

Kennesaw State University

**DigitalCommons@Kennesaw State University**

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Digital Commons Training Materials

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## **MAPW Capstone Submission Guide**

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Follow this and additional works at: <https://digitalcommons.kennesaw.edu/training>

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A world map with a dashed orange border. Various countries are marked with circular callouts containing numbers. The numbers are: 30 (USA), 163 (USA), 54 (UK), 11 (Turkey), 3 (Poland), 1 (Russia), 1 (Japan), 1 (Algeria), 1 (Libya), 1 (Egypt), 1 (South Africa), 2 (Australia), 21 (New Zealand), and 3 (South Korea).

# MA IN PROFESSIONAL WRITING

## Capstone Submission Guide

Process and Tips to Upload your Work to the Institutional Repository

# About the Institutional Repository

- The institutional repository (IR), Digital Commons @ Kennesaw State University, holds many graduation requirements produced at KSU since 2008.
- The IR holds these works to serve as a record of your completion of the program and to highlight skills developed within the program.
- Submitting to the IR is not 'publication' and does not require any transfer of copyright. You are free to take your work to a publication or other opportunity, though you are likely to be asked to modify it slightly from the version uploaded to the IR.

# Copyright Concerns

- Copyright in the US is automatically assigned to any creative work once in a tangible form (aka written down). Sharing your work via the IR does not negatively impact your copyright to the work.
  - Copyright includes the right to copy, distribute, adapt, display, and perform a creative work.
- If you have developed creative work that would benefit from additional copyright protection, you can register them with the [US Copyright Office](#). There is a fee associated with this process.

# What you need to submit your project

- Finalized Project (PDF)
  - Must be approved by your Capstone Committee
- Names and Emails of all Authors
  - Personal emails for students are preferred
- Internet Access

