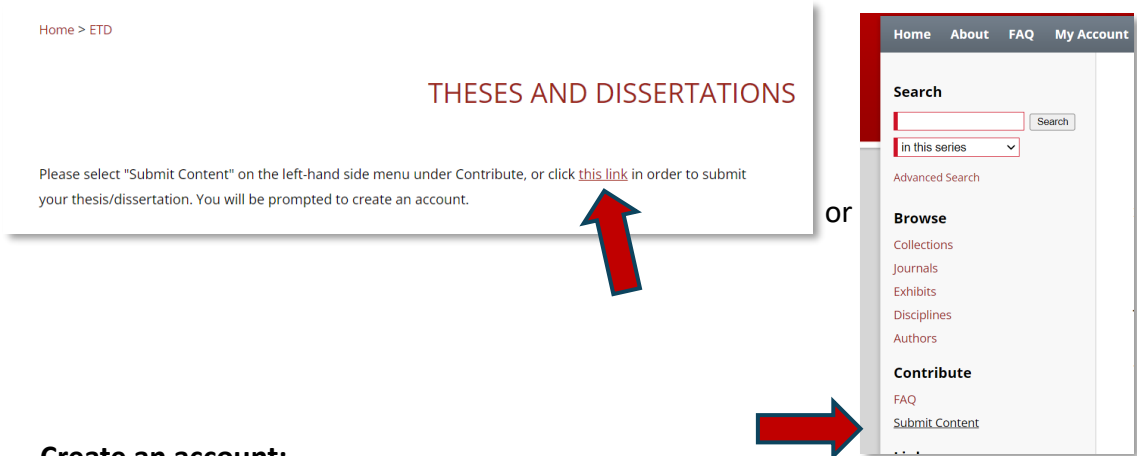


Submit your thesis/dissertation to ISU ReD

Visit the Theses and Dissertations Collection page of ISU ReD at <https://ir.library.illinoisstate.edu/etd>

Click the link in the language at the top of the page, or select "Submit Content" under Contribute on the left-hand side menu.



Create an account:

You will be prompted to sign in or create an account. To create an account, click "sign up" next to "Don't have an account?" under the login fields.

The image shows the login page with a red header. It includes fields for 'Email' and 'Password', a 'Remember me' checkbox, a reCAPTCHA 'I'm not a robot' checkbox, and a 'Log in' button. A red arrow points to the 'Sign up' link next to 'Don't have an account?'.

When creating your account, you will need to add an email, first name, last name, and create a password. Your name as entered here will display on your thesis/dissertation record. *Note: You may wish to use a non-Chrome browser if you experience verification issues.*

It is recommended that you use an email address which you will retain access to after graduation, such as a personal email.

Once you have entered the required fields, select "Create Account".

In order to activate your account, an email will be sent to the email address you have provided. You will need to select "Confirm Account" in this account activation email in order to continue and login.

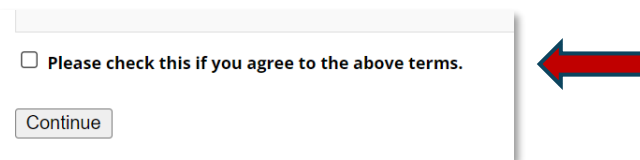


After you have confirmed your account and logged in, you will be taken to the Submission Agreement on the Submission Form for Theses and Dissertations.

Submission Agreement:

Please read the information about the submission process steps and what items you need available to submit your work. **You are not able to save your progress, so please be prepared to complete your submission before starting.**

Please read the submission agreement. It is recommended that you print a copy of this agreement for your records. To agree to the terms and proceed, check the box at the end of the agreement page and select "Continue".



Please check this if you agree to the above terms.

Continue

Submission Form:

Enter the requested information about your thesis/dissertation on the submission form.

This information includes your thesis/dissertation title, author, graduation term, degree information, department information, committee chair and member(s), keywords, abstract, and a PDF of your thesis/dissertation.

You will also select your access type, and embargo information (if applicable), on this form. A brief description of access types and links to the embargo policy are below, as well as information about how to upload supplementary files (if applicable).

Access Types:

Open access – *The full text of your thesis/dissertation will be available for download to all users with no restrictions.* Open access makes your thesis/dissertation fully accessible to the public.

ISU users only – *The full text of your thesis/dissertation will only be available for download to current Illinois State University users, who will need to login to access it.* Restricting your thesis/dissertation to Illinois State University users means that the full text would only be available for download to current Illinois State University users with valid university login credentials.

Note: *With either selection, the metadata, or descriptive information, for your thesis/dissertation will be available online. This includes your title, name, abstract, graduation term, committee information, and degree name.*

Embargo Policy:

Embargoes are optional temporary postponements of the public release of your thesis or dissertation, if needed.

Embargoes of six months, one year, or two years are available without Graduate School review. Embargoes of longer than two years are atypical and require review by the Director of the Graduate School. For additional information, please see the [full embargo policy](#).

Supplementary Files:

If you have supplementary files that are a part of your thesis/dissertation, please upload them in the Supplementary Files (Optional) section. These may be things like media files or compositions that comprise part of your thesis/dissertation.

