

**GRADUATE STUDENTS' PROCEDURES FOR  
SUBMISSION OF ELECTRONIC MANUSCRIPTS TO THE  
UNIVERSITY LIBRARIES-DSPACE ARCHIVE LIBRARY-  
OFFICE OF GRADUATE STUDIES COLLECTIONS FOR  
THESES AND DISSERTATIONS**

**The University of New Mexico's goal is to have ONLY Electronic Theses/Dissertations starting the Summer 2009 term.**

Refer to the **Master's Snapshot, MFA Snapshot, or the Doctoral Snapshot at the OGS Forms-Graduation Block** to confirm that you have followed all procedures that validate your graduate status to complete the final step to defend your thesis or dissertation and you have notified your department of the intent to graduate in the specific graduation term.

**Please refer to the appropriate Graduation Checklist form-OGS Forms and the OGS Website –Thesis/Dissertation icon for format guidelines and the procedures for the **Electronic Manuscript option**.**

Your first step in this process is decide which option you want to complete your degree requirement and contact your committee chair and department to confirm that they are satisfied with the option you have chosen.

**Please follow the manuscript format guidelines which are available at the Office of Graduate Studies Website: [www.unm.edu/grad](http://www.unm.edu/grad) at the Thesis and Dissertation icon.** The manuscript format guidelines are listed in table of contents format in which the text follows the Front Matter, Appendices, and References. The left side of this website will help you organize your manuscript using the Microsoft Word **Computer Instructions** and the **Templates** website page for generating the Red Border Pages which are incorporated into the Front Matter

section of the manuscript. **Important: Be sure to generate the Red Border Signature pages with original signatures from the committee chair and all committee members. I suggest you type in the committee member names on the right side on each line so the committee members will know where to sign there names. For the Electronic Submission option, the Red Border Signature Page with original signatures must be converted to PDF Format and scanned to be incorporated as the first page of the Front Matter. The Front Matter(roman numeral pagination) with the Body of Research (arabic pagination) will become the Thesis or Dissertation Manuscript.**

There are **Examples of Completed Front Matter and References** for **Thesis or Dissertation** to help visually format the Front Matter (roman numeral pagination-i, ii, iii,...). These completed front matter examples should only be utilized as a possible format reference material since your manuscript can structured to not include the optional pages. Remember that the Front Matter includes all pages before the first page of the Body of Research (arabic pagination-1, 2, 3...). The Front Matter, which includes the Table of Contents page, links the Body of Research to become the Thesis or Dissertation manuscript. **No blank numbered pages are permitted; consecutive pagination is required throughout the Front Matter and the Body of Research.** The Body of Research is structured according to the type of research within the discipline that the degree is being awarded. The you should get advice from your committee chair as to the style (APA, MLA, or Chicago) to use which usually depends on how journals are published related to that field of research.

**Be sure that your selection for the electronic manuscript procedure. These links will help you understand the process to complete the final manuscript.**

The University of New Mexico has established an Office of Graduate Studies collection with the Zimmerman University Libraries at DSpace repository which is a digital archive for the University of New Mexico's research and creative works. It is at this repository website: [repository.unm.edu/dpace](http://repository.unm.edu/dpace) that the electronic manuscript submissions will be completed for all electronic theses and dissertations (ETD).

**Please follow carefully the procedure for electronic manuscript submission. IMPORTANT: To complete the electronic manuscript procedure, you must electronically submit the thesis or dissertation as one PDF file (Front Matter/Body of Research) and NO REVISIONS to the electronic manuscript are permitted. You must have your FINAL MANUSCRIPT approved by your thesis or dissertation committee.**

Before you can **Register** with the **DSpace repository website**, you must submit the all required forms listed on the **Electronic Thesis/orMFA/orDoctoral Graduation Checklist-Manuscript Section** to the Office of Graduate Studies. These forms may include the Information Cover Sheet form, Certification of Final Form, and the ETD Release form.