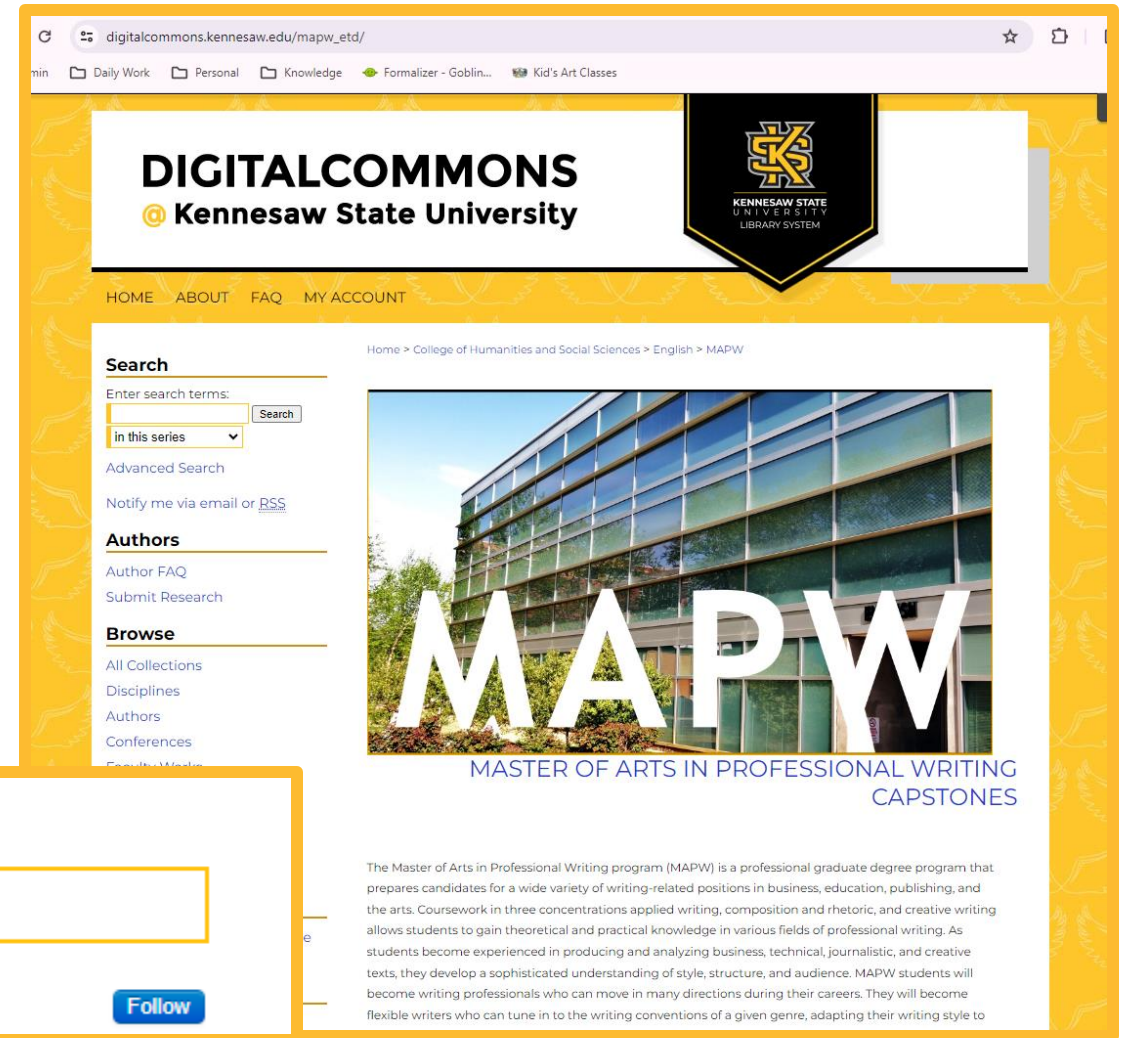


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**KENNESAW STATE**  
UNIVERSITY  
LIBRARY SYSTEM

# Step 1: Go to the Institutional Repository

- [Navigate to the collection.](#)
- Select the yellow ['Submit Your Work'](#) button



The screenshot shows a web browser at the URL `digitalcommons.kennesaw.edu/mapw_etd/`. The page features a yellow header with the "DIGITALCOMMONS Kennesaw State University" logo and a navigation menu with links for HOME, ABOUT, FAQ, and MY ACCOUNT. A search bar is visible on the left side. The main content area displays the title "MAPW" in large white letters over a photograph of a modern building, with the subtitle "MASTER OF ARTS IN PROFESSIONAL WRITING CAPSTONES" below it. A paragraph of text describes the MAPW program as a professional graduate degree program that prepares candidates for various writing-related positions in business, education, publishing, and the arts. At the bottom of the page, there is a yellow box containing the text "Time to Submit your Capstone Project?" and a prominent yellow button labeled "Submit Your Work".

Time to Submit your Capstone Project?

Submit Your Work

Follow

# Step 2: Create a Digital Commons Account

- If you do not have a Digital Commons Account, you will need to select 'Sign Up' and provide your name and email address

