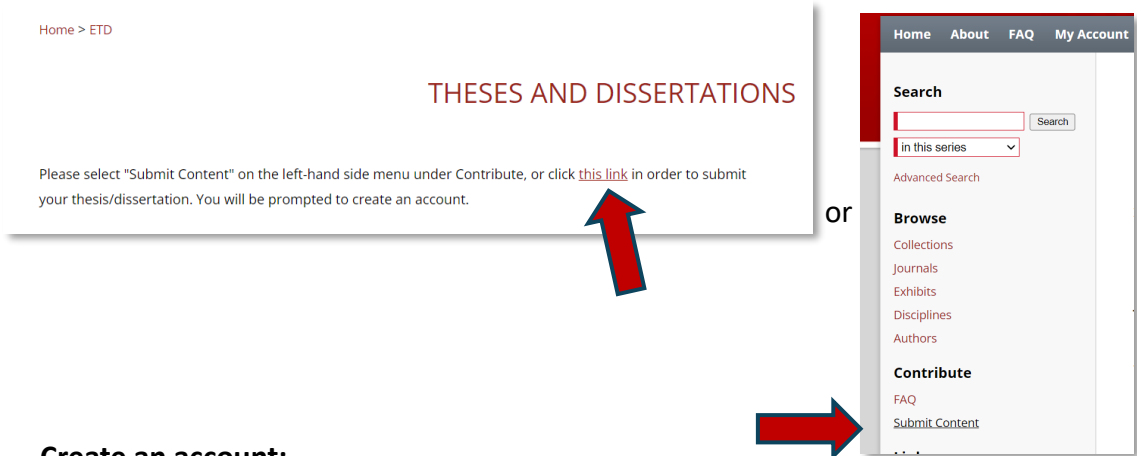


Submit your thesis/dissertation to ISU ReD

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

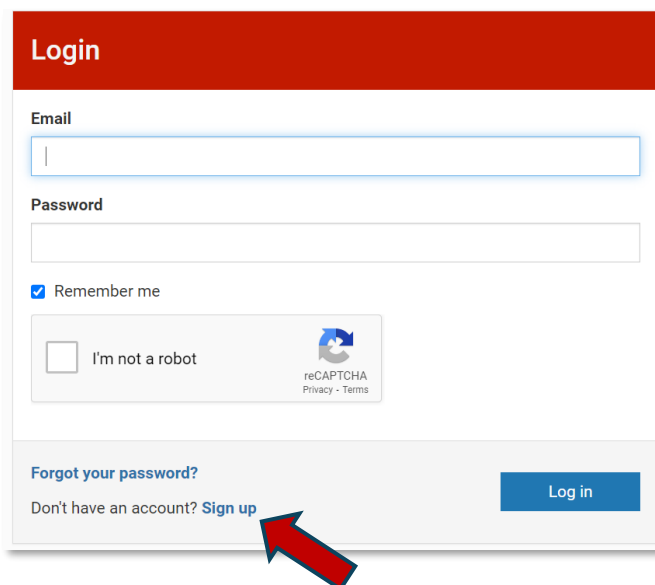
Click the link in the language at the top of the page, or select "Submit Content" under Contribute on the left-hand side menu.



The screenshot shows the 'THESES AND DISSERTATIONS' page with a red arrow pointing to a 'this link' text. To the right, a navigation menu is shown with a red arrow pointing to the 'Submit Content' link under the 'Contribute' section.

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 login page features a red header with the word 'Login'. Below it are input fields for 'Email' and 'Password'. A 'Remember me' checkbox is checked. There is a reCAPTCHA section with an '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.



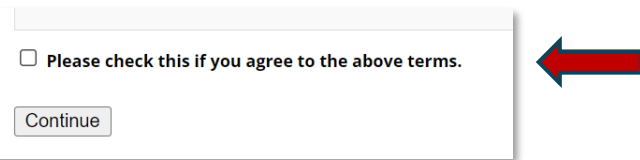
The email header features the Illinois State University logo and name, with the tagline 'Illinois' first public university'. The main content is titled 'Account Confirmation' and includes a thank you message and a green 'Confirm Account' button.

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 information about your thesis/dissertation on the submission form. Details about each section of the form follows.

Title

In the Dissertation/Thesis Title field, enter the complete title exactly as it appears in the manuscript of your dissertation or thesis. You should use Headline Capitalization (not all CAPS).