If you do not have any supplementary files, you may skip that section. If you do have any such files, check the box to indicate you want to add supplementary files.

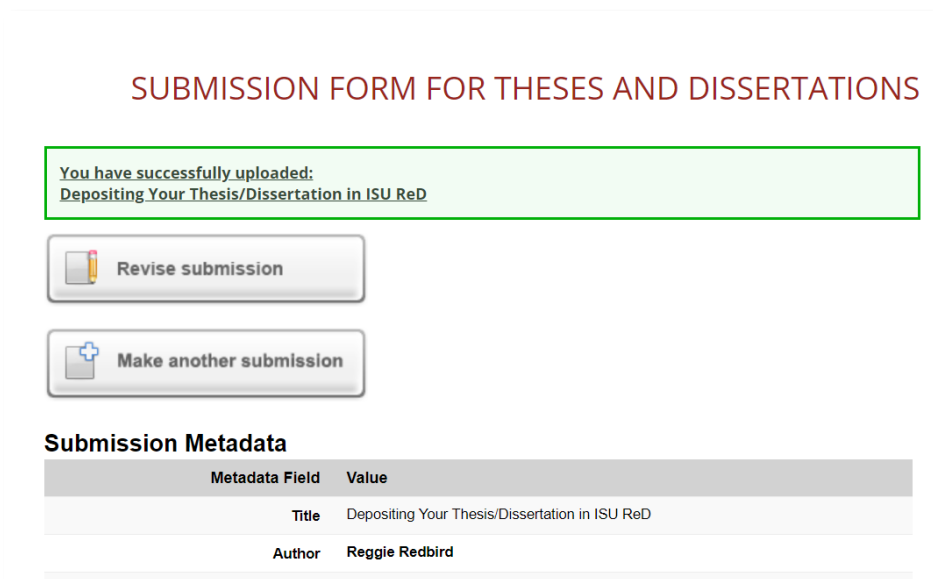
You may now complete and submit the form. You will be prompted to upload the supplementary files *after* you submit the form. Please see the Upload Supplemental Content section on page 4 of these instructions.

Submit

When you are finished and ready to upload your work, click the “Submit” button on the bottom of the page.

Note: If you did not complete any of the required fields or attach your thesis/dissertation, you will not be able to submit.

You will be taken to a submission confirmation page, which will indicate that you have successfully uploaded your thesis/dissertation, and display the information you entered.



The screenshot shows a confirmation page titled "SUBMISSION FORM FOR THESES AND DISSERTATIONS". At the top, a green box states: "You have successfully uploaded: Depositing Your Thesis/Dissertation in ISU ReD". Below this are two buttons: "Revise submission" (with a pencil icon) and "Make another submission" (with a plus icon). Underneath is a "Submission Metadata" section with a table:

Metadata Field	Value
Title	Depositing Your Thesis/Dissertation in ISU ReD
Author	Reggie Redbird

Please review the metadata you entered for your thesis/dissertation. If you see anything that needs correcting, you can revise your submission by choosing the “Revise submission” button on the confirmation page. See “Revising Submission Instructions” for detailed information.

An email confirmation will also be sent to the email on your account. This email confirmation will contain a link where authors can check on their thesis/dissertation or submit revisions, if needed.

Please make sure to monitor the email you associated with your ISU ReD account after you submit your thesis/dissertation. You will be notified via email when your thesis/dissertation has been accepted or if revisions are required for acceptance.

Questions

If you have any questions about the submission form (i.e. issues with attachments, account login, access options, or making revisions), please contact the ISU ReD administrators at Milner Library at isured@ilstu.edu.

If you have any questions about the thesis/dissertation process (i.e. the formatting of your thesis/dissertation, required forms, deadlines, requested revisions, etc.), please contact the Graduate School at dissert@ilstu.edu.

More information about theses and dissertations are available at <https://grad.illinoisstate.edu/students/thesis-dissertation/>

Supplementary Files (Optional)

If you checked the box to upload supplementary files, you will be prompted to upload them *after* you submit the form.

If you have supplementary files you wish to add but did not check that box, please see instructions on revising your submission and check that box to be prompted to upload them.

Upload Supplemental Content

If your submission includes supplementary material--spreadsheets, audio clips, or other material that isn't part of the text portion of your work--you can upload it here. If you wish to upload a supplementary file, use the form below to locate the file on your computer.

Click the **Browse** button to upload the file. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.

Upload a new file: No file chosen

Filename	Description	Upload new version	Sort	Show
Please click the Continue button once after you've attached your supplemental files.				

To upload files, click Choose File. The file you select should appear in the content listing (as shown below). You can upload multiple files. **Please add all of your files *before* selecting the Continue button.**

You can add descriptions, change the order of the files (via the numbers under "Sort"), and check whether or not they should appear with the published thesis/dissertation (via the "Show" checkmark column).

Upload a new file: No file chosen

Filename	Description	Upload new version	Sort	Show
Screenshot 2024-09-1...	<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	<input type="text" value="1"/>	<input checked="" type="checkbox"/>
Checked items will appear with the published thesis/dissertation.				<input type="button" value="Save"/>

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

When you have attached all of your files, please press "Continue". You will be taken to the submission form confirmation screen.