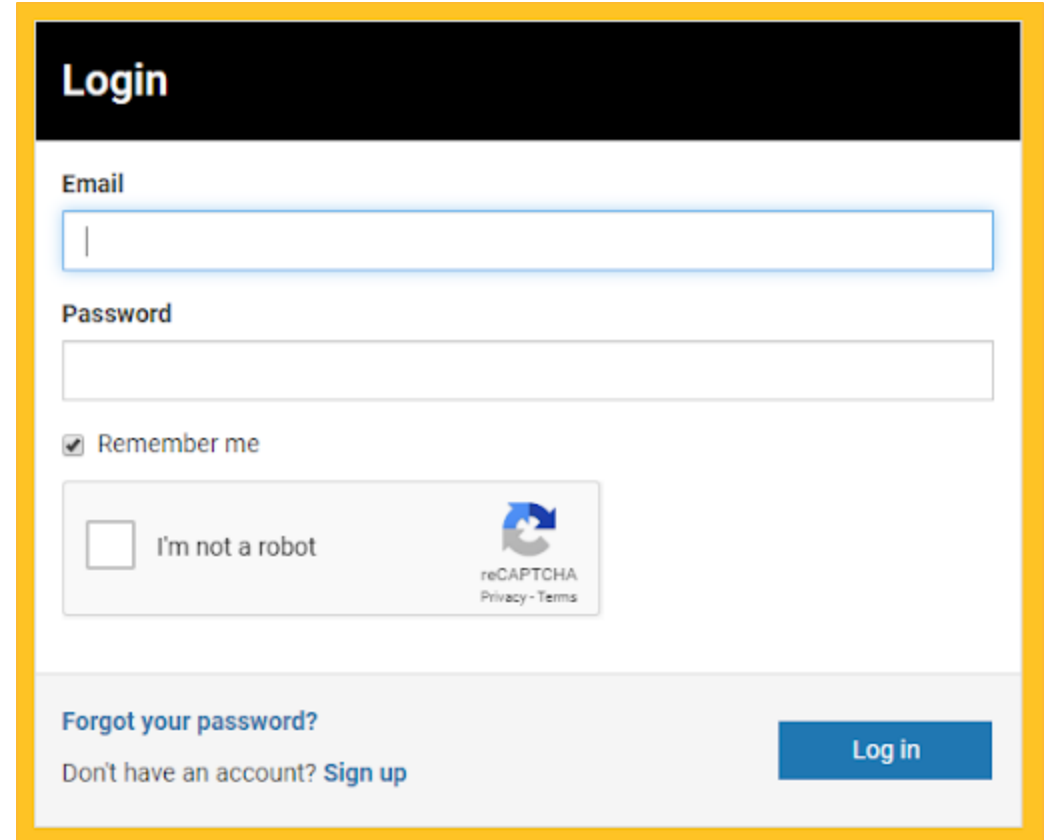
**NOTE:** Please use a personal email address as your KSU email will be closed a few weeks after you graduate.

- Create a password according to the guidelines
- **VERIFY** your account. Check your junk/spam for a verification email from bepress.

The image displays two overlapping screenshots of the Digital Commons website. The background screenshot is the 'Login' page, which includes fields for 'Email' and 'Password', a 'Remember me' checkbox, an 'I'm not a robot' checkbox, and a 'reCAPTCHA' widget. A red box highlights the text 'Don't have an account? Sign up' at the bottom of the login form. The foreground screenshot is the 'Create Account' page, which includes fields for 'Email', 'First Name', 'Last Name', 'Password', and 'Confirm Password'. It also features an 'I'm not a robot' checkbox, a 'reCAPTCHA' widget, and a list of password requirements: 'Must be at least 8 characters long.', 'Must contain a lowercase letter.', 'Must contain an uppercase letter.', 'Must contain a number.', and 'Must contain a special character.'. At the bottom, there is a 'Create Account' button and a link to 'bepress's terms of service'.

# Step 3: Login

- If you have previously created a Digital Commons Account, you will be directed to login with your email and password.
- If you created an account during the last step, you will skip this step.




**Login**

Email

Password

Remember me

I'm not a robot  reCAPTCHA  
Privacy - Terms

[Forgot your password?](#) [Don't have an account? Sign up](#)



# Step 4: Complete Submission Form

## Submissions MUST include:

- Title
- All Authors
  - Adding your personal email ensures that you can be reached by parties interested in your work.
- Date of Award (Graduation Date)
- Embargo Period, if desired (0-50 years)
  - Embargo will prevent your full text file from being downloaded temporarily.
  - Most graduation requirements do not need an embargo period.
- Co-Chairs of Capstone Committee
- Abstract
  - Describe your project. A short paragraph is fine.
- Full-Text File
  - If you do not want to share your work via the IR, please work with your program to develop an alternate solution. The IR does not accept incomplete submissions.

# Helpful Submission Form Tips

- You can modify your authors by selecting the 'person+pencil' icon or delete them by selecting the 'person+X' icon.
- Keywords, if included, should be words that are not already in your title.