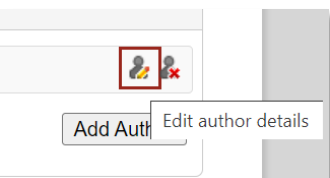
Dissertation/Thesis Title

Depositing Your Thesis/Dissertation in ISU ReD

Author

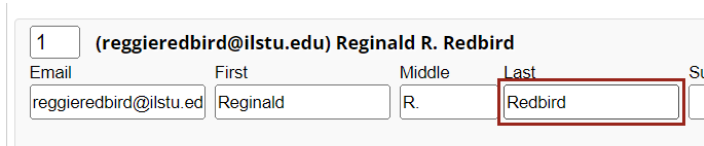
The author field will self-populate with the name and email address you provided when you created your account. Please make sure your name matches what appears on your thesis/dissertation.

If you need to edit your name, you can do so by clicking the edit icon.



Add Auth Edit author details

Make changes, if needed, to have your name match what appears on your thesis/dissertation. Click out of the fields when finished to save changes.

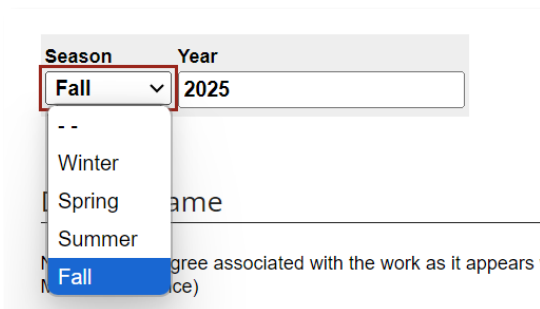


1 (reggierebird@ilstu.edu) Reginald R. Redbird

Email	First	Middle	Last	Su
reggierebird@ilstu.edu	Reginald	R.	Redbird	

Graduation Term

Enter the season and year of your graduation term. When choosing your term, choose Spring if you have a May graduation date, Summer if you have an August graduation date, and Fall if you have a December graduation date. Winter is not applicable.



Season Year

Fall 2025

--

Winter

Spring

Summer

Fall

Degree Name

Choose the name of the degree associated with your thesis/dissertation from the dropdown list. For example, Master of Science.

Degree Name

Name of the degree associated with the work as it appears within the work. (example: Master of Science)

Degree Name:

None

<-- Please Select One -->

Doctor of Audiology (AuD)

Doctor of Education (EdD)

Doctor of Nursing Practice (DNP)

Doctor of Philosophy (PhD)

Master of Arts (MA)

Master of Business Administration (MBA)

Master of Fine Arts (MFA)

Master of Music (MM)

Master of Science (MS)

Master of Science in Education (MSEd)

Department

Choose your department from the dropdown list.

Department

Department:

None

<--Please Select Department-->

College of Business: Master of Business Administration

College of Fine Arts: Arts Technology

Department of Accounting: Accountancy

Department of Agriculture

Department of Chemistry

Department of Chemistry: Chemistry Education

Department of Communication Sciences & Disorders: Audiology

Department of Communication Sciences & Disorders: Speech-Language Pathology

Department of Criminal Justice Sciences

Department of Economics: Applied Economics

Department of Educational Administration and Foundations: College Student Personnel Administration

Department of Educational Administration and Foundations: Educational Administration

Department of English

Department of English: English Studies

Department of English: Writing

Department of Family and Consumer Sciences

Department of Geography-Geology: Hydrogeology

Committee Chair

Enter the name of your Committee Chair. Please enter their name as it appears in your thesis/dissertation. You do not need to enter titles (i.e. Dr., etc.)

Committee Chair:

Reggie Redbird

Optional: If you have a Co-Chair, please enter their name in the Committee Co-Chair field. If you do not have a Co-Chair, please leave that field blank.

Committee Member(s)

Enter the name(s) of your other committee member(s), as applicable. Please enter each committee member's name in a separate field.

Please enter their name as it appears in your thesis/dissertation. You do not need to enter titles (i.e. Dr., etc.)

Committee Member:

Keywords

Please enter up to ten keywords or phrases, **separated by commas**, in the keywords field. Keywords help enhance the indexing and retrieval of your dissertation or thesis.

Keywords:
thesis, dissertation, institutional repository, open access

Subject Categories (Optional)

You can choose to select subject categories for your thesis/dissertation, if desired. *This is an optional field.* These can help with the indexing and discovery of your dissertation or thesis.