**IMPORTANT: If you are a Doctoral graduate student, you must submit the Survey of Earned Doctorate form and the ProQuest UMI Dissertation Registration Agreement forms/registration(publishing) fee (Please read the instructions carefully).**

**Starting Spring 2009 term, The ProQuest requirement may be completed at the online website: [www.etsadmin.com](http://www.etsadmin.com) for ProQuest Administrator-University of New Mexico.**

**ProQuest UMI Microfilming** – in accordance with University Policy, all dissertations must be microfilmed and made available on the ProQuest/UMI database. Starting Spring 2009 term, all doctoral students will satisfy this degree requirement by completing the UMI Doctoral Dissertation Agreement form, payment electronically online by credit/debit card, and , lastly, completing the electronic dissertation submission procedure at the University of New Mexico UMI ETD Administrator Website:  
[www.etsadmin.com](http://www.etsadmin.com).

**The ProQuest/ UMI electronic dissertation submission (to satisfy the ProQuest registration for doctoral) is NOT the same as the DSPace-University of New Mexico electronic dissertation submission (to satisfy the UNM degree requirement).**

**Electronic Dissertation submission to the ProQuest/UMI Administrator-UNM website, ProQuest registration, Publishing option/money payment.** The registration form is a degree requirement and must be completed with the appropriate fee. The **Student must decide which publishing option to choose: Open Access (\$160) or Traditional Publishing (\$65).** Note: ProQuest offers copyright registration (Optional) for a \$65.00 fee.

**Important: Please submit a record of the ProQuest submitted electronic dissertation to the Office of Graduate Studies.**

Be sure that the **Report on Thesis or Dissertation form** (“Gray Sheet”) from each of your committee members is due in OGS by the graduation deadline (see deadline dates below). Usually the student’s advisor/committee chair or the department graduate staff person handles this paperwork. Check with your advisor/committee chair if you have questions about these forms.

It is important that you submit the basic forms appropriate to the Graduation Checklist which you are following to satisfy the degree requirements. You should follow carefully these instructions necessary to complete the electronic manuscript submission option if you choose to graduate Spring 2009 term.

Be sure to submit your relevant manuscript documents in a timely manner indicated on the Graduation Checklist for the appropriate degree to the Office of Graduate Studies to Attn: Doug Weintraub, Graduate Programs Coordinator, to meet the graduation term degree requirement deadline. Please use the physical address to mail the documents if you are located out of the city or state. The physical address is: University of New Mexico, Humanities Building, Room 107, Albuquerque, New Mexico, 87131-0001.

**The degree requirement deadlines are July 15-Summer term, November 15-Fall term, and April 15-Spring term.**

**It is IMPORTANT that the manuscript forms be submitted to the Office of Graduate Studies before you proceed with the electronic manuscript submission. You can Register at the Dspace UNM repository for the submission of the electronic manuscript. You will go to the website address: [repository.unm.edu/dpace](http://repository.unm.edu/dpace) to register with the DSpace digital archive.**

**The following instructions will help guide you through the steps to complete the electronic submission of your thesis or dissertation to the DSpace repository:**

**DSpaceUNM is the institutional repository of The University of New Mexico**

For more information, please contact us at [reposit@unm.edu](mailto:reposit@unm.edu)

### **Registration**

You are able to browse all the contents of the repository. If you wish to become a submitter please begin by [registering](#) and then contacting us to request permission.

Please see [DSpaceUNM Informational Resources](#) for help sheets and promotional materials.

You will click on the highlighted “**registering**” link word which will take you to another page where you enter your E-mail address and click the “Register” button. You will receive a message which will tell you that a Registration e-mail has been sent to you in which you click on the link to complete the Registration for your DSpace UNM account (you will be asked to fill in information such as First Name, Last Name, Contact telephone, Password, Again to Confirm Password). Click on the Complete Registration button. You will receive a message that Registration is Complete.

**IMPORTANT:** At this time, you must send an email to Doug Weintraub-OGS, Graduate Programs Coordinator, at [dwein@unm.edu](mailto:dwein@unm.edu) to acknowledge that you are registered at the DSpace digital archive. **You must wait for your email address to be added to a Submission Editors List which ONLY an administrator can authorize for the final steps to submit the new electronic manuscript to DSpace repository.** Doug Weintraub from the Office of Graduate Studies will send an email confirming the final add to the editor’s submissions list. Doug Weintraub will complete the registration process by submitting your name to the OGS DSpace collection for the appropriate degree/department that you will electronically submit your manuscript.

