

Kennesaw State University

DigitalCommons@Kennesaw State University

Digital Commons Training Materials

Winter 1-2024

BS Architecture 5th Year Thesis Submission Guide

Heather Hankins

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



B. Arch Theses Submission

Process and Tips to Upload your Work to the Digital Commons

Checklist for what you need to submit

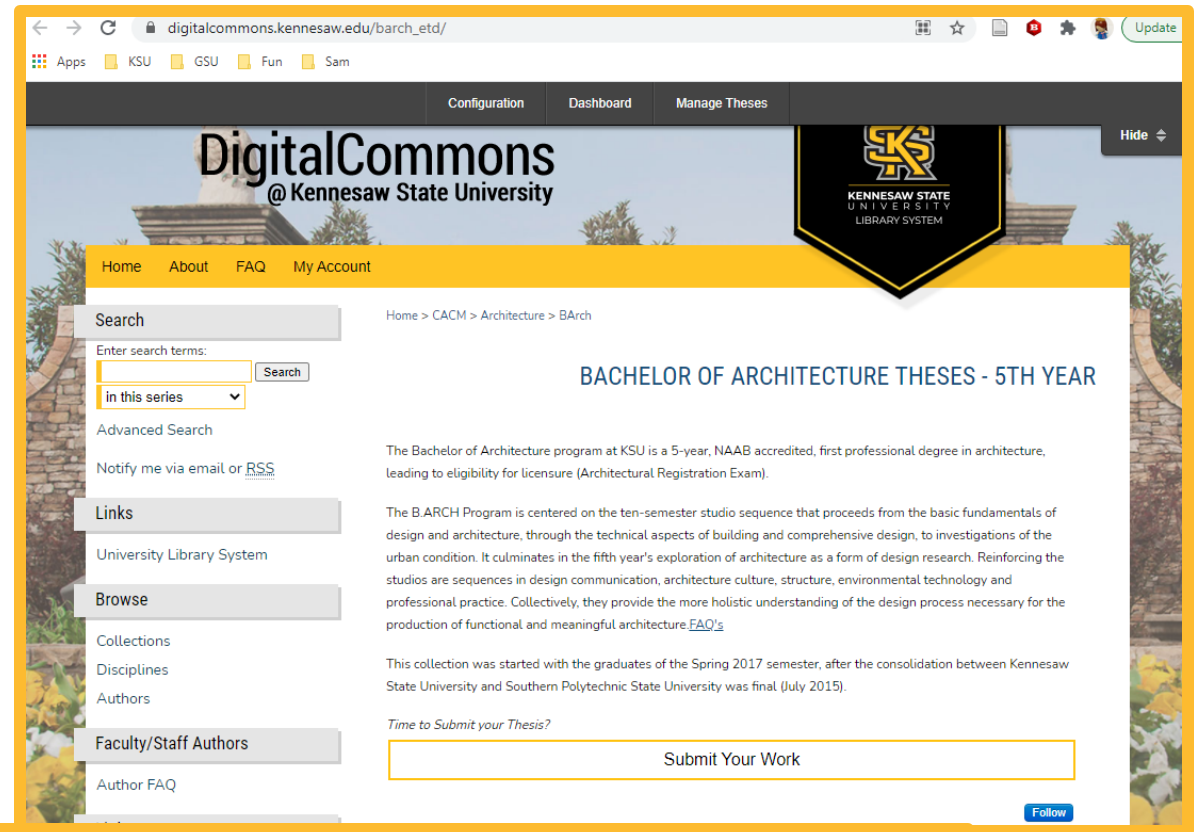
- Final Project
- Any Supplemental Files
- Names and Emails of all Authors
- Internet Access



KENNESAW STATE
UNIVERSITY
LIBRARY SYSTEM

Step 1: Go to the Website

- Navigate to https://digitalcommons.kennesaw.edu/barch_etd/
- Select the yellow 'Submit Your Work' button



Time to Submit your Thesis?

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

Login

Email

Password

Remember me

I'm not a robot

[Forgot your password?](#)