Choosing disciplines will allow for your work to be displayed in the Commons networks for the associated disciplines.

Note: These subject categories are set by BePress and Digital Commons, the platform which supports ISU ReD. The complete list of available disciplines to choose from is available [here](#) (and linked on the form).

To select subject category disciplines, select the item on the Available column and then choose the "Select" button in the middle to move it to the Selected column. You can also expand the categories in the Available column for more options. You can add multiple subject categories to the Selected column.

Example: Subject Categories (Optional)

If desired, please select the subject category that best fits your dissertation/thesis. Subject Categories can help the indexing of your dissertation or thesis and the eventual retrieval of it by interested parties. Click [here](#) to view the complete list of disciplines.

Available:		Selected:
<ul style="list-style-type: none">Curriculum and InstructionCurriculum and Social InquiryDisability and Equity in Education<ul style="list-style-type: none">AccessibilityGender Equity in EducationEarly Childhood EducationEducation EconomicsEducational Administration and SupervisionEducational Assessment, Evaluation, and ResearchEducational Leadership	<p>Select »</p> <p>« Remove</p>	<ul style="list-style-type: none">EducationArt EducationGender Equity in Education

Abstract

Please enter your abstract exactly as it appears in your thesis/dissertation. You can paste into this field and it will accommodate italics and bold text, if needed.

Paste or type Abstract:

B *I* | | | HTML

Submitting your thesis or dissertation into an institutional repository (IR) helps preserve the academic research output of the institution and promote access to scholarly work. This thesis explores the benefits and processes involved in depositing graduate research into an IR. An institutional repository enhances the discoverability, visibility, and accessibility of academic outputs.

Access Type

You are able to decide how you would like to provide access to your work. You can decide whether you want your thesis/dissertation to be available open access or whether you want to restrict access to Illinois State University users. Your two access options are explained in more detail below.

Open access – The full text of your thesis/dissertation will be available for download to all users with no restrictions.

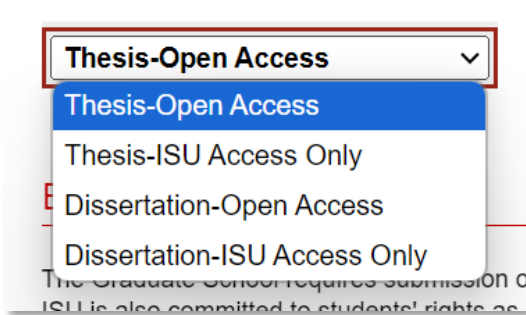
Open access makes your thesis/dissertation fully accessible to the public. Providing your work open access enables users to find and engage with your research without paywalls or other restrictions. This option increases the visibility of your scholarship and allows it to be more accessible. If you are wishing to publish your thesis/dissertation in the future, it is worth noting that there may be a possibility that your future publishing options may be limited, depending on the specific publisher, if the work is already available open access. If that is the case, you may wish to pursue an embargo (more information below), or limit access.

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. This option may be preferable for those concerned about the full text of their work being available online due to it containing sensitive matters or other concerns.

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.

Select your desired option for your desired work type (thesis or dissertation).

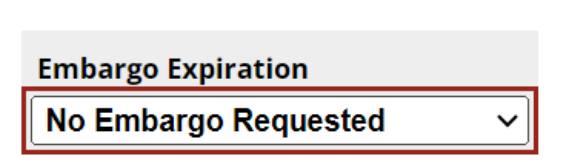


Embargo Period

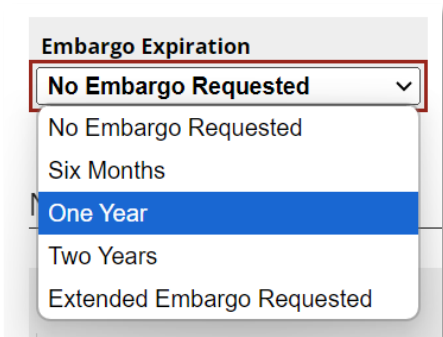
You can also consider if an embargo is appropriate for your work. An embargo is not required to be added. Embargoes are temporary postponements of the public release of your thesis or dissertation, if needed.

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](#). Students can consult with their advisors and the Graduate School about policies and possible embargoes.

Choose an option from the dropdown list. If you do not wish to request an embargo, please leave the “No Embargo Requested” option selected.



