

Kennesaw State University

DigitalCommons@Kennesaw State University

Digital Commons Training Materials

Winter 1-2024

PhD International Conflict Management Submission Guide

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A world map with a dashed orange border. The map features several numbered circular markers: a purple circle with '30' on the West Coast of North America; a purple circle with '54' over Germany; a purple circle with '11' over Italy; a blue circle with '3' over Poland; a blue circle with '1' over Russia; a blue circle with '3' over Japan; a blue circle with '1' over Argentina; a blue circle with '2' over Australia; and a purple circle with '21' over New Zealand. The map also labels various countries and oceans.

Doctor Of International Conflict Management Dissertations 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

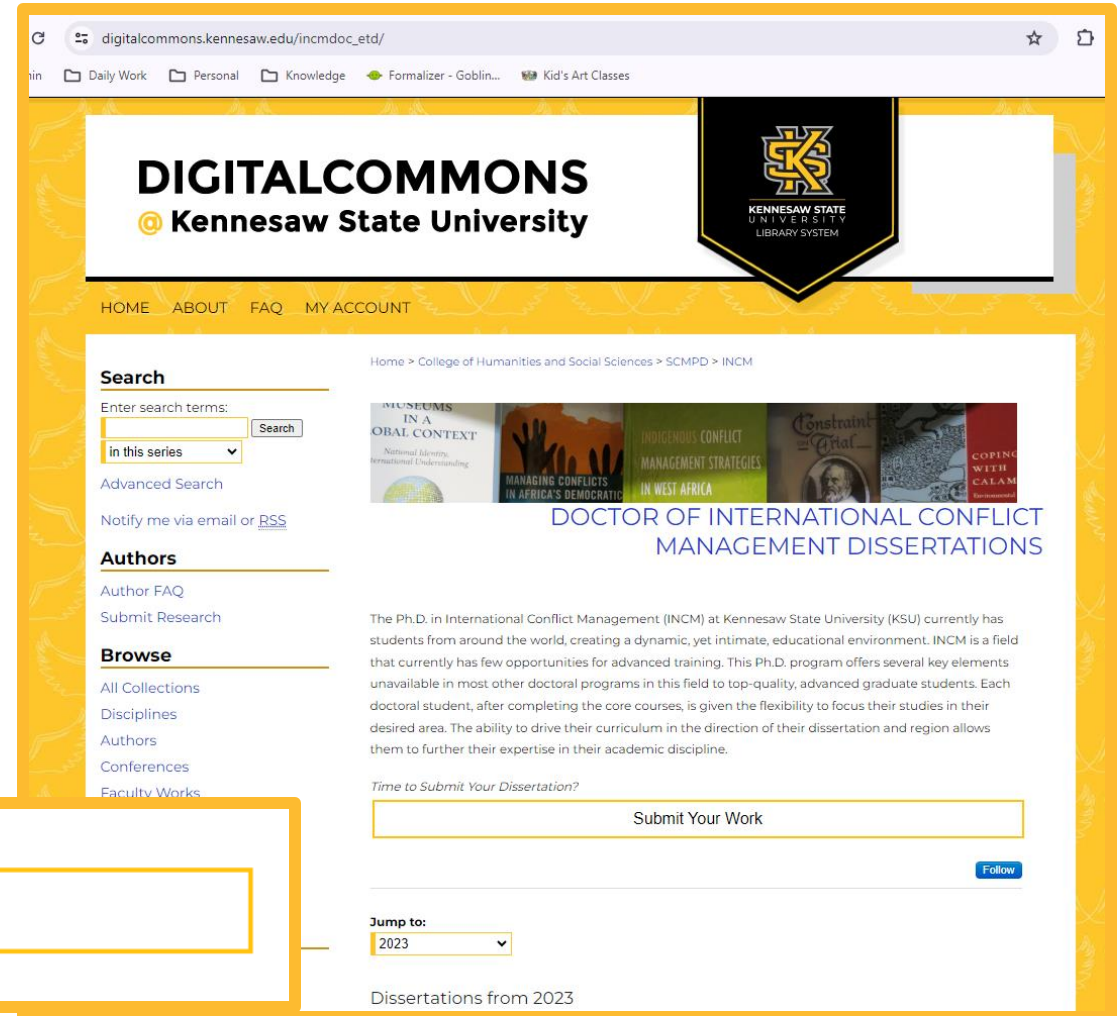
- Finalized Project (PDF)
 - Must be approved by your Capstone Committee
- Names and Emails of all Authors
 - Personal emails for students are preferred
- Internet Access



