

## SUBMITTING YOUR CAPSTONE TO DIGITALCOMMONS @ CSUMB

### Need Help?

If you need assistance with submitting your capstone, please contact us at [digitalcommons@csumb.edu](mailto:digitalcommons@csumb.edu)

### SUBMITTING YOUR CAPSTONE

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1. Go to the capstone section in DigitalCommons@CSUMB -- [https://digitalcommons.csumb.edu/caps\\_thes\\_all/](https://digitalcommons.csumb.edu/caps_thes_all/)
2. Click on the **Submit Research link** under Author Corner in the left hand column.
3. You will be prompted to log in. To do so, click on **Sign up**.
4. Follow the prompts to create an account using your **permanent email address**. This way you will receive notifications about your project's download statistics even after graduation and your csumb.edu email address has expired.
5. After following the prompts you will see the submission form where you can enter information about your item. Please note that for **Document Type** the library strongly recommends selecting **Capstone Project (Open Access)**, so that your work can reach the broadest audience possible.
  - Full title of your capstone (**required**)
  - Your full name as it appears on your capstone and institution: enter **California State University, Monterey Bay**
  - Your permanent email address (**required**)
  - Date – Capstone Presentation date (Month and Year) (**required**)
  - Document Type – select Capstone Project (Open Access) or Capstone Project (Campus-Only Access) (**required**)
  - Degree name (**required**)
  - Department (**required**)
  - Major (*optional*)
  - Advisor's full name (*optional*)
  - Related Category (*optional*)
  - Embargo Period (*optional*)
  - Keywords (**required**)
  - Subject categories (*optional*)
  - Abstract (**required**)
  - Comments (*optional*)
6. Upload your capstone by selecting **Upload a file** and click the **Browse** button to locate the appropriate file. Written work should be submitted as a pdf. Please see the **Archive FAQ** link [[http://digitalcommons.csumb.edu/capstone\\_archive\\_faq.pdf](http://digitalcommons.csumb.edu/capstone_archive_faq.pdf)] for information on submitting other file types. **DO NOT USE** “Import link from remote site” or “Link out to file on remote site”
7. If you have additional files, place a check in the **Supplementary Files** box. You will be prompted to upload your additional content after you click Submit. Please see the Supplementary Files section below for further information.
8. From this screen you can revise your submission or logout.

Your submitted paper will be reviewed by the repository administrator for format compliance and you will receive notification if any changes need to be made. Once the item is approved by the repository administrator, the paper will be posted to DigitalCommons @ CSUMB and it will be publicly viewable on the web, unless you chose to upload your work in the restricted collection. You will receive an auto-generated message to your email account notifying you when your paper is posted. **You will not be able to make changes or edits to your submission after it has been posted (made public) to the DigitalCommons@CSUMB site.**

## SUPPLEMENTARY FILES

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Supplementary files are intended to supplement the full text of the submission, such as datasets. Such files must have been approved by your Faculty Capstone Advisor(s) as part of your project.

1. When you submit your electronic capstone, if you wish to upload supplementary files be sure to place a check in the **Additional Files** box. After you click **Submit Paper**, you will be prompted to upload supplemental content.
2. To upload a supplementary file, select **Browse** to locate and select your file.
3. Enter a brief description of the file in the **Description** field.
4. Click **Save New File**.
5. Repeat this process for each additional file you want to upload. When you are done, click **Continue**.
6. **Please note that for capstones restricted to campus-only view supplementary files cannot be added separately and must be incorporated into the primary document -- for instance a pdf that contains both the written work for a capstone as well as accompanying images. Zip files are an option when multiple formats are used.**

## CHECKING THE STATUS OF YOUR ITEM

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You may check on the status of your item by logging into your account in Digital Commons @ CSUMB. The status of your capstone will appear “under review” until the repository administrator has posted it to the site. When it is posted to the site, the status will change from “under review” to “posted”.

**You will not be able to make changes to your item once it has been POSTED (made public) to DigitalCommons@CSUMB.**

## UPLOADING REVISIONS

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If you need to revise your submission **before it has been made public**, log into your account. Click on the link to your document title that appears toward the bottom of the *My Account* page, then select **Revise submission** in the upper left hand corner of the screen. You can then scroll down to upload a new version of your document and/or to make any changes to your original submission.

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