CHAPTER FOUR: SCHOLARWORKS THESIS AND DISSERTATION

REFERENCE MANUAL

Note: A review copy of your thesis/dissertation CANNOT be submitted until after you have incorporated all requested changes by your committee after your defense, and after your advisor has signed the Final Reading Approval form.

Note: The Thesis and Dissertation Office will not start reviewing your thesis/dissertation until they have received: 1) Defense Committee Approval form; 2) Access Agreement for a Thesis or Dissertation; and 3) Final Reading Approval form.

ScholarWorks-Based Review and Final Submission Process

Below are the basic steps in the Thesis/Dissertation Review and Final Submission process via ScholarWorks.

1. Submit your electronic review copy in ScholarWorks.

2. Review feedback and requested changes provided by the Thesis and Dissertation Office.


4. If final document is accepted, pay binding fee and ensure order request for thesis/dissertation copies has been submitted to the Thesis and Dissertation Office.

If final document is not accepted, make requested changes and resubmit revision in ScholarWorks.
Getting Started: Creating a ScholarWorks Account

There are two main reasons you will need to create a ScholarWorks account. One is that you might want to share some of the research you have currently been working on for your department/field, in which case you advisor may ask you to create an account to house your research. The main reason, however, will be as part of the thesis and dissertation process: when you need to upload your electronic review copy of your thesis/dissertation for the Graduate College Thesis and Dissertation Office.

Creating a ScholarWorks Account

1. Go to the following website: http://scholarworks.boisestate.edu/

2. Click My Account. The Login/Create New Account screen will open.

![Figure 4.1 Clicking the My Account link](image-url)

4. Fill out fields using current data. Use a non-BSU e-mail that you will refer to often. Click Sign Up.

Figure 4.2 Clicking the Sign Up button in the Create New Account screen

Figure 4.3 Clicking Sign Up after completing required fields.
5. A New Account page will request you to activate your ScholarWorks account through your e-mail. Go to your e-mail account.

New Account
Your new account information was just emailed to jodichison@boisestate.edu. Click on the link in the email message to activate your account and continue with your activity.

Having trouble? Please email us or call us at (510)985-1200. Our support hours are from 8:30 am to 5:30 pm Pacific Time.

Figure 4.4 New Account message

6. Find the e-mail and activate the account by clicking the provided link. If needed, check your Spam folder for the activation e-mail.

Figure 4.5 Activation E-mail message

7. Clicking the activation link will bring you to the My Account main page of your new ScholarWorks account. You are now ready to upload your research or explore the dashboard.

For more information about the My Account page and features, see the next section.

To upload your review copy, see the “Uploading Thesis/Dissertation to ScholarWorks for Review” section below.
ScholarWorks My Account: Overview

The figure below provides a screenshot of the My Account main page. Details about basic features provided in the My Account main page are itemized below. For more information, contact the ScholarWorks librarian in the Albertson’s Library.

![My Account Screenshot](image)

Figure 4.6 The ScholarWorks Author Account main page

**Edit Profile**

Click **Edit Profile** to change your password, affiliation, or contact information.

For the purpose of your thesis and dissertation submission, ensure your affiliation is Boise State University. Only your name, affiliation, and e-mail address is needed.
Ensure the e-mail you list is an e-mail address you check frequently. We recommend not using your name@u.boisestate.edu account as you will not use this after you graduate.

This is the e-mail address to which all feedback and notifications will be sent regarding your thesis/dissertation while in the review and final submission process, as well as after your document is posted to the ScholarWorks database.

Once finalized, you will receive occasional e-mails from ScholarWorks regarding the number of times your document is being accessed by the public.

**Research Alerts**

Click **Research Alerts** to modify or save search options, or to modify your email preferences regarding whether or not you want to receive a copy of e-mail you send through your ScholarWorks account. This is recommended while your thesis/dissertation is in review. The searches are exclusive to the ScholarWorks database.

**Author Dashboard**

Click **Author Dashboard** to create a Selected Works site using bepress. You will need to login using the login information you use for entry into your ScholarWorks account. Please note that this is NOT the location to which you will upload your review copy or final thesis/dissertation.

The Selected Works site allows you provide access and gather statistics on selected works you have published in bepress journals. This also allows you a stable URL for your selected works that you can provide on your CV.
Please contact the ScholarWorks librarian for Albertson’s Library for more information.

**Follow Management**

Click **Follow Management** to modify the sites and journals you are following via your Author Dashboard and Selected Works page.

