

QUICK GUIDE TO SUBMITTING YOUR THESIS/DISSERTATION TO UPSPACE

Welcome to self-submission thesis/dissertation on UPSpace (<http://www.library.up.ac.za/>). The University is committed to provide open access to our scholarly outputs and we would like to help you with this. By following the simple guidelines stipulated below, self-submission can be an easy process.

Contact us

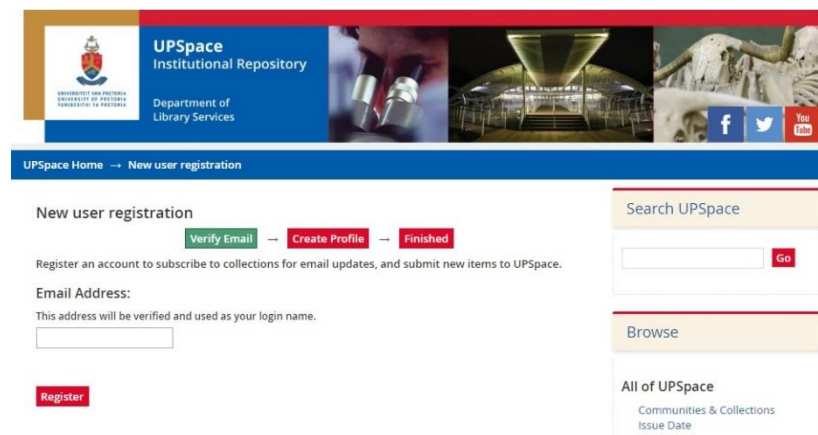
Open Scholarship Office: Tlou Mathiba: tlou.mathiba@up.ac.za or 012 420 3690 or upspace@up.ac.za

STEP 1: Registration

1. Visit the UPSpace homepage at <http://repository.up.ac.za/>
2. Registration on UPSpace

Please note that you will have to be registered on UPSpace for you to be able to submit. If you are not registered you will have to do the following:

Registration on UPSpace: **My Account: Register**. Once registered, **Login**



If you are registered then sign in by typing in your Username (email address) and your Password. Click on **Login**

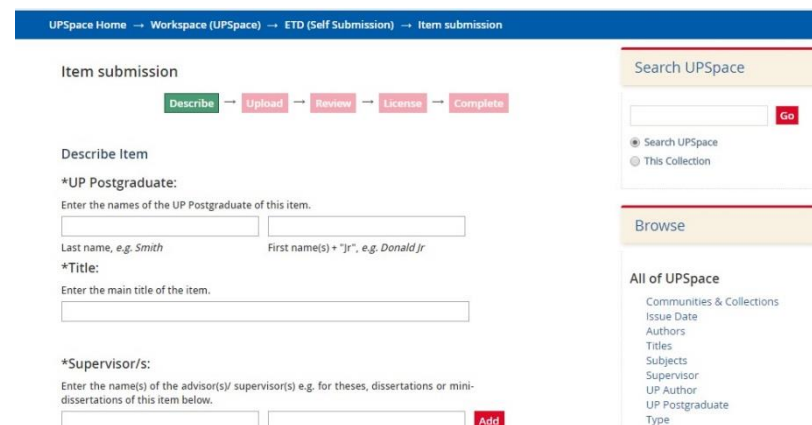
At the top, there is Self-Submission tab

Click on **Self Submission**

Click on **Submit a new item to this collection and click on next**

STEP 2: Start submission

*** PLEASE NOTE: Do not add any security features to the Word or PDF files.**



ETDs submission guide

Follow the screens, check the boxes that apply and describe your thesis/dissertation. Please complete the compulsory fields (with*) and the rest to the best of your ability.

1. **Librarian code:** Please choose **self-submission** from the dropdown menu. **Ignore**
2. **Authors (dc.contributor.Postgraduate):** Type in last name and first names of the student
e.g.
3. **Title (dc.title):** Enter the title of the thesis/ dissertation without a full stop at the end, e.g.
4. **Supervisor/s (dc.contributor.advisor):** Enter the last name and name of the supervisor. If you have more than one supervisor, you can click on to type in the second supervisor.
e.g.
5. **Co-supervisors/s ((dc.contributor.coadvisor):** Enter the last name and name of the co-supervisor. If you have more than one co-supervisor, you can click on to type in the second co-supervisor.
e.g.
6. **Degree (dc.description.degree):** Enter the name of the degree. Follow the example shown on the submission page.
"MSc, MEng, MSocSci"
7. **Subject (dc.subject): Subjects are Keywords:** Enter the subjects, click if you have more than one subject. E.g:
Human rights South Africa or Management principles without a full stop at the end
8. **Department (dc.description.department):** Click on the drop down menu and select the department.
9. **Date of issue (dc.date.issued):** Enter the date of the final completion of the thesis, just the year on pdf or word e.g.
2013
10. **Graduation date (dc.date.created):** Enter the graduation date. **Year only**
11. **Availability (dc.description.availability):** Select, from the drop down menu, whether your item is restricted/unrestricted.
12. **Other (dc.identifier.other):** Enter the number on the envelope. **For Office use only**
13. **Citation (dc.identifier.citation):** Enter citation. Follow the example shown on the submission page. **Please enter "***, generated automatically**

14. **Abstract (dc.description.abstract):** Copy and paste the Abstract from the document.
15. **Rights (dc.rights):** Enter the copyright holder's details, Eg:
©2013 University of Pretoria.
16. **Type (dc.type):** Dissertation/thesis/Mini Dissertation
17. **Language (dc.language.iso):** Select, from the drop down menu, the main language of the item and click on **Next**.
18. **Sponsor:** NRF, if sponsored

File Upload

19. **Upload file(s):** Click on the **Choose file** icon to browse and upload your file e.g. Surname_First word in title_Date:
Donald_Palace_2014, NB, not "There, Die, The, An, A"
20. **File description:** For example Dissertation, Mini-dissertation or Thesis. Then click on **Next**.
21. **Review submission:** Correct any mistakes from the description item or uploaded files. Click on **Next**.
22. **Distribution license:** Grant the license by clicking in box.
Click on **Complete Submission**.