

FOR STUDENTS: MA THESIS PAPER SUBMISSION GUIDE

STEP ONE: Logging In

1. Go to <https://knowledge.uchicago.edu/>
2. In the navigation menu at the top of the page, select **Submit**
3. From the list of “item types,” select **Thesis**
4. You will now be asked to log in — click on the button to use your **CNET ID**, do not use the boxes under “local account”

Search Personalize **Submit** Browse Collections About

Start by choosing the item type you would like to submit
Descriptions of the item types are at the bottom of the page.

Article Event Paper, Poster or Presentation

Thesis Dissertation

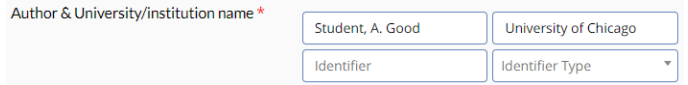
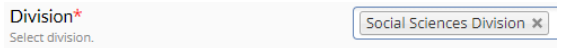
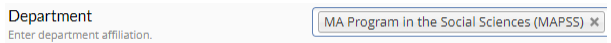
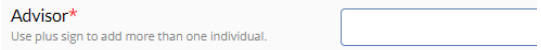
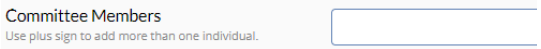

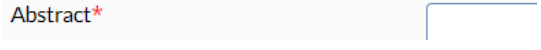
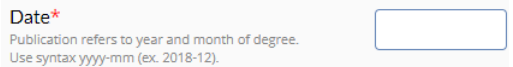
Log in with your CNetID

login

STEP TWO: Filling out the submission form

Note: Some fields may not apply to your individual submission. The form supports options like linking to information about a published version of theses and information about funding.

Below is a walkthrough of the fields you **must** (denoted by *****) and **should** complete:

1. **Name:** Last name, First name.

2. **University/Institution:** University of Chicago
3. **Division:** select “Social Sciences Division”

4. **Department:** select your program from the list
i. CIR Committee on International Relations
ii. MAPSS Masters Program in the Social Sciences
iii. MACSS Master of Arts in Computational Social Science

5. **Faculty Advisor:** Input your advisor’s name. Use the plus sign to add more than one individual.

6. **Committee Members:** Use this field to input the name of your Preceptor

7. **Title:** Title of your paper

8. **Abstract:** Write a short description of your paper

9. **Date:** Enter the Year and Month you will graduate using the YYYY-MM format (e.g. Spring Quarter 2021 would be 2021-06)


Keywords
Use the plus sign to add multiple keywords.

Degree Type*

Creative Commons License
If assigning your submission [Creative Commons](#) license, select the license that applies.

Copyright Statement
If not using a Creative Commons license, indicate copyright owner and year of copyright.

I Grant the Distribution License.*
In order for this site to reproduce, translate and distribute your submission worldwide, please review and agree to the [repository license](#).

10. Keywords: Add several keywords to describe the main topics of your paper. You can add one name per entry box, and use the plus symbol to add more entry boxes.

11. Degree Type: Select “M.A.”

12. Creative Commons License or Copyright Statement: This will make your intentions for your copyright clear to others. You have two options: applying a Creative Commons license to your work or declare a standard copyright. You should only fill out **one** of these two options.

See below for a more detailed explanation of each option.

13. Distribution License: You must choose “I Agree” in order to grant the University the non-exclusive right to maintain your thesis in the archive.

14. Generate a new DOI: Check this box. This will cause the system to produce a Digital Object Identifier (DOI) which acts as a permanent link to your thesis.

Note: there is a unique number at the bottom of this form. This is your “submission access number.” Make note of this number, as it can be used to continue an interrupted submission.

STEP THREE: Upload your paper

1. Click the **Add New File** Button
 - i. **Choose a File:** Click **Choose File**, navigate to the location of your thesis on your computer, select it, and choose **Open**
 - ii. **Name:** You may optionally choose to add a name for your file. Otherwise it will default to the file name you uploaded.
 - iii. **Description:** You may add a short description. This is most useful if you need to upload multiple documents (e.g. a thesis and an accompanying dataset).
 - iv. **Access:** You may choose to share your thesis publicly or limit it to campus-only access. See below for guidance on some factors to consider when making this choice.
 - v. Click **Upload** in order to attach this file to your submission.
2. Click the **Submit Button** to finish your submission
 - i. If you have forgotten one of the required fields you will get a pop-up asking you to fill it out.
 - ii. Once your submission is successful, you will be taken to a screen thanking you for submitting your work and giving you a URL link to your submission.
NOTE: Your paper will not be viewable to others until it has been reviewed by an administrator and approved. You will receive an email documenting your submission

Important Information to Consider: Copyright and Access Options

Choosing a Copyright Option for your MA Thesis Paper

What Copyright Means

By U.S. law, you own the copyright to work that you have put into a fixed form (e.g. composed and saved or printed a file). U.S. Copyright law grants copyright holders control over how their work is used. These rights last for 70 years after the death of the author, after which the work enters the public domain and is free and available to anyone. With some exceptions (known as [Fair Use](#)), this means that others are restricted from doing things such as sharing your work on the web without your explicit permission.

Benefits and Challenges of Copyright

Copyright is intended to give the author the benefit of profiting from their work and the ability to control its use. A novelist who supports themselves through book sales, for instance, needs to be able to control the books they've written. But sometimes copyright can prevent a variety of uses that could be beneficial, especially in an academic setting. If you've ever wondered why the UChicago Library hasn't digitized many of the books or articles in its collection, it is because copyright restrictions limit the ability to share those publications digitally. Copyright can have the effect of limiting the use of your work: preventing others from sharing it or using it in teaching or research *even if you would be happy to have it used*.

Permitting Use of Your Work While Maintaining Control

[Creative Commons licenses](#) are a way to indicate to others what you would permit them to do with your copyrighted work. There are several different types, from completely open (allowing people to do whatever they wish with your work) to a "By" license that requires other to credit you when using your work, or even a license with a variety of restrictions such as allowing use for educational purposes but not for commercial use.

Choosing an Access Option for Your MA Thesis Paper

The Access Options (Public or Restricted to Campus) control whether anyone in the world can see your thesis, or just people on the campus network. The Access Option is separate from Copyright - you can choose to make your thesis publicly available but still retain your copyright control and all rights to your work.

The advantage of making your paper public is getting your ideas into circulation more easily and increasing the likelihood of your research being cited by others.

Reasons you may want to restrict access to your thesis:

- Future academic publishing options: If you are planning to turn your thesis into an article, you may want to restrict it until after it has been published. Different fields and publishers have different philosophies about whether they would consider a thesis available in an institutional repository like Knowledge@UChicago as being "previously published." You can search journal websites for their policies.
- Copyrighted, patented, or sensitive material:
 - If there is material in your thesis that you are not the rights holder for, you will need to request permission to reproduce it, or you will need to restrict access to your thesis.
 - If your thesis is based on collaborative work (e.g. part of a grant project with a faculty member), you will need to get permission from the P.I. or faculty advisor before making your thesis publicly available.
 - If your thesis contains sensitive information you should restrict it to campus. Sensitive information can include things like health or personal information obtained through interviews, culturally sensitive information, and commercial or legal information that was shared with you with restrictions.