

Student Guide for the Electronic Submission of Masters Projects

Introduction

To provide enhanced access, storage, and preservation of exemplary student work, students earning a masters degree from the Nicholas School of the Environment submit their papers electronically using the Library's DukeSpace digital repository. Your work will be web accessible under a Creative Commons license and assigned a persistent URL.

This document will guide you through the formatting standards for electronic submission.

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Images

GIF (.gif)
JPEG (.jpg or .jpeg)
PDF (.pdf)
TIFF (.tif or .tiff)
PNG (.png)

Audio

AIFF (.aif or .aiff)
CD-DA
CD-ROM/XA
MIDI (.mid or .midi)
MPEG-2
SND (.snd)
WAV (.wav)

Video

Apple QuickTime (.mov)
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MPEG

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For technical assistance, please contact:

Matthew Farrell
Digital Records Archivist
Duke University Archives
matthew.j.farrell@duke.edu
919.684.6181

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Procedure for Submitting Honors Theses SIGNING IN USING YOUR NETID

To sign in using your NetID, go to this URL: <http://dukespace.lib.duke.edu/dspace/shibboleth-login>

ELECTRONIC SUBMISSION

This submission process is intended for a completed project. This submission process will collect the information necessary to deliver your manuscript to the DukeSpace Repository.

Before you begin, please be sure you have the following:

- Title of your paper
- Abstract (a summary or description of your paper with a 350-word limit, often the paper's introduction will work.)
- The paper to be submitted (PDF format is preferred).
- Optional supplementary files (images, sound, etc.)
- Keywords/phrases (up to six)

Navigate to the submission form:

Enter the URL: <http://dukespace.lib.duke.edu/dspace/submit>

OR

1. To submit your thesis click the “Submissions” link under the “My Account” list on the left hand side.
2. Click the “[start a new submission](#)” link.

The screenshot shows the top navigation bar of the Duke University Libraries website. The header is dark blue with the Duke University Libraries logo on the left. On the right, there are links for "My Accounts" and "Ask a Librarian". Below the header, there are navigation links: "DukeSpace Home" and "Item submission". The main content area is white and features the heading "Item submission" in green. Below this, there is a section titled "Select a collection" with a "Collection:" label. A text box prompts the user to "Select the collection you wish to submit an item to." and contains a dropdown menu with the text "Select a collection...". At the bottom of the form, there is a "Next" button.

Select “Nicholas School of the Environment” if not already selected. Click Next.

Item submission

[Initial Questions](#) → [Describe](#) → [Upload](#) → [Review](#) → [License](#) → [Complete](#)

Initial Questions

Multiple titles:

The item has more than one title, e.g. a translated title

Published:

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[Save & Exit](#)

[Next >](#)

Step 1: Check the first option if you have an alternate title for your paper. Check the second option if you are submitting supplementary files (audio recordings, images, etc.). Click Next.

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Describe Item

Authors:

Enter the names of the authors of this item below.

Last name, e.g. *Smith*

First name(s) + "Jr", e.g. *Donald Jr*

Lookup & Add

Title:

Enter the main title of the item.

Advisors:

Enter the names of your advisors of this item below.

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First name(s) + "Jr", e.g. *Donald Jr*

Lookup & Add

Language:

Select the language the paper is written in. If left "N/A" the default is English (United States).

Abstract:

Enter the abstract of the item below.

Subject Keywords:

Enter up to 6 appropriate subject keywords or phrases below.

Add

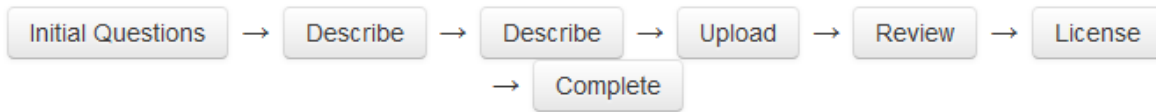
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Step 2: Click the Add More button if you have multiple authors or multiple keywords/phrases for your paper. Please limit your keywords to a maximum of six. Enter your abstract in the abstract text box. Click Next.

Item submission



Describe Item

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Embargo Release Date:

Enter date 'yyyy-mm-dd' when embargo expires. Only enter embargo information if you have received permission from the Nicholas School of the Environment Administration

Year

Month

Day

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Item submission

Initial Questions



Describe



Upload



Review



License



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File:

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

No file selected.

File Description:

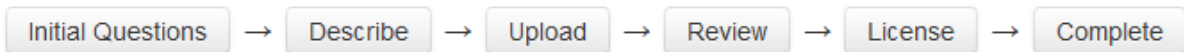
Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Step 4: Please choose the files you wish to upload by clicking the "Browse" button. Navigate to the appropriate file on your computer.

Click "Upload file & add another."

Your paper is now being uploaded. Please be patient if the next screen does not immediately appear.

Item submission



Upload File(s)

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No file selected.

File Description:

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Files Uploaded

Primary	File	Size	Description	Format	
<input type="radio"/>	<input type="checkbox"/> DukeVCL_Instructions_draft.pdf	81327 bytes	Unknown	application/pdf (Supported)	<input type="button" value="Edit"/>
File checksum: MD5:1342c0cd7880a608ba11977f2bd7f757					
<input type="button" value="Remove selected files"/>					

You may click on the blue link to your paper's file to ensure that it was uploaded correctly. If you have additional files to upload, you can do so at this time by repeating the steps above.

Click *Next* when your paper and optional supplemental materials have been uploaded.

Item submission

Initial Questions



Describe



Upload



Review



License



Complete

Review Submission

Initial Questions

Multiple titles:

No

Published:

No

Correct one of these

Describe Item

Authors:

Farrell, Matthew

Title:

Title of My Paper

Advisors:

Gillispie, Valerie

Language:

English (United States)

Abstract:

Abstract of my paper

Subject Keywords:

Keyword

Correct one of these

Upload File(s)

DukeVCL_Instructions_draft.pdf - Adobe PDF (Known)

Correct one of these

< Previous

Save & Exit

Next >

Step 5: This page summarizes the information provided during the submission process. Please review it and if there are any problems click the “Correct one of these” buttons to go back and re-enter the information. Click Next.

Item submission

Initial Questions → Describe → Upload → Review → License → Complete

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