**Author FAQ**

Click the **Author FAQ** link to discover answers to Frequently Asked Questions you might have regarding ScholarWorks.

**Submit Research**

Click **Submit Research** to upload documentation to department pages, or to upload your electronic thesis/dissertation for review by the Graduate College.

DO NOT upload your revision of an already reviewed thesis/dissertation here. Please see the “Uploading Revision of Thesis/Dissertation to ScholarWorks” section below for instructions.

**Uploading Thesis/Dissertation to ScholarWorks for Review**

**Note:** Once you have uploaded your review copy, the Administrator will lock your document so no changes can be made while the document is under review.

The document type to upload electronically to ScholarWorks can be .doc, .docx, or .pdf. When you upload a .doc or .docx file, a .pdf will automatically be created. However, please note that the Coordinator of Theses and Dissertations will often use the .doc or .docx file in case any formatting changes will need to be made.
Note regarding equations: Upload a .pdf version of your thesis/dissertation if you have mathematical formula or equations, as the conversion process in ScholarWorks sometimes strips the formula/equation when converting the document from .doc/.docx to .pdf. In these cases, if the Thesis and Dissertation Office notices needed format changes, they will request the .doc/.docx file to be sent via e-mail.

1. On your ScholarWorks My Account main page, click **Submit Research** on the bottom in the left navigation bar.

   ![Figure 4.7 Clicking Submit Research on My Account page](image)

2. In the list, click **Boise State Theses and Dissertations**.
3. The Submission Instructions and Access Agreement page will appear. Please read this page carefully.
4. Once you have read the Submission Instructions and Access Agreement, ensure you have the necessary data to continue. Click the **Agree** check box and click **Continue**.


6. Click **Submit**. The Submission Metadata page will appear. Ensure the content is correct before logging out or continuing. If it is incorrect, click the **Revise**
Submission button and fix the metadata.

Congratulations! You have submitted your review copy to the Graduate College Thesis and Dissertation page.

7. Click My Account to return to the My Account main page, and to view the status of your thesis/dissertation submission.

Figure 4.x My Account main page with Thesis/Dissertation submission

Thesis/Dissertation Metadata Page: Detailed Instructions

This section provides detailed instructions and tips for completing the content on the Thesis/Dissertation Metadata page. This content serves as the metadata for your document, which will dictate how the item is cataloged and made searchable in ScholarWorks, WorldCat, and other online search engines (depending on the Access Agreement options you selected on your Access Agreement for a Thesis or Dissertation).
Title, Author, Defense Date fields

The **title** of the document should be exactly as your title appears on your title page of the thesis/dissertation, except it should be title capped in this Title field. The only exception is if the proper noun is a species name or a chemical notation.

The **author** name should be your official name in BroncoWeb, which should also be the name listed on the title page of your thesis/dissertation, as well as the signature/approval pages. This is also the name that will appear on your diploma.

Ensure the e-mail address listed is e-mail address you will use after your graduate; we do not recommend using the name@u.boisestate.edu address. This is the e-mail to which all correspondence through ScholarWorks will occur, including feedback from the Coordinator of Thesis and Dissertations. List only one e-mail address.

Also ensure that Boise State University is listed as the affiliation.

The **Date of the Final Oral Examination** should be the exact date you defended your thesis/dissertation. This should also be the same date you committee member signed your Defense Committee Approval form, and the date listed on your electronic approval page included in the e-copy of your thesis/dissertation.

Please note that this date is not the month listed on the title page of your thesis/dissertation. The month and year on the title page of your thesis/dissertation is the month and year of your graduation.
Figure 4.10  The Thesis/Dissertation Metadata page: Title, Author, Defense Date fields

Degree Title, Department, and Advisor(s) fields

The **Degree Title** should be the exact name of the degree you will be receiving; this is also the degree title that appears on the title page of your thesis/dissertation, in BroncoWeb, and on your diploma. Ensure the correct spelling and inclusion of all words. Here are a few examples:

- Master of Fine Arts in Creative Writing
- Master of Science in Biology
- Doctor of Education in Curriculum and Instruction
**Degree Title**

Name of the degree associated with the work as it appears within the work. (example: Masters in Operations Research)

<table>
<thead>
<tr>
<th>Title:</th>
</tr>
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</table>

**Department**

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<tr>
<th>Department:</th>
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<tbody>
<tr>
<td>None ▼</td>
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</tbody>
</table>

**Major Advisor**

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<th>Major Advisor:</th>
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**Second Advisor**

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<th>Second Advisor:</th>
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**Third Advisor**

<table>
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<th>Third Advisor:</th>
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**Figure 4.11** The Thesis/Dissertation Metadata page: Degree Title, Department, and Advisor(s) fields

Select the appropriate **Department** from the drop-down menu.
Complete the **Advisor** fields based on the composition of your supervisory committee. If you have more members than can fit in the three available boxes, only list the chair of the committee. If you have co-chairs, list them both in the Major Advisor box. See the figures below for the correct format for the advisor(s) name(s).