Once you receive the email from an administrator, you can Sign In to My DSpace at [repository.unm.edu/dspace](http://repository.unm.edu/dspace).

To “Log on” click on **My DSpace (authorize users)** icon on the left side of the DSpace main website page.

## Log In to DSpace

[Help...Help...](#)

[New user? Click here to register.](#)

Please enter your e-mail address and password into the form below.

<b>E-mail Address:</b>	<input type="text"/>
<b>Password:</b>	<input type="password"/>
<input type="button" value="Log In"/>	

[Have you forgotten your password?](#)

Enter your E-mail address and Password and click on the **Log In** button.

Once you receive the email from an administrator, you can Sign In to My DSpace at [repository.unm.edu/dspace](http://repository.unm.edu/dspace).

<input type="button" value="Describe"/>	<input type="button" value="Describe"/>	<input type="button" value="Upload"/>	<input type="button" value="Verify"/>	<input type="button" value="License"/>	<input type="button" value="Complete"/>
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## Submit: Choose Collection

Select the collection you wish to submit an item to from the list below, then click "Next". [More Help...](#) [More Help...](#)

**Collection**

<input type="button" value="Next &gt;"/>	<input type="button" value="Cancel/Save"/>
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You can “Start the New Submission” of your Thesis or Dissertation. Follow the steps of the 6 oval buttons to complete the electronic submission process. Describe Step, Describe Step, Upload Step, Verify Step, License Step, and Complete Step. At each step you will enter the requested information until the Upload button, where you will enter the PDF file address at which your final Thesis or Dissertation manuscript is located within your own computer location. You can easily convert your file to PDF by going to File and Print within your own file to convert to PDF format. The Zimmerman Library requests that all DSpace electronic submissions be in PDF format for the final manuscript to the DSpace digital archive. It is **IMPORTANT that the PDF file be in one established file with the Front Matter (roman numeral pagination) and the Body of Research (Arabic numeral pagination)**. Please complete the submission process by completing all nine steps.

DESCRIBE, DESCRIBE, DESCRIBE, UPLOAD, VERIFY, LICENSE, COMPLETE

## DESCRIBE: STEP 1



### Submit: Describe this Item

Please check the boxes next to the statements that apply to this submission. [More Help...More Help...](#)

The item consists of *more than one file*



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## DESCRIBE: STEP 2



### Submit: Describe this Item

Please fill in the requested information about this submission below. In most browsers, you can use the tab key to move the cursor to the next input box or button, to save you having to use the mouse each time. ([More Help...](#))([More Help...](#))

Enter your name as it appears on the title page of your thesis/dissertation.

	<i>Last name</i> <i>e.g. <b>Smith</b></i>	<i>First name(s)</i> <i>+ "Jr"</i> <i>e.g. <b>Donald</b></i> <i><b>Jr</b></i>	
<b>Author</b>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add More"/>

Enter the title of your thesis/dissertation.

**Title**

Select the month and year of your graduation.

**Date of Graduation**

Select Thesis, Dissertation, or Report.

**Publication Type**

Enter your degree. Example: Doctor of Computer Engineering

**Degree Name**

Select your degree level.

**Degree Level**

Enter the department which is granting this degree.

**Department**

Enter your thesis advisor(s).

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

**Major Professor**

Enter your thesis committee member(s).

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

**Committee Member(s)**

Select the main language of the item.

**Language**

### DESCRIBE: STEP 3

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Please fill further information about this submission below. ([More Help...](#))([More Help...](#))

Enter keywords for your thesis/dissertation.

**Subject  
Keywords**

Add More

Enter the text of your abstract here. Do not include the heading "Abstract".

**Abstract**

(Optional) Enter the names of agencies, if any, that helped to fund your research. Do not use acronyms or abbreviations. If you did not have a source of funding for your research, leave this space blank.

