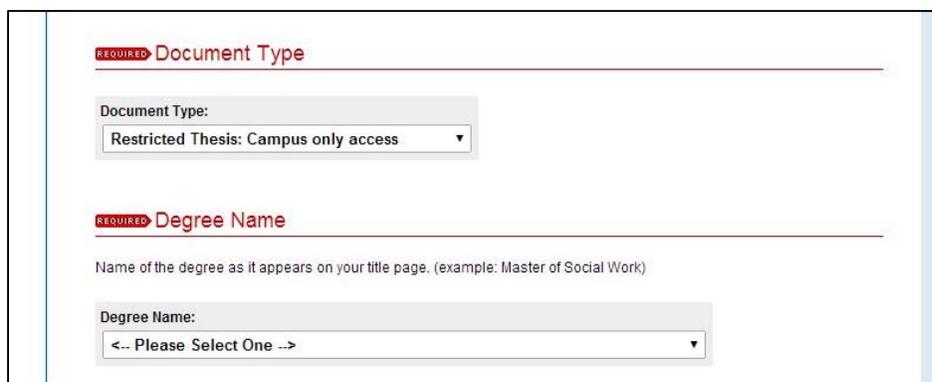


Instructions for Students Submitting to ScholarWorks

1. Visit the ETD homepage at <http://scholarworks.lib.csusb.edu/etd/>
2. Click "Submit Research" in the left-hand sidebar (near bottom of page).
3. If this is your first submission, you will need to create an account by clicking "Create New Account" on the right side of the page and following the instructions on the screen. If you already have an account, log into ScholarWorks.
4. After clicking "Submit Research" you will be presented with the Agreement Instructions. Read and accept the terms on the page, and click "Continue".
5. You will be presented with the submission form where you can enter the title, author, abstract, advisors, etc., as well as upload your document as a Microsoft Word or PDF file. Under "Document Type" you will be given the choice of either open access or restricted access for your manuscript. Open access means it is available to all: choose Thesis, Project, or Dissertation for this access. Restricted access means only CSUSB students, staff and faculty can download your manuscript. For this option, choose "restricted" (see screen shot below).
6. After completing the form and uploading your document, click "Submit" at the bottom of the screen.
7. You will receive a confirmation screen and an email will be sent to the email address you used to set up your account. Please remember to submit a hard copy of your Committee Certification page with original signatures and a copy of the Digital Archive and Review Fee receipt. Manuscripts will not be reviewed until Graduate Studies receives a complete Committee Certification form and the processing fee has been paid.



The screenshot shows a portion of the ScholarWorks submission form. It features two required fields, each with a red "REQUIRED" label and a red underline. The first field is "Document Type", which has a dropdown menu currently set to "Restricted Thesis: Campus only access". The second field is "Degree Name", which has a dropdown menu currently set to "<-- Please Select One -->". Below the "Degree Name" field, there is a small text instruction: "Name of the degree as it appears on your title page. (example: Master of Social Work)".

Once your manuscript is reviewed, you will receive an email notifying you of the status. If there are no corrections, your manuscript will be published on ScholarWorks. If corrections need to be made, you will be emailed a memo listing the required changes.

Submitting Corrections

1. Log into CSUSB ScholarWorks.
2. Under "Electronic Theses and Dissertations" click on the manuscript you want to revise; this will take you to a new page. In the upper left corner, click on "Revise Thesis/Project/Dissertation". You will have the opportunity to make changes to the submission page (title of thesis, graduation date, etc.). Scroll to the bottom of the page and attach your corrected manuscript and submit.