**Note:** Ensure the correct spelling of your advisor and committee members, including the inclusion of initials and appropriate degree and punctuation. To verify names, see the “Boise State University Graduate Faculty” listing in the *Boise State University Graduate Catalog*.

![Figure 4.12 Format for professor name](image)

![Figure 4.13 Format for Advisor field if there are Co-Chairs](image)

**Keywords and Subject Categories fields**

These fields are crucial and determine how your thesis/dissertation is catalogued in ScholarWorks and WorldCat, and how they are discovered by future readers. Ensure care in selecting these keywords and subject categories. As you are the expert of your thesis/dissertation, you and your advisor would have the best understanding of this data. Please note this information on your Access Agreement for a Thesis or Dissertation and consult with your advisor.
Figure 4.14  The Thesis/Dissertation Metadata page: Keywords and Subject Categories fields

In the Available: window of the Subject Categories section, drill-down to the appropriate subject, and click the appropriate subject. Then click Select to move the item to the Selected: window. To remove an item from the Selected: window, click the item and click Remove.
Abstract

Copy and paste the abstract from your thesis/dissertation and past it here. Review the abstract before continuing, ensuring paragraph breaks, italics, and notations are correct. This abstract should be exactly as it appears in your thesis/dissertation. Verify there are no typos or spelling/grammar errors.

Upload Full Text and Additional Files fields

Click the Upload file from your computer radio button. This will change the field to allow you to Browse to your file. Select the correct file to continue.

Note regarding equations: Upload a .pdf version of your thesis/dissertation if you have mathematical formula or equations, as the conversion process in ScholarWorks sometimes strips the formula/equation when converting the document from .doc/.docx to .pdf. In these cases, if the Coordinator of Theses and Dissertations notices needed format changes, he/she will request the .doc/.docx file to be sent via e-mail.
Click the Additional Files check box if there are additional files that will accompany your thesis/dissertation. This includes, for example, maps. Browse to the file and attach it.

![Figure 4.16 The Thesis/Dissertation Metadata page: Upload Full Text and Additional Files fields](image)

**Note:** You must include all things that are part of your thesis/dissertation for review by the Graduate College.

**Accessing Editor Feedback and Attached Documents**

When the Thesis and Dissertation Office has completed the review of your thesis/dissertation, you will receive an e-mail notification indicating that the scanned/reviewed .pdf of your thesis/dissertation, the format review letter, and additional forms are available for you to download and review via ScholarWorks.

**Accessing Thesis and Dissertation Office Feedback and Attachments**

1. Log on to your ScholarWorks account to enter the My Account Main page.
2. Note that the status of your thesis/dissertation has changed from “under review” to “revisions required.” Click the linked title of your thesis/dissertation.

![Figure 4.17 My Account main page: Status of thesis indicates “revisions required”](image)

3. The thesis/dissertation action page will open with the revision history. In the left navigation bar, click View Decisions.

![Figure 4.18 Thesis/Dissertation action page: Clicking View Decisions](image)

4. The Decision Letter Sent to Author field will appear at the bottom of the page. Under Subject, click the link to the manuscript decision.

![Figure 4.19 Decision Letter Sent to Author field: Clicking manuscript link](image)
5. The decision letter from the Thesis and Dissertation Office will appear. Click and download the attachments.

**Note:** If the Thesis and Dissertation Office has reformatted your thesis/dissertation, please download this file and make the requested changes in this document.

**Uploading a Revision of the Thesis/Dissertation**

1. To access upload the revision of your thesis/dissertation, logon to your ScholarWorks account to enter the My Account Main page.

2. Click the linked title of your thesis/dissertation.

3. In the left navigation bar of the thesis/dissertation action page, click **Revise thesis/dissertation.**

4. In the Thesis/Dissertation Metadata and Submission page, upload the new file, then click **Submit.** The document will now return to the ScholarWorks inbox of the Thesis and Dissertation Office for review.