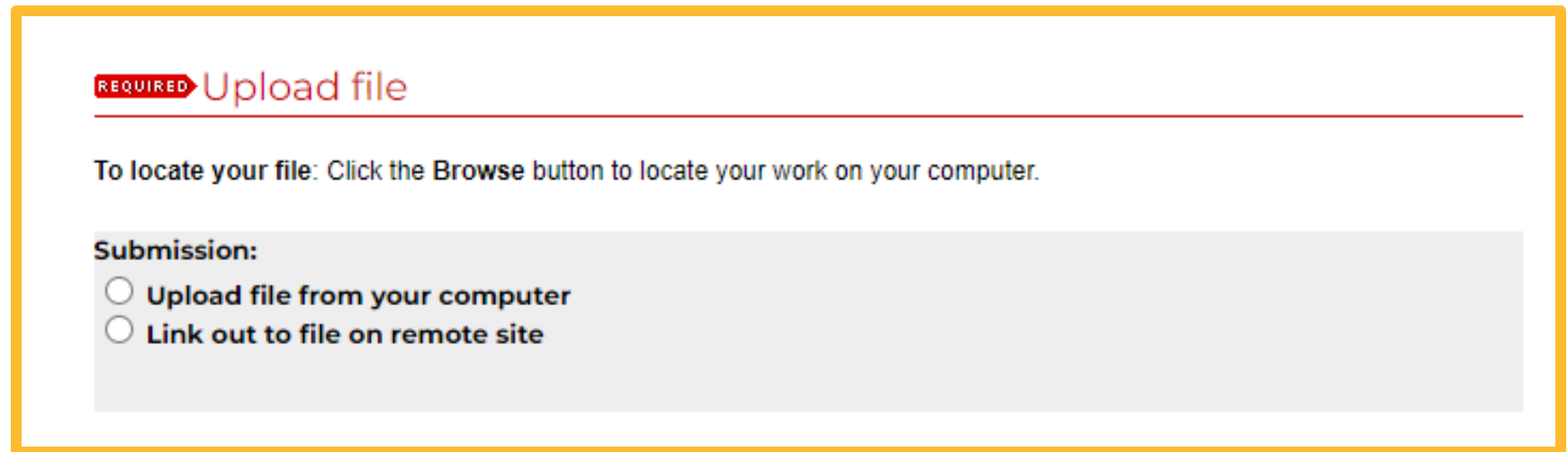
## Keywords

Please enter up to 6 keywords or phrases, separated by commas. To enhance the indexing and retrieval of your thesis, you may add up to six keyword descriptors. These will help identify and classify your thesis; for example, geographical locations or scientific names not mentioned in your title or abstract might be listed.

Keywords:

# Step 5: Upload Primary File

- You should be using the 'Upload file from your computer' option. Keeping a file within the IR protects your work from being lost in the future.

A screenshot of a web interface for uploading a file. The title is "REQUIRED Upload file" with "REQUIRED" in a red box. Below the title is a red horizontal line. The text "To locate your file: Click the Browse button to locate your work on your computer." is displayed. Underneath is a grey box labeled "Submission:" containing two radio button options: "Upload file from your computer" and "Link out to file on remote site".

**REQUIRED** Upload file

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To locate your file: Click the **Browse** button to locate your work on your computer.

**Submission:**

- Upload file from your computer
- Link out to file on remote site

# Congrats! You're Done!

- You and any other authors will receive an email with links to make edits if needed. These links will only allow revisions until the work has been posted to the IR.
- If you run into any issues, please contact Heather Hankins.
  - E- [hhankin3@kennesaw.edu](mailto:hhankin3@kennesaw.edu)
  - E- [digitalcommons@kennesaw.edu](mailto:digitalcommons@kennesaw.edu)



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# Bonus Step: Finding Your Work in the Future

You can use [the My Account link](#), found on every page of the IR, to view all submissions tied to your account.

**NOTE:** Submissions that are not tied to the email associated with your account will not show up.