If you do wish to request an embargo, select the length of time from the dropdown list.



Embargoes requested between six months and two years are approved without additional review.

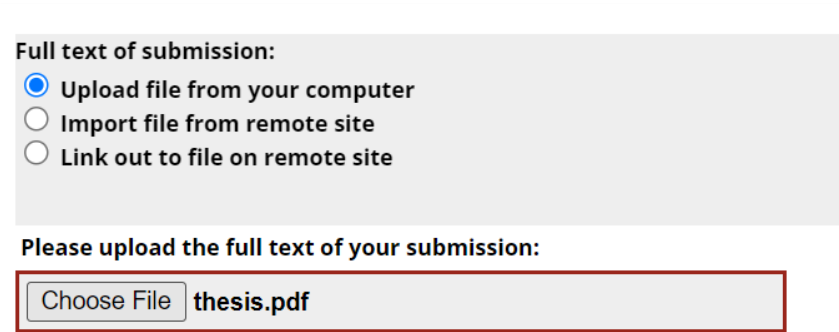
If you want to request an embargo longer than two years, please choose “Extended Embargo Requested”, you will then need to complete the [Embargo Request Form](#) and submit it to the Graduate School for review and approval.

Notes to Administrator

If you have any additional comments you want to pass on to the administrators reviewing your submission, you may enter them here. *This is an optional field that does not need to be completed.*

Upload Full Text

This is where you will upload your actual thesis/dissertation document. **Please choose the “Upload file from your computer” option and upload your thesis/dissertation in a PDF format.**

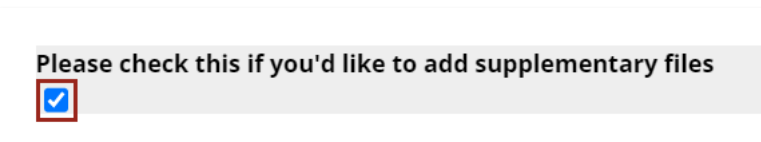


Supplementary Files (Optional)

If you have supplementary files that are a part of your thesis/dissertation, please upload them here. 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 this section and move on to submitting.

If you do have any such files, check the box to indicate you want to add supplementary files.



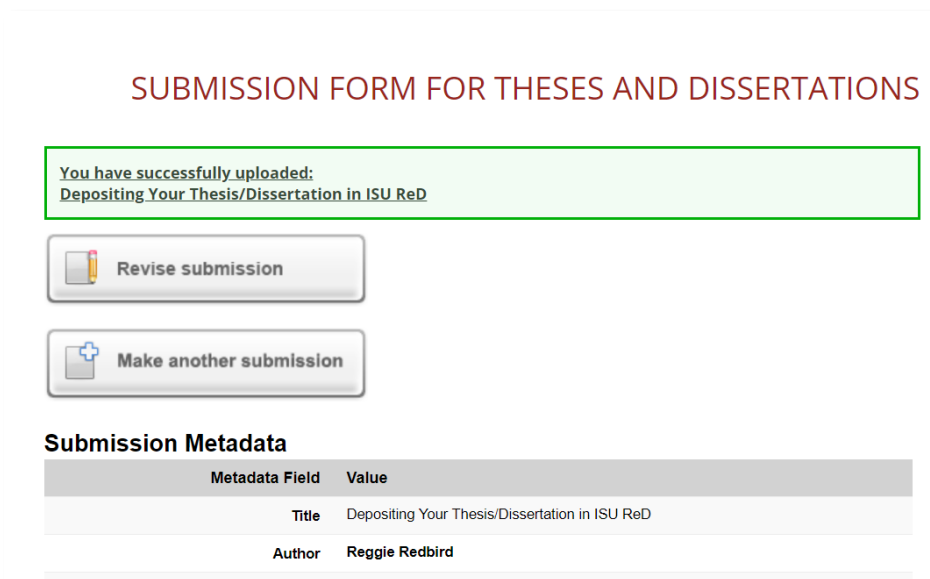
You may now complete and submit the form. You will be prompted to upload the supplementary files *after* you submit the form. Please see the Upload Supplemental Content section at the end of these instructions (page 8). You will need to upload your supplementary files before you get confirmation of your submission.

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, requested revisions, deadlines, 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/>

*****To view instructions for uploading supplemental files, please see the next page.**

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	1	<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.

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