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 the Digital Commons Kennesaw State University website. The browser address bar displays `digitalcommons.kennesaw.edu/incmdoc_etd/`. The page header includes the Digital Commons logo and the Kennesaw State University Library System logo. The navigation menu contains links for HOME, ABOUT, FAQ, and MY ACCOUNT. The main content area features a search bar with the text "Enter search terms:" and a "Search" button. Below the search bar, there is a dropdown menu for "in this series" and a link for "Advanced Search". A notification option "Notify me via email or BSS" is also present. The "Authors" section includes links for "Author FAQ" and "Submit Research". The "Browse" section lists "All Collections", "Disciplines", "Authors", "Conferences", and "Faculty Works". The main content area displays a banner for "DOCTOR OF INTERNATIONAL CONFLICT MANAGEMENT DISSERTATIONS" with a row of book covers. Below the banner, there is a paragraph describing the Ph.D. program. A yellow box highlights the "Submit Your Work" button, which is located below the text "Time to Submit Your Dissertation?". A "Follow" button is also visible. At the bottom, there is a "Jump to:" dropdown menu set to "2023" and the text "Dissertations from 2023".

Time to Submit Your Dissertation?

Submit Your Work

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

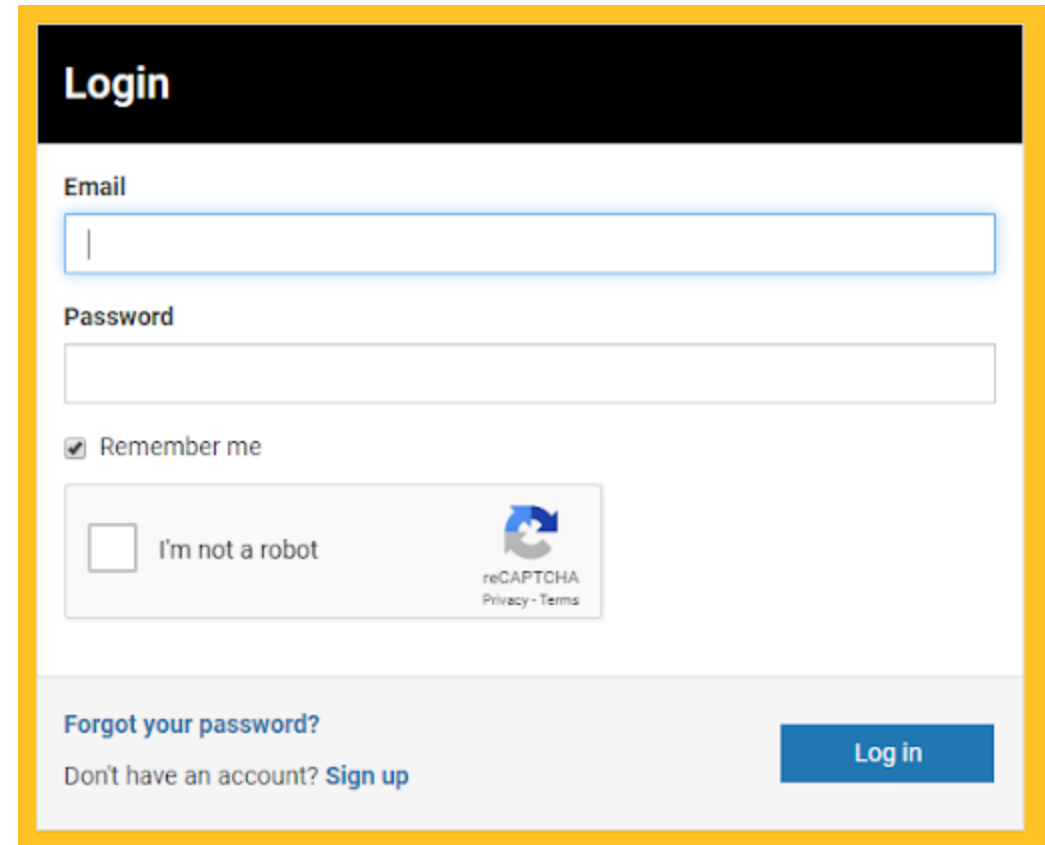
NOTE: Please use a personal email address as your KSU email will be closed a few weeks after you graduate.