**Sponsors**

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## UPLOAD: STEP 4

Describe

Describe

Describe

Upload

Verify

License

Complete

## Submit: Upload a File

Please enter the name of the file on your local hard drive corresponding to your item. If you click "Browse...", a new window will appear in which you can locate and select the file on your local hard drive. [More Help...More Help...](#)

**Netscape users please note:** By default, the window brought up by clicking "Browse..." will only display files of type HTML. If the file you are uploading isn't an HTML file, you will need to select the option to display files of other types. [Instructions for Netscape users are available.](#)[Instructions for Netscape users are available.](#)

Please also note that the DSpace system is able to preserve the content of certain types of files better than other types.

### Document File:

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Cancel/Save

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## UPLOAD: STEP 5

Describe

Describe

Describe

Upload

Verify

License

Complete

## Submit: File Uploaded Successfully

**Your file was successfully uploaded.**

Here are the details of the file you have uploaded. Please check the details before going to the next step. [More Help...More Help...](#)

File	Size	File Format
		Microsoft Word <a href="#">(known)</a> <a href="#">(known)</a>

Click here if this is the wrong format

Click here if this is the wrong file

You can verify that the file has been uploaded correctly by:

- Clicking on the filename above. This will download the file in a new browser window, so that you can check the contents.
- The system can calculate a checksum you can verify. [Click here for more information.](#) [Click here for more information.](#)

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## VERIFY: STEP 6

### Submit: Verify Submission

**Not quite there yet**, but nearly!

Please spend a few minutes to examine what you've just submitted below. If anything is wrong, please go back and correct it by using the buttons next to the error, or by clicking on the progress bar at the top of the page. [More Help...More Help...](#)

If **everything is OK**, please click the "Next" button at the bottom of the page.

You can safely check the files which have been uploaded - a new window will be opened to display them.

<b>Item has more than one title:</b> No		
<b>Previously published item:</b> No		<input type="button" value="Correct one of these"/>
<b>Item consists of more than one file:</b> No		
<b>Author</b>		
<b>Title</b>		
<b>Date of Graduation</b>		
<b>Publication Type</b>	Dissertation	

	(doctoral)	
<b>Degree Name</b>		
<b>Degree Level</b>	Doctoral	
<b>Department</b>		
<b>Major Professor</b>		
<b>Committee Member(s)</b>		
<b>Language</b>	English	
<b>Subject Keywords</b>		
<b>Abstract</b>		Correct one of these
<b>Sponsors</b>		
<b>Uploaded File:</b>	<a href="#">Thesis-CopyrightPage.doc</a> - Microsoft Word (Known)	Upload a different file

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## LICENSE: STEP 7

**There is one last step:** In order for DSpace to reproduce, translate and distribute your submission worldwide, your agreement to the following terms is necessary. Please take a moment to read the terms of this license, and click on one of the buttons at the bottom of the page. By clicking on the "Grant License" button, you indicate that you grant the following terms of the license. [More Help...More Help...](#)

**Not granting the license will not delete your submission.** Your item will remain in your "My DSpace" page. You can then either remove the submission from the system, or agree to the license later once any queries you might have are resolved.

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## COMPLETE: STEP 8

Describe

Describe

Describe

Upload

Verify

License

Complete

## Submit: Submission Complete!

Your submission will now go through the workflow process designated for the collection to which you are submitting. You will receive e-mail notification as soon as your submission has become a part of the collection, or if for some reason there is a problem with your submission. You can also check on the status of your submission by going to the My DSpace page.

[Go to My DSpace](#)

[Communities and Collections](#)

Submit to This Collection

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You will receive a message at the end which will notify you that your submission has been successfully entered into the DSpace system. The submitted electronic manuscript will stay hidden from “Active” view until the student’s conferred degree is confirmed at the end of the graduation term on the UNM transcript. The submission will continue through a workflow process and you will receive an email notification from the DSpace repository when the electronic manuscript has been “Approved” and has become “Active” in the DSpace collection. You can check the status of your submission by going to the My DSpace page: [repository.unm.edu/dspace](http://repository.unm.edu/dspace). Click on the Communities and Collections icon at the left side at the Browse section. Scroll down to the Office of Graduate Studies-ETD collection-to the

appropriate degree/department. In the Search window, you will pick author or title search.

Thank you for participating in the electronic submission of your electronic thesis/or dissertation manuscript to the Office of Graduate Studies collection at the Dspace library archive at the University Libraries at the University of New Mexico.