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

Email

First Name

Last Name

Password

Confirm Password

I'm not a robot

reCAPTCHA
Privacy - Terms

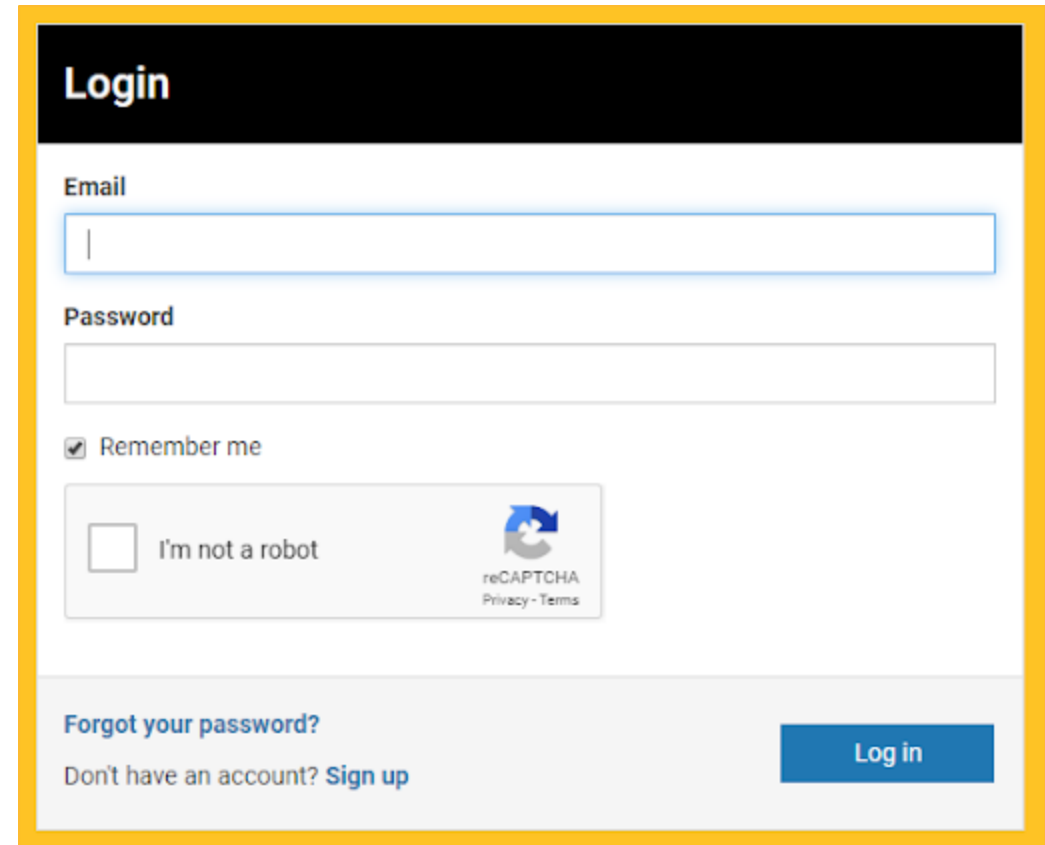
- Must be at least 8 characters long.
- Must contain a lowercase letter.
- Must contain an uppercase letter.
- Must contain a number.
- Must contain a special character.

By creating an account, you agree to [bepress's terms of service.](#)

[Create Account](#)

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 currently empty. Below the "Password" field, there is a checkbox labeled "Remember me" which is checked. Below that, there is a reCAPTCHA widget with a blue circular arrow icon and the text "I'm not a robot" and "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 located at the bottom right of the form.

Step 4: Complete Submission Form

You MUST include:

- Title
- All Authors (listed in the same order as on your materials)
- Date of Submission

To improve visibility and professionalism of your project, PLEASE include:

- Abstract (use your executive summary)
- Keywords
- Any other fields that you can complete or make more specific

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.
- Leave Comments blank.



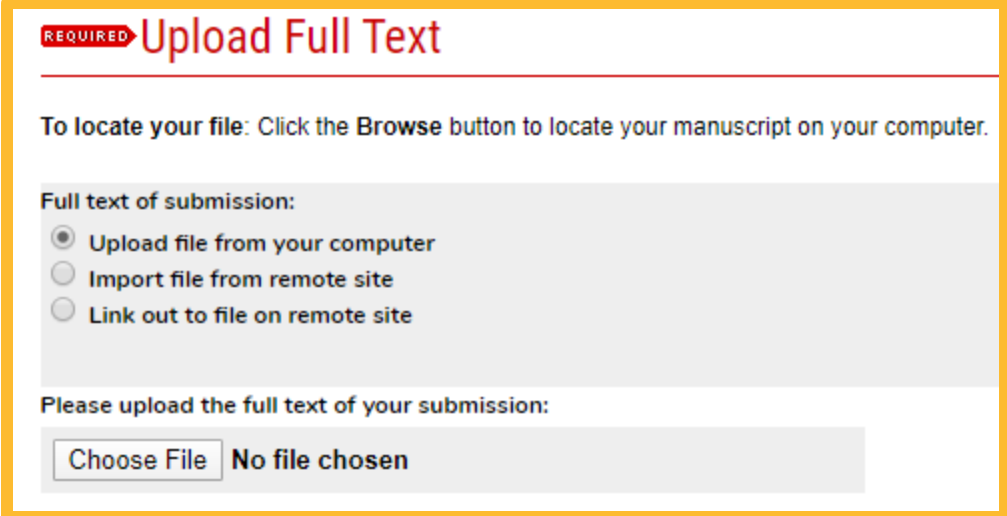
Keywords

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 will be using the 'Upload file from your computer' option. The remote site option will not be feasible.
- If you are including a video file, please upload the **video** file first from your computer. This will result in a more usable landing page for your work.



REQUIRED 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 remote site
- Link out to file on remote site

Please upload the full text of your submission:

No file chosen

Step 6: Upload Supplemental Files

- If you are including supplemental files, make sure to select the 'Additional Files' checkbox before pressing Submit
- Add your remaining files and organize them to your preferences. Make sure to save before hitting continue.

NOTE: Uploading supplemental files can take a few minutes depending on file size. Be patient.

Additional Files

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

This may take a while. Please only click once.

Upload a new file: No file chosen

Filename	Description	Upload new version	Sort	Show
Manuscript.pdf	<input type="text" value="Final Design Report"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
upload full text.PNG	<input type="text" value="Presentation"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="2"/>	<input checked="" type="checkbox"/>
egr_srdsn.png	<input type="text" value="Poster"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="3"/>	<input checked="" type="checkbox"/>

Checked items will appear with the published thesis/dissertation.

Please click the **Continue** button once after you've attached your supplemental files.

Congrats! You're Done!

- You and all the authors will receive an email with links to make edits if needed.
- If you run into any issues, please contact Heather Hankins.
 - E- hhankin3@kennesaw.edu
 - C- 478-284-4686



KENNESAW STATE
UNIVERSITY
LIBRARY SYSTEM