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

The image displays two screenshots of the Digital Commons website. The main screenshot is the 'Login' page, which has a black header with the word 'Login' in white. Below the header are input fields for 'Email' and 'Password'. There is a 'Remember me' checkbox checked, and a reCAPTCHA 'I'm not a robot' checkbox. At the bottom, there is a link for 'Forgot your password?' and a red-bordered box containing the text 'Don't have an account? Sign up'. The inset screenshot shows the 'Create Account' page, which has a white background. It features input fields for 'Email', 'First Name', 'Last Name', 'Password', and 'Confirm Password'. Below these fields is another reCAPTCHA 'I'm not a robot' checkbox. A list of password requirements is shown: '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 blue 'Create Account' button and a line of text: 'By creating an account, you agree 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.



The image shows a login form with a black header containing the word "Login" in white. Below the header, there are two input fields: "Email" and "Password". The "Email" field is a simple text box, while the "Password" field is a text box with a light gray background. Below the "Password" field, there is a checked checkbox labeled "Remember me". Underneath that, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom of the form, there are two links: "Forgot your password?" and "Don't have an account? Sign up". A blue "Log in" button is positioned on the right side of the bottom section.

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 Submission (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.
- Chair/Co-Chairs and Members 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 should be words that are not in your title if at all possible.



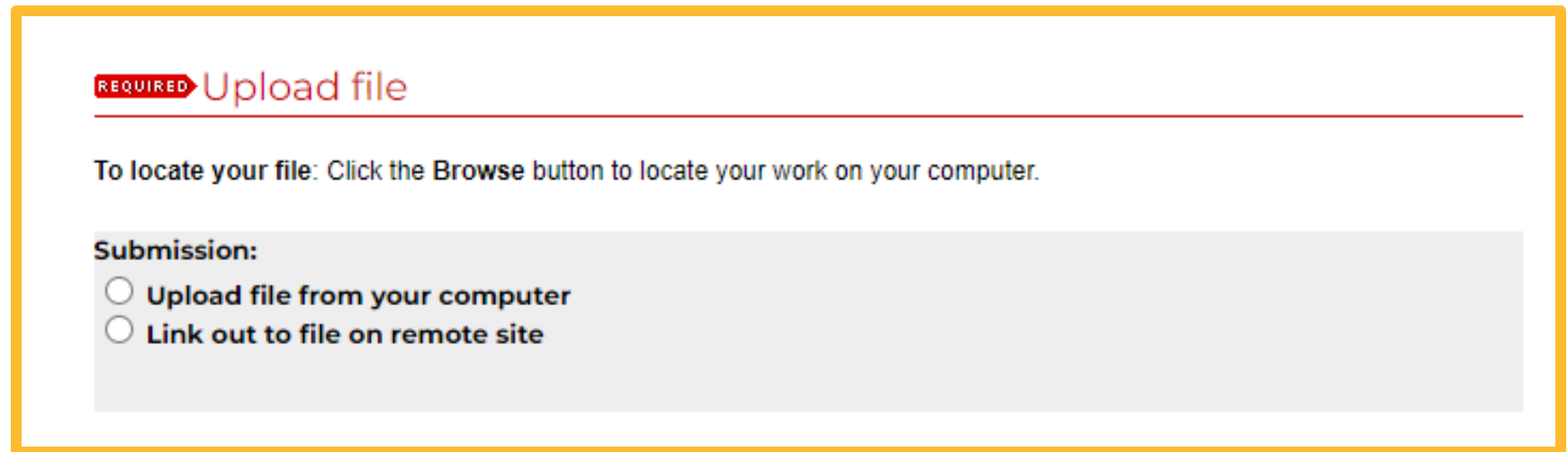
Keywords

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. Below this 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

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
